

# Notice of Licensing Committee



Date: Wednesday, 20 May 2026 at 10.15 am

Venue: HMS Phoebe, BCP Civic Centre, Bournemouth BH2 6DY

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## Membership:

### Chairman:

To be elected

### Vice Chairman:

To be elected

## Membership of the Licensing Committee to be appointed at the full Council meeting on 12 May 2026.

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All Members of the Licensing Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MIId=6435>

If you would like any further information on the items to be considered at the meeting please contact: Michelle Cutler [michelle.cutler@bcpcouncil.gov.uk](mailto:michelle.cutler@bcpcouncil.gov.uk) 01202 128581 on 01202 096660 or email

Press enquiries should be directed to the Press Office: Tel: 01202 118686 or email [press.office@bcpcouncil.gov.uk](mailto:press.office@bcpcouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpCouncil.gov.uk](http://democracy.bcpCouncil.gov.uk)

AIDAN DUNN  
CHIEF EXECUTIVE

12 May 2026

**DEBATE  
NOT HATE**



Available online and  
on the Mod.gov app

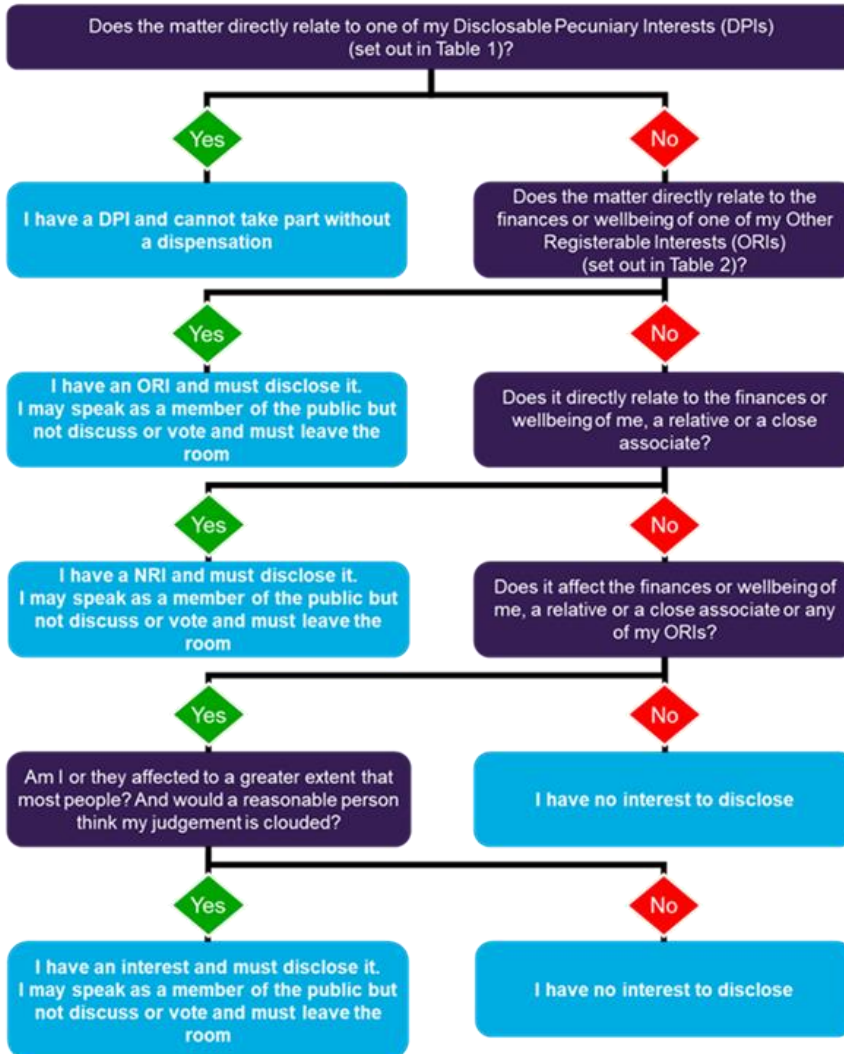


## Maintaining and promoting high standards of conduct

### Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

#### Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

#### Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer

### Selflessness

Councillors should act solely in terms of the public interest

### Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

### Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

### Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

### Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

### Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

### Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

# AGENDA

Items to be considered while the meeting is open to the public

**1. Apologies**

To receive any apologies for absence from Councillors.

**2. Substitute Members**

To receive information on any changes in the membership of the Committee.

Note – When a member of a Committee is unable to attend a meeting of a Committee or Sub-Committee, the relevant Political Group Leader (or their nominated representative) may, by notice to the Monitoring Officer (or their nominated representative) prior to the meeting, appoint a substitute member from within the same Political Group. The contact details on the front of this agenda should be used for notifications.

**3. Election of Chair**

To elect a chair of the Licensing Committee for the municipal year 2026/27.

**4. Election of Vice Chair**

To elect a Vice Chair of the Licensing Committee for the municipal year 2026/27.

**5. Declarations of Interests**

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

**6. Confirmation of Minutes**

To confirm and sign as a correct record the minutes of the Licensing Committee meeting held on 12 March 2016 and the Licensing Sub Committee meetings held on 3,13,18, 31 March and 15, 20, 21 and 29 April 2026.

Note: The exempt section of the minutes where relevant will also be appended as restricted documents.

**7. Public Issues**

To receive any public questions, statements or petitions submitted in accordance with the Constitution, which is available to view at the following link:

<https://democracy.bcpccouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

The deadline for the submission of a public question is midday 14 May

2026 [midday 3 clear working days before the meeting].  
The deadline for the submission of a public statement is midday 19 May 2026 [midday the working day before the meeting].  
The deadline for the submission of a petition is 6 May 2026 [10 working days before the meeting].

## ITEMS OF BUSINESS

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|---|------------------|
| <p><b>8. Animal Licensing Fee Review</b></p> <p>To consider and approve the level of fees charged by BCP Council for the animal licensing fees chargeable for licensing functions.</p> <p>The proposed 2026/27 fees and charges are set at a level to ensure that the Animal Licensing and Dog Control Service operates on a full cost-recovery basis. A proposed increase in fees and charges will help to ensure full costs are recovered in the next financial year. The percentage increase on animal activities licensing fees and charges is in line with the corporate inflation percentages recommended for this year.</p> <p>This report also recommends that the authority to set and amend licensing fees in future be delegated to the Director of Housing and Public Protection, enabling more efficient and responsive fee setting in line with statutory requirements and the Council's governance arrangements.</p> | <p>79 - 86</p>   |
| <p><b>9. Caravan Site Fee Policy</b></p> <p>To consider the policy for the level of fees charged by BCP Council for the duties in relation to Licenced Caravan/Mobile Park Home sites.</p> <p>The policy, which is a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960, sets out those fees showing how they are calculated and how they will be reviewed in the future.</p> <p>The percentage increase proposed this year is in line with the recommended corporate inflation for this year.</p>  | <p>87 - 120</p>  |
| <p><b>10. Forward Plan</b></p> <p>To consider, amend as required and agree the Committee's proposed Forward Plan.</p>   | <p>121 - 122</p> |

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.