

# Licensing Sub-Committee of the Regulatory Committee

9.30am, Friday, 1 June 2018

## Request for Fee Waiver – Public Entertainment Licence – Armed Forces Day 2018

Item number	5.1
Report number	
Executive/routine	
Council Commitments	
Wards	City Centre (11)

### Executive Summary

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The Council has received a request on behalf of organisers of Armed Forces Day 2018 to agree to waive the application fees for the required temporary Public Entertainment Licence.

A fee reduction is sought on the basis of points made in the email from the Lord Provost (Appendix 2).

## Request for Fee Waiver – Public Entertainment Licence – Armed Forces Day 2018

### 1. Recommendations

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- 1.1 It is recommended that the Committee:
  - 1.1.1 notes the terms of the request; and
  - 1.1.2 agrees the request.

### 2. Background

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- 2.1 The Lord Provost has requested that the application fee due for the required temporary Public Entertainment Licence for Armed Forces Day 2018 should be waived.
- 2.2 The Council agreed that the fees charged for licence applications with effect from 1 April 2018 shall remain unchanged from 2017/18.
- 2.3 Historically, fee reductions or refunds for large public entertainment events of this type have only been granted if the organiser is a charity or a community group.
- 2.4 The Committee has agreed to waive the fee for this annual event in the past.

### 3. Main report

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- 3.1 The Lord Provost has submitted a written request (Appendix 2), seeking that the application fee due for a Public Entertainment Licence for Armed Forces Day 2018 should be waived. A copy of the relevant correspondence is attached to this report at Appendix 2.
- 3.2 The fee structure for 2018/2019 was agreed with effect from 1 April 2018. The relevant fee for a community event in premises with capacity of 2501 – 5000 is £300.
- 3.3 The Council incurs significant costs in dealing with issues arising from licensed premises in the city. These costs are required to be directly recovered from licence fees.
- 3.4 A representative of the applicant will be invited to address the Committee on the request for the fee reductions.

## **4 Measures of success**

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- 4.1 The premises are licensed in a proportionate and effective manner.

## **5 Financial impact**

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- 5.1 The Council's scale of fees for licensing applications was approved with effect from 1 April 2017. Any reduced fee would be required to be absorbed by the licensing budget for 2018/19.

## **6 Risk, policy, compliance and governance impact**

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- 6.1 The fee structure was agreed by full Council. Any reduction risks setting a precedent. However the Committee has discretion in this matter.

## **7 Equalities impact**

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- 7.1 There is no equalities impact arising from the contents of this report.

## **8 Sustainability impact**

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- 8.1 There is no environmental impact arising from the contents of this report.

## **9 Consultation and engagement**

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- 9.1 Officers of the Council have discussed the licensing requirement with the applicant.

## **10 Background reading/external references**

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- 10.1 [City of Edinburgh Council licence application fees list 2018/19](#)

### **Andrew Mitchell**

Regulatory Services Manager

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## 11 Appendices

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11.1 Application form

11.2 Email from Lord Provost dated 26 April 2018