

Notice of Licensing Committee



Date: Wednesday, 20 May 2026 at 10.15 am

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

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.

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 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

This notice and all the papers mentioned within it are available at democracy.bcpCouncil.gov.uk

AIDAN DUNN
CHIEF EXECUTIVE

12 May 2026

**DEBATE
NOT HATE**



Available online and
on the Mod.gov app

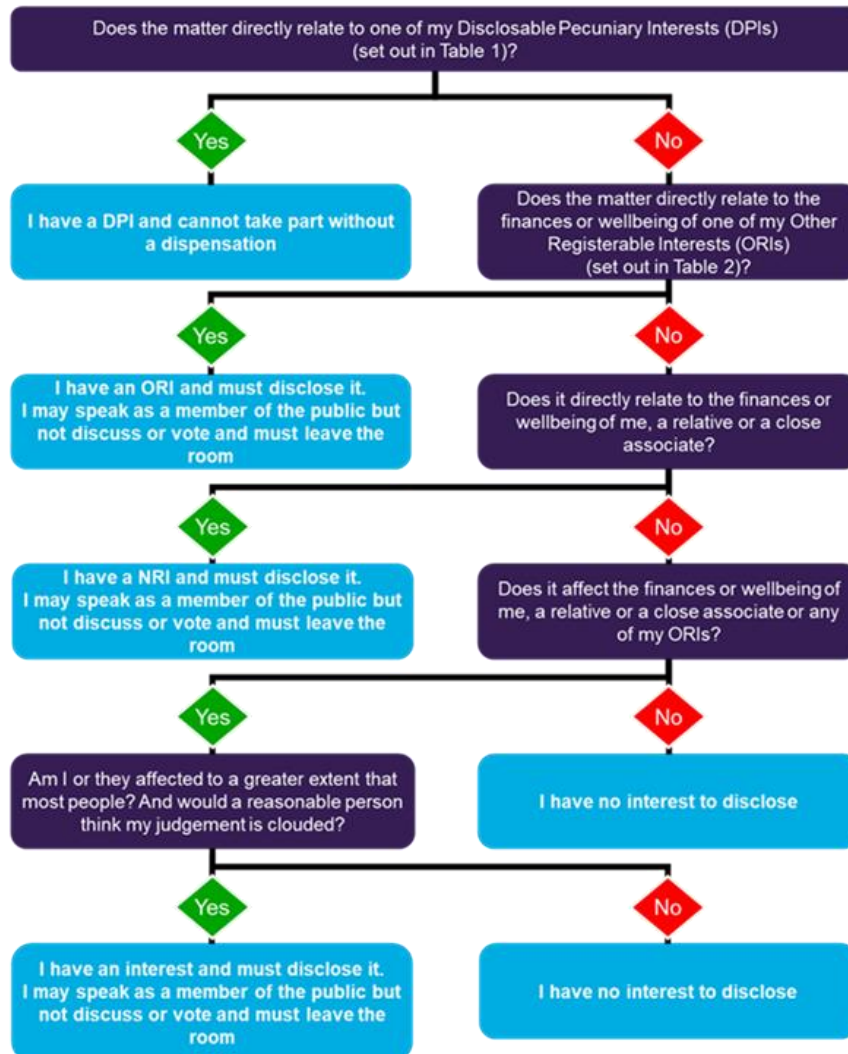


Maintaining and promoting high standards of conduct

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

- | | |
|---|------------------|
| <p>8. Animal Licensing Fee Review</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>9. Caravan Site Fee Policy</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>10. Forward Plan</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.

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING COMMITTEE

Minutes of the Meeting held on 12 March 2026 at 10.00 am

Present:-

Cllr D A Flagg – Chairman

Cllr A Keddie – Vice-Chairman

Present: Cllr S Bartlett, Cllr A Chapmanlaw, Cllr G Farquhar, Cllr D Farr,
Cllr A Filer, Cllr M Howell, Cllr C Matthews, Cllr J Richardson and
Cllr L Williams

Cllr P Sidaway present via MS Teams

29. Apologies

Apologies for absence were received from Councillors E Harman and P Hilliard.

30. Substitute Members

There were no substitute members.

31. Declarations of Interests

There were no declarations of interest.

32. Confirmation of Minutes

RESOLVED that the Minutes of the Licensing Committee meetings held on 11 December and the Licensing Sub-Committees held on 10 and 16 December 2025, 7 and 21 January 2026 and 18 February 2026 be signed by the Chair as an accurate record.

33. Public Issues

There were no public questions, statements, or petitions for this meeting.

34. Taxi licensing fee setting 2026-27

The Licensing and Trading Standards Manager presented a report on the proposed fees for administering the Hackney Carriage and Private Hire licensing regime, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Under the Local Government (Miscellaneous Provisions) Act 1976, the Council may set fees on a cost-recovery basis for licensing drivers, vehicles, and private hire operators. A review of current fees had been undertaken in light of increased operating costs, with proposed changes detailed in the report.

Driver licence fees (three-year licences) would take effect from 1 April 2026. Vehicle licence and Private Hire Operator fees required statutory consultation, including a 28-day public notice period, before implementation. The report outlined the reasons for the proposed adjustments, including increased time required for compliance checks, more accurate recording of officer time, and efficiency savings in some areas.

A Committee Member queried why the report had been brought to the Committee before the proposed fees had been subject to public consultation? They asked why the consultation could not be undertaken first, followed by a report to Committee, which might reduce the number of meetings required.

The Licensing and Trading Standards Manager explained that this approach reflected the process historically followed, although an alternative process could be adopted if permitted by the Council's Constitution. The Legal Advisor and the Clerk agreed to look into this matter further.

A Member asked whether there had been an increase in the number of Operators? The Licensing Manager explained that when BCP Council was first formed, a review had been undertaken to assess the officer time required to process applications. This assessment had since been re-evaluated, and it was now evident that significantly more officer time was needed to administer Operator licences. The Licensing and Trading Standards Manager further advised that the checks associated with these applications had become more time-consuming, particularly due to an increase in virtual Operator offices, which required additional verification and compliance checks to be carried out.

A Committee Member asked how the proposed fee increases might impact individuals during the current cost-of-living crisis? The Licensing and Trading Standards Manager explained that a needs assessment had been undertaken as part of the review and reiterated that the service was required to operate on a cost-neutral basis.

RESOLVED that having considered the proposed fees, members agree the proposed fees as set out in the report.

Post Meeting Note

The Clerk confirmed that the Constitution does not specify the order in which the Committee must consider officer reports or consultation outcomes when determining Taxi Licensing fees. As this is not prescribed constitutionally, the sequence is an internal process, which the Committee may amend if it considers it appropriate.

35. Review of the Hackney Carriage maximum fares and charges tariff

The Licensing Officer presented a report on the review of Hackney Carriage maximum fares and charges tariff, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Committee considered a request submitted by Mr David Lane, on behalf of the BCP Taxi and Private Hire Association, seeking amendments to the current Hackney Carriage tariff. Under the Local Government (Miscellaneous Provisions) Act 1976, the Council had the authority to set fare rates for Hackney Carriages operating within its area. Any approved changes would apply across all three existing Hackney Carriage zones within the BCP Council area.

The current tariff was last approved by the Licensing Committee on 7 March 2024. Mr Lane's request, along with supporting correspondence, was provided to Members, and he had been invited by the Chair to present the rationale for the proposed changes at the meeting. If no objections were received the changes would come into operation on the 5 May 2025.

Mr Lane addressed the Committee to provide further detail on the proposed increases to the Hackney Carriage fares. He referred to the ongoing pressures arising from the cost-of-living crisis and explained that the request included amending the night-time tariff to bring it into alignment with neighbouring authorities, proposing that the night-time rate apply from 22:00 to 06:00.

In response to questions from Members, Mr Lane confirmed that all Hackney Carriage meters were calibrated by BCP Council and that the tariff changes at night were automatic and could not be manually overridden. He advised that, under the current arrangements, many Hackney Carriage drivers were choosing to take their breaks between 22:00 and 00:00 because the enhanced night-time rate did not commence until midnight. As a result, taxis licensed by neighbouring authorities were often picking up work within the BCP area between 22:00 and 00:00, which he considered to pose a potential risk to public safety, particularly for women. He stated that bringing the night-time rate forward to 22:00 would encourage more BCP-licensed drivers to remain available during these hours, thereby reducing reliance on out-of-area drivers.

It was also highlighted during the discussion that Hackney Carriages retained the option to offer reduced fares or discounts. The Licensing Manager clarified that Hackney Carriages licensed outside the BCP area were not permitted to operate from BCP taxi ranks; however, pre-booked Hackney Carriages could legally enter the area to collect passengers. No complaints had been received regarding out-of-area Hackney Carriages unlawfully operating from BCP ranks.

A Committee Member asked why officers do not provide recommendations within such reports? The Licensing and Trading Standards Manager explained that the licensing framework did not permit officers to express an opinion on matters of this nature. Decisions must be taken by the Licensing Committee, which operated in a quasi-judicial capacity and whose determinations may be subject to legal challenge. The Licensing and Trading Standards Manager stated that, in her view, agreeing to the proposals put forward by the taxi trade would bring BCP Council into alignment with neighbouring authorities. She added that members of the public have a wide range of transport options available to them and may choose whether or not to use Hackney Carriages.

RESOLVED that having considered the request for an adjustment in the current fares and charges, members agree the proposed fees as set out in the report.

36. Forward Plan

The Licensing and Trading Standards Manager took members through the Committee's Forward Plan, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The following updates were provided:

- The Pleasure Boats and Boatpersons Licensing Policy – The public consultation closed on 11 March 2026. The Licensing and Trading Standards Manager requested that the consultation results be presented to the Licensing Committee on 17 September 2026, as they would not be ready in time for the May meeting.
- Animal Licence Fees – The Licensing and Trading Standards Manager advised that a report would be presented to the Licensing Committee at its meeting on 20 May 2026 to consider the licensing fees for animal boarding establishments, including catteries, kennels, and home boarders.

Committee Briefings and Training Sessions 2026

Briefing Papers on the National Licensing Policy Framework and updated Section 182 guidance under the Licensing Act 2003, and the Tobacco and

Vapes Bill, had been circulated outside of the meeting. Members had no questions regarding the briefing papers.

Members were asked to contact the Clerk with any future training needs for scheduling after upcoming meetings.

RESOLVED that the updates to the Forward Plan be approved.

The meeting ended at 11.02 am

CHAIRMAN

This page is intentionally left blank

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 03 March 2026 at 10.00 am

Present: Cllr D A Flagg, Cllr J Richardson and Cllr L Williams

142. Election of Chair

RESOLVED that Councillor Flagg be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

143. Apologies

There were no apologies for absence.

144. Declarations of Interests

There were no declarations of interest.

145. Protocol for Public Speaking at Licensing Hearings

The protocol for public speaking was noted.

146. Gordons Yard, 152 Southbourne Road, Bournemouth

The Licensing Authority had received an application for a new premises licence for the premises known as 'Gordon's Yard', 152 Southbourne Road, Bournemouth.

The Sub-Committee was asked to adjourn the hearing until 18 March 2026 in accordance with Regulation 12 of the Licensing Act 2003 (Hearings) Regulations 2005, to ensure that all parties could attend.

The Sub-Committee agreed to the request for an adjournment.

RESOLVED that the application for 'Gordon's Yard' be adjourned until 18 March 2026.

147. Chaplin's 529 - 533 Christchurch Road Bournemouth, BH1 4AG

Present:

From BCP Council:

Tania Jardim – Licensing Officer

Paul Barker – Environmental Health Officer

Linda Cole – Legal Advisor to the Sub-Committee

Michelle Cutler – Clerk to the Sub-Committee

The Chair made introductions and explained the procedure for the hearing which was agreed by all parties.

The Officer presented a report, a copy of which had been circulated and a copy of which appears as Appendix A to these minutes in the Minute Book.

The Sub-Committee was asked to consider an application made by 'any other person', Miss Pearl Montgomery for the review of the premises licence for the premises known as 'Chaplins', located at 529-533 Christchurch Road, Bournemouth, BH1 4AG. Miss Montgomery believed the premises were not upholding the prevention of crime and disorder and the prevention of public nuisance licensing objectives.

No comments in support of the review were received from the Responsible Authorities, however, Environmental Health had submitted a response outlining their current position, which was included in the report pack.

In response to the application, representations had been received from 182 persons in support of the premises.

Following publication of the Officer's report, further documentation was provided from both the Applicant and the Premises, copies of which are appended to these minutes in the Minute Book.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

The Applicant:

Miss Pearl Montgomery, Applicant

Ms Melinda Parker, Supporting the Applicant

For the Premises:

Mr Duncan Craig, St Phillips Barristers, representing the Premises 'Chaplins'

Mr David Seccombe, Director of licence holding company

Mr Nicholas Humphrey, Designated Premises Supervisor (DPS)

Mr Geoff Popple, General Manager

Mr Mark Carter, Artist supporting the Premises

Ms Rebecca Fudgate, supporting the Premises (arrived at 10:19am)

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions.

During the Hearing the Sub-Committee considered and passed the following resolution in order to view several video/audio clips that had been submitted as evidence by Miss Montgomery in support of the application for review: "That under Section 14 (2) of the Licensing Act 2003 (Hearings) Regulations 2005, and with regard to Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that the public interest in withholding the information outweighs such interest in disclosing the information and that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 in Part I of Schedule 12A of the Act" .

All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that having considered the application dated 8 January 2026, made by Miss Pearl Montgomery to review the premises licence for the premises known as 'Chaplin's', 529-533 Christchurch Road, Bournemouth, the Sub-Committee has decided that it is appropriate to leave the licence in its current state as there is insufficient evidence to show that the premises are failing to uphold the prevention of public nuisance licensing objective and no evidence was presented to indicate that the premises were undermining the prevention of crime and disorder licensing objective.

The Sub-Committee considered all the information and supplementary papers which had been submitted before the Hearing by Miss Pearl Montgomery, the applicant, and Mr Duncan Craig, Barrister representing the premises, as well as the report submitted and presented by Tania Jardim, Licensing Officer.

At the Hearing the Sub-Committee heard oral submissions from Miss Montgomery, the applicant, and from Ms Melinda Parker, who spoke in support of the application. The Sub-Committee also heard from Mr Duncan Craig, Barrister representing the premises, Mr David Seccombe, Premises Licence Holder and owner, Mr Nicholas Humphrey, Designated Premises Supervisor, and Mr Geoff Popple, General Manager. In addition, the Sub-Committee heard verbal submissions from Mr Mark Carter and Ms Rebecca Fudgate, both of whom supported the premises. Oral representations were also provided by Ms Tania Jardim, Licensing Officer, and Mr Paul Barker, Environmental Health Officer.

The Sub-Committee also watched and considered the video footage and audio clips that were submitted by the applicant, in support of the application, in closed session.

Licensing Objectives

The review focused solely on the Prevention of Public Nuisance licensing objective. Although the application also referred to the prevention of crime and disorder, the Sub-Committee noted that Dorset Police had

made no representation, and the applicant confirmed at the hearing that she had neither experienced nor had any evidence of crime or disorder associated with the premises. Accordingly, the review was considered based on public nuisance alone

In determining the review, the Sub-Committee considered the options available to them as set out in the recommendations of the report and provided for in the Licensing Act 2003

- a) Leave the licence in its current state.
- b) Modify the conditions of the licence; and/or
- c) Exclude a licensable activity from the scope of the license; and / or
- d) Remove the Designated Premises Supervisor; and/or
- e) Suspend the licence for a period not exceeding three months; and/or
- f) Revoke the licence.

Having considered all the information before them contained in the agenda report, and the submissions made by all parties during the hearing, the Licensing Sub-Committee concluded that there was no evidence at this time to indicate that the premises had failed to uphold the Prevention of Public Nuisance licensing objective.

They took account of the Guidance by the Secretary of State made under section 182 of that Act as well as the Statement of Licensing Policy and determined it was appropriate and proportionate to take no action and leave the licence in its current state.

Reasons for decision

The Licensing Sub-Committee heard from Miss Montgomery, who explained that she had purchased her property in 2007, unaware that it adjoined a bar and music venue. She later discovered that her front bedroom shared a party wall with the premises. Miss Montgomery stated she had frequently been disturbed by sound and vibration from music transmitted through the wall, although she acknowledged that the vibration had diminished since the premises relocated its speakers. She reported ongoing noise affecting her bathroom from patrons using the rear garden, and more recently, noise affecting her second bedroom arising from performing artists and DJ sets.

The Sub-Committee was advised that the noise disturbance was not constant but could continue throughout the evening, particularly on Fridays and Saturdays. Miss Montgomery stated this caused her significant distress and regularly prevented her from sleeping.

In addition, Miss Montgomery described being disturbed by taxis particularly Uber vehicles arriving late at night to collect patrons, as well as noise from patrons, staff, and performers chatting outside the premises at the end of the night.

Miss Montgomery expressed the view that 'Chaplin's' operated as a late night music venue without adequate noise controls despite being situated next to a terraced residential property. She emphasised that she did not wish to see the premises closed, acknowledging its community value, but sought measures to reduce the disturbance so she could enjoy her home in peace. She indicated she would like to see structural soundproofing, installation of a noise limiter, a formal Dispersal Policy, and for staff to conclude conversations inside the venue at the end of their shift.

The Sub-Committee also heard from Mr Duncan Craig, Barrister for the premises. He explained that the premises had been purchased in November 2005 and converted from its former "justice licence" into a premises licence under the Licensing Act 2003, operating for 26 years without any prior review. In addition, no representations were made when the licence was varied in 2020. Mr Craig advised that he had been instructed to represent 'Chaplins' by the Music Venue Trust as the premises was extremely important to young and upcoming artists and played a vital role within the community. This was evidenced by the 182 representations received in support of the premises, which had been submitted to the Sub-Committee for consideration.

Mr Craig submitted that people living close to a licenced premises cannot reasonably expect to have no interference on their everyday lives, particularly when residing in a busy area such as Boscombe and on a busy road used by pedestrians and traffic.

Mr Craig advised that sound attenuation measures, including blocking a fireplace, had already been implemented and submitted it was disproportionate to require the premises to make further changes without clear evidence of noise nuisance. He further added that amplified music took place downstairs in the cellar and that a Dispersal Policy was already in operation at the premises. Mr Craig advised that the premises was willing to work with Miss Montgomery including asking all staff to say their goodbyes inside and voluntarily offering the following condition *'That no noise be generated on the premises or by its own associated plant or equipment, which gives rise to a nuisance'* be imposed on the premises licence. In addition, he advised that Mr Seccombe offered to pay for triple glazing in Miss Montgomery's bedroom. This offer was declined by Miss Montgomery, advising the Sub-Committee that she had recently installed recommended double glazing.

Mr Seccombe addressed the Sub-Committee, confirming that he maintained open communication with Miss Montgomery and responded promptly to her messages and concerns raised. He stated that he continually reviewed and developed existing policies including the Dispersal Policy and voluntarily employed doormen seven nights a week to ensure the venue was run safely. He advised the premises had a sound engineer on site each evening, and noise levels were monitored regularly and logged, with adjustments made where necessary. He described

Chaplin's as a well-run venue operated by responsible and experienced staff.

Mr Seccombe further confirmed that both exit doors at the premises displayed signage instructing patrons to leave quietly, the premises operated a staggered closing procedure and security staff patrolled the street after closing to encourage patrons to move along quietly.

The Sub-Committee heard from Mr Paul Barker, Environmental Health Officer, who confirmed that following complaints, calibrated noise monitoring equipment had been installed in Miss Montgomery's bedroom. Analysis of the recordings showed that music levels in the bedroom were consistently within World Health Organization guidance and did not indicate any statutory nuisance. However, the monitoring equipment had been moved on at least two occasions, compromising the reliability of most of the data collected, as relocation invalidated calibration. Environmental Health had offered further monitoring, but Miss Montgomery declined.

Mr Barker also advised that the AI noise reports submitted by Miss Montgomery, relied on these compromised recordings and therefore could not be relied upon.

He recommended a stepped approach involving further monitoring and collaboration between Environmental Health, the premises, and Miss Montgomery to establish the extent of any noise issues and identify possible solutions. Only if issues remained unresolved might a full acoustic report be justified.

The Sub-Committee asked Miss Montgomery whether she would reconsider allowing Environmental Health to conduct further monitoring at her property, but she declined citing concerns about intrusion as her son and his family now lived there.

The Sub-Committee favoured the more proportionate stepped approach set out by Mr Barker and noted that the premises was willing to work with Environmental Health.

Having taken all matters into consideration and having reviewed all submissions, the Sub-Committee determined that the most appropriate and proportionate outcome to the review application was to take no action and to allow the premises licence to remain in its current form. This decision was based on the absence of any evidence demonstrating a public noise nuisance and the view that the premises appeared to be operated in a responsible manner by experienced staff who were willing to work with Environmental Health. No other options were felt appropriate at this time.

The Sub-Committee also considered the condition offered by the premises but deemed it was too subjective to be enforceable. Further Environmental

Health investigation was considered the appropriate next step to assess noise levels and identify potential solutions.

The Sub-Committee acknowledged Miss Montgomery's sleep is being disturbed but did not find that the disturbance was solely attributable to the premises, noting that her bedroom overlooked a busy main road. They strongly recommended that she engage with the services offered by Environmental Health, which she had previously declined. The Sub-Committee considered it unreasonable at this time to modify the conditions on the premises licence and to require the premises to commission an expensive acoustic report without evidence demonstrating such a requirement was proportionate.

The Sub-Committee was satisfied that communication between the premises and Miss Montgomery remained constructive and that the premises had demonstrated willingness to resolve issues, including offering triple glazing and engaging with Environmental Health. The Committee regarded this as positive and expressed hope that further work by Environmental Health would lead to a resolution.

Despite determining that no action should be taken in respect of the review application the Sub-Committee expects management to regularly review their dispersal policy to include procedures to move patrons and performers away from the premises in such a way as to cause minimum disturbance or nuisance to neighbours and to remind SIA door staff that both patrons and performers should be encouraged to leave the premises quietly and to avoid loitering or chatting at the frontage.

Right of appeal

An appeal against the review decision may be made to a Magistrates' Court within 21 days of the appellant being notified of the Licensing Authority's determination on the review. An appeal may be made by the Premises Licence Holder, and/or any interested person who made relevant representations.

148. Exclusion of Press and Public

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.

149. Taxi Driver / Operator / Vehicle Licence Holder

This item was restricted by virtue of paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972. Exempt information – Categories 1

(information relating to any individual) and 2 (information which is likely to reveal the identity of an individual).

Present:

From BCP Council:

Michelle Fletcher – Licensing Officer

Wesley Freeman – Licensing Officer

Linda Cole – Legal Advisor to the Sub-Committee

Michelle Cutler – Clerk to the Sub-Committee

The driver was in attendance, represented by a solicitor. A trainee solicitor was also in attendance. The driver was accompanied by a friend for moral support.

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all parties present.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Sub-Committee was asked to consider whether the individual remained a 'fit and proper' person to continue to hold a Private Hire Driver, Operator and Vehicle Licence following a recent driver complaint which led to an investigation into alleged non-compliance issues with all three licences.

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions.

The Sub-Committee adjourned briefly at the request of the driver's solicitor as during the hearing, new information had come to light that the solicitor was not aware of.

All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Council's Legal Advisor advised all parties of the right of appeal.

The Sub-Committee RESOLVED that the driver, is no longer a 'fit and proper' person to hold a Private Hire Driver's Licence and that the licence be revoked with immediate effect under Section 61(2B) of the Local Government (Miscellaneous Provisions) Act 1976 in the interests of public safety.

The Sub-Committee further determines that the driver is not a 'fit and proper' person to hold a Private Hire Vehicle Licence and that licence be revoked under Section 60 of the Local Government (Miscellaneous Provisions) Act 1976 due to his failure to comply with statutory requirements or licence conditions.

The Sub-Committee also resolved to revoke the driver's Private Hire Operator Licence under Section 62 of the Local Government (Miscellaneous Provisions) Act 1976 due to his failure to comply with mandatory conditions and because he is no longer being deemed to be a 'fit and proper' person to hold such a licence.

Reasons for Decision:

The Sub-Committee considered all the written information which had been submitted before the hearing and contained in the Licensing Officer's report for Agenda Item 8.

The Sub-Committee also considered the verbal submissions made at the hearing by the Licensing Officers, Michelle Fletcher and Wesley Freeman, the driver and the Solicitor representing the driver.

In considering the test of whether the driver is a 'fit and proper' person, the Sub-Committee had regard to the BCP Council Hackney Carriage and Private Hire Driver Policy 2026 – 2031 and the provisions of the Local Government (Miscellaneous Provisions) Act 1976. They also noted the Institute of Licensing (IOL) *Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades (2018)*, which advises that licensing authorities must adopt a precautionary approach and refuse or revoke licences where there is any doubt regarding an individual's fitness or propriety, particularly where safeguarding risks are present and the Department for Transport's Statutory Taxi and Private Hire Vehicle Standards (2022), which emphasise the paramount importance of safeguarding, risk based decision making, and the need for licensing authorities to take firm action where patterns of concerning behaviour emerge.

In particular, the Sub Committee had regard to the following points:

1 Private Hire Drivers Licence

Harassment complaints

The Sub-Committee considered three separate unrelated harassment complaints made by lone female passengers, received while the driver was working for two different operators.

The first 2 complaints occurred when he was working for Operator 'A', he received a warning from 'Operator A' for the first complaint and when a second complaint was received Operator 'A' suspended him and then removed him from their books. He was issued with a written warning from BCP Councils Licensing Team at this time. The third harassment complaint occurred when the driver was working for Operator 'B' and he was suspended and removed from their books. The driver was interviewed by the Licensing Team due to the repeat pattern of allegations against him where he denied any wrongdoing.

Overcharging complaint and failure to notify employment

New evidence from another operator confirmed an upheld complaint of overcharging and revealed that the driver had been working for that operator fulltime without notifying the Licensing Team as required by his licence conditions.

School run discrepancy

Evidence from Operator 'B' showed the driver had undertaken school runs despite denying this during a Licensing Team interview.

In response to the allegations, the Solicitor, advised that his client denied the harassment allegations, disputed the other operator complaint, and claimed he was unaware of his duty to notify change of operator.

The Sub-Committee were concerned that the driver accepted no fault or responsibility for his behaviour and did not identify any changes that he could make to his conduct or practice. They noted he had already received a written warning and had already undertaken additional safeguarding training.

The Sub-Committee expressed serious concern about the nature of the allegations made against the driver, noting that they related directly to passengers who were dependent on him for their safety. The Sub-Committee recognised that a taxi or private hire driver occupies a position of considerable trust and authority, with passengers placing themselves and their personal safety wholly in the driver's care.

In reaching its decision, the Sub-Committee placed significant weight on the fundamental importance of safeguarding the public and protecting vulnerable individuals.

The Sub-Committee had regard to the Department of Transport's test for decision makers which posed the question: "*Without any prejudice, and based on the information before you, would you allow a person for whom you care, regardless of their condition, to travel alone in a vehicle driven by this person at any time of day or night?*" and concluded on the balance of probabilities that they would not allow a person for whom they care to travel alone with the driver.

The Sub-Committee had no confidence in the drivers ability to discharge the responsibilities as a licensed driver and concluded that he is not a 'fit and proper' person to hold a private hire driver's licence and that revocation under Section 61(2b) of the Local Government (Miscellaneous Provisions) Act 1976 was both necessary and proportionate in the interests of public safety.

2 Private Hire Vehicle Licence

The Sub-Committee noted that the driver had repeatedly failed to comply with requirements relating to the proper display of vehicle livery, despite being reminded on several occasions of the need for permanent affixation of plates and signage on the vehicle. Licensing Officer Wesley Freeman

confirmed that he had personally observed the licensed vehicle parked without the required livery being displayed, even after explicit warnings had been issued. The Sub-Committee were concerned that this was not a one-off oversight but part of a consistent and ongoing pattern of behaviour. The Sub-Committee took account of the Solicitors submissions that the driver regarded Bournemouth as a "rough area" and was reluctant for his vehicle to display taxi livery in case it attracted break ins from people looking for money. However, the Sub-Committee considered that, having chosen to apply for and hold a vehicle licence within the BCP area, he was required to comply fully with the licensing conditions, including the proper display of livery despite what he thought about the area.

The Sub-Committee also noted that an inward facing CCTV or dashcam device had been fitted inside the vehicle, contrary to Council policy, which prohibits inward facing cameras unless expressly authorised. While Mr Freeman acknowledged that a vehicle inspection would be required to confirm the exact type of camera installed, its presence nevertheless demonstrated further noncompliance with the vehicle policy. The Solicitor advised that the camera had been installed for protection but accepted that it would need to be removed if required.

The Sub-Committee considered that these issues, taken together, showed a clear and persistent disregard for the conditions of the vehicle licence. The requirement to permanently affix plates and livery is fundamental to the regulation of the trade, ensuring that licensed vehicles can always be identified by members of the public and enforcement officers. Despite repeated advice, the driver had still not affixed the required plates to his vehicle. This ongoing noncompliance gave the Sub-Committee no confidence that he was willing or able to meet even the most basic obligations of a licensed vehicle proprietor.

Considering the repeated breaches, the absence of corrective action, and the driver's overall compliance history, the Sub Committee concluded that the driver was not a 'fit and proper' person to hold a Private Hire Vehicle Licence, and that revocation under Section 60 of the Local Government (Miscellaneous Provisions) Act 1976 was both necessary and proportionate.

3 Private Hire Operator Licence

The Sub-Committee noted that the driver was unable to produce the mandatory booking, complaint, or lost property records required of an operator and that he operated without the necessary policies or procedural systems. This demonstrated a further failure to comply with the conditions of a licence. The Sub-Committee also considered the Solicitor's explanation that this was because the driver had been working under other operators rather than using his own operator's licence but now wished to rely on that licence because his history meant he could no longer work for other operators.

The Sub-Committee however considered section 3.45 of the 'Institute of Licensing Suitability Guidance on determining the suitability of applicants

and licences in the private hire and hackney industry'. They asked themselves, *'if without any prejudice and based on the information before them, would you be comfortable providing sensitive information such as holiday plans, movements of your family, or other information to this person, and feel safe in the knowledge that such information would not be used or passed on for criminal or unacceptable purposes?'*

The Sub-Committee concluded that they would not be comfortable in providing the driver with sensitive personal information and given his compliance history, the Sub-Committee had no confidence in his ability to operate legally or responsibly.

The Sub-Committee determined that he was not a 'fit and proper' person to hold a Private Hire Operator Licence, and that revocation under Section 62 of the Local Government (Miscellaneous Provisions) Act 1976 was both necessary and proportionate.

The Sub-Committee found that the drivers previous conduct and compliance history gave them no confidence in his ability to behave in an appropriate or responsible manner in the future. The Sub-Committee was not satisfied that he would comply with the conditions of his licences or meet the standards expected of those entrusted with public safety. Considering these concerns and having concluded that he fell short of the standard required of a licensed BCP driver across all three of his licences, the Sub-Committee resolved to revoke all three licences under the appropriate statutory powers.

Right of Appeal

The person aggrieved by this decision, namely the licence holder has the right to appeal to the Magistrates' Court within a period of 21 days beginning with the day on which they are notified of the decision in writing

The meeting ended at 1.31 pm

CHAIRMAN

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 13 March 2026 at 10.00 am

Present: Cllr S Bartlett, Cllr D A Flagg and Cllr L Williams

Also in attendance: Cllr A Chapmanlaw (in an observational capacity only)

150. Election of Chair

RESOLVED that Cllr D Flagg be elected Chair of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

151. Apologies

Apologies were received from Cllr M Howell. Cllr L Williams as the first reserve member replaced Cllr Howell on the sub committee.

152. Declarations of Interests

There were none.

153. Protocol for Public Speaking at Licensing Hearings

The protocol was included for noting.

154. Application for a Premises Licence at 24 Church Street, Christchurch, BH23 1BW

Present:

From BCP Council:
Sarah Rogers – Principal Licensing Officer
Johanne McNamara – Legal Advisor
Jill Holyoake – Clerk to the Sub Committee

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all parties present.

The Principal Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Sub Committee was asked to consider an application made by Cilem Altun for a new premises licence for a convenience store and post office located at 24 Church Street, Christchurch, BH23 1BW. The original

application sought permission for the off sale of alcohol between 07:00 and 00:00 from Monday to Saturday and from 07:00 to 23:00 on Sunday.

In response to the application three representations had been received from other persons on the grounds that granting the application would undermine the prevention of crime and disorder, prevention of public nuisance, public safety and protection of children from harm licensing objectives. Following mediation, one representation was withdrawn leaving two remaining.

The applicant had engaged in successful mediation with Environmental Health and Dorset Police to agree additional conditions to attach to the licence if granted, as set out in the report.

The premises was formally a restaurant known as Loch and Quay which benefitted from a current Premises Licence, further information in relation to this was included in the report.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

- Cilem Altum, the applicant

The two other persons did not attend so their representations were considered based on their written submissions, including the supplementary statement submitted by Objector 2.

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that the application for a new premises licence for a convenience store and post office located at 24 Church Street, Christchurch, BH23 1BW to permit the off sale of alcohol be GRANTED with the additional conditions agreed as a result of mediation with the applicant as follows:

Conditions agreed with Environmental Health:

- **No collections of waste or recycling materials from the premises shall take place between 21.00 and 07.00hrs on the following day.**
- **No deliveries (except newspapers) to the premises shall take place between 23.00 and 07.00 on the following day.**
- **All staff including delivery drivers will be trained (and the training signed by employees) making them aware that they must be considerate of neighbouring premises; a sign requiring this will also be placed on the access doors at all times.**

Conditions agreed with Dorset Police:

- **Reduction of licensable hours for the supply of alcohol from 09:00 - 00:00 Monday to Saturday and 09:00 - 23:00 Sunday***
- **No single cans or bottles of beer or cider shall be sold at the premises.**
- **No super-strength beer, lagers or ciders of 5.5% ABV (alcohol by volume) or above shall be sold at the premises.**
- **Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customers or staff.**
- **There shall be no self-service, by patrons, of spirits on the premises.**
- **All staff involved in the sale of alcohol shall receive training on the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attaching to the premises licence. Refresher training shall be provided at least once every 6 months. A record shall be maintained of all staff training and that record shall be signed by the person receiving the training and the trainer. The records shall be kept for a minimum of 12 months and made available for inspection by police, licensing or other authorised officers.**
- **The premises shall install and maintain a comprehensive CCTV system, all entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period. The CCTV system should be updated and maintained according to police recommendations.**
- **An incident log shall be kept at the premises. The log should include the date and time of the incident and the name of the member of staff involved. The log to be made available on request to an authorised officer of the Council or the Police, which will record the following:**

- (a) all crimes reported to the venue**
 - (b) all ejections of patrons**
 - (c) any complaints received**
 - (d) any incidents of disorder 14**
 - (e) any faults in the CCTV system or searching equipment or scanning equipment**
 - (f) any refusal of the sale of alcohol**
 - (g) any visit by a relevant authority or emergency service.**
- Challenge 25, shall be operated at the premises where the only acceptable forms of identification are (recognised photographic**

identification cards, such as a driving licence or passport I Holographically marked PASS scheme identification cards). Appropriate signage advising customers of the policy shall prominently displayed in the premises.

*At the hearing the applicant confirmed that she was content to retain the terminal hour for the supply of alcohol on Sunday as 23.00 in accordance with her original application rather than the 00:00 indicated by Dorset Police

Reasons for decision:

The Sub-Committee gave detailed consideration to all of the information which had been submitted before the Hearing, as contained in the Licensing Officer's report and all of the supplementary papers for Agenda Item 5, including the information provided by the applicant in their application and the written representations made from two other persons in objection to the application on the grounds that to grant the premises licence would undermine the prevention of crime and disorder, prevention of public nuisance, public safety and protection of children from harm licensing objectives.

The Sub-Committee also considered the verbal submissions made at the hearing by those in attendance, Mrs Sarah Rogers, Principal Licensing Officer and Mrs Cilem Altum, the applicant. In the absence of the two other persons the Chair and Members of the Sub Committee wished to confirm that they had read both objections and the additional written information provided by Objector 2 in support of their representation.

The Sub Committee noted that the premises was formally a restaurant known as Loch and Quay. The premises currently benefitted from a premises licence which permitted the on and off sales of alcohol between 08:00 and 01:00 and late-night refreshment between 23:00 and 01:30 every day of the week.

The Sub Committee heard that the applicant had experience of operating a licensed premises in Southbourne Grove which traded with the same convenience store format as that proposed for 24 Church Street with the retention of Post Office services. During that time the premises in Southbourne Grove had operated responsibly with no issues reported. The Sub Committee noted that in her verbal submission the applicant demonstrated a comprehensive awareness and understanding of the steps required to promote the four licensing objectives in relation to the application, as set out in Section M of the application form.

The Sub-Committee noted that no Responsible Authorities had made an objection to the application and that the applicant had engaged in successful mediation with Environmental Health and Dorset Police to agree additional conditions to attach to the licence. The applicant had also been willing to engage with the two other persons but no approach was forthcoming. The applicant explained that if possible she would like to retain the 00.00 terminal hour for the supply of alcohol agreed with the Police for

business reasons. As with the premises in Southbourne Grove, the 00.00 hour would also ensure the premises ceased the supply of alcohol before other licensed premises in the vicinity. The applicant indicated that she would continue to work with the Council and Dorset Police to promote the licensing objectives as required

With regard to the concerns raised in the representations, the Sub Committee could not take into consideration the 'need' for an additional licensed premises or the number of licensed premises already in the area, as the premises was not situated in a communitive impact area.

The Sub Committee was only able to consider whether this premises would undermine the licensing objectives. Members noted the fears expressed that an additional licensed premises would lead to an increase in crime and disorder and public nuisance, have an adverse impact on public health and alcohol related harm and increase exposure and availability of alcohol to children.

However, the Sub Committee was satisfied that, provided the premises operated in accordance with its operating scheduled and complied with the conditions agreed during mediation, there was no evidence to conclude that the licensing objectives would not be promoted, and the application was accordingly granted.

It was noted however that a review of the premises licence may be sought at any time by a Responsible Authority or any other person should future issues arise that may undermine the licensing objectives.

In reaching this decision, the Sub-Committee had regard to the Bournemouth, Christchurch and Poole Council Licensing Policy, the Secretary of State's revised guidance (including the updated paragraph 1.18), and the licensing objectives set out in the Licensing Act 2003.

All parties have the right to appeal this decision to the Dorset Magistrates' Court within 21 days of receiving written notification from the Licensing Authority.

The meeting ended at 10.15 am

CHAIR

This page is intentionally left blank

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 18 March 2026 at 10.15 am

Present:-

– Chairman

– Vice-Chairman

Present: Cllr S Bartlett, Cllr D A Flagg and Cllr L Williams

Also in attendance: Cllr A Chapmanlaw (as substitute) and Cllr G Farquhar (as substitute)

155. Election of Chair

RESOLVED that Councillor D Flagg be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

156. Apologies

There were no apologies received for this meeting.

157. Declarations of Interests

There were no declarations of interest on this occasion

158. Protocol for Public Speaking at Licensing Hearings

The protocol for Public Speaking was noted.

159. Bournemouth Food Market, 82 Old Christchurch Road, Bournemouth BH1 1LR

The Licensing Authority received an application for a new premises licence for the premises known as 'Bournemouth Food Market', 82 Old Christchurch Road, Bournemouth BH1 1LR. The Sub-Committee adjourned the hearing until 31 March 2026 in accordance with Regulation 12 of the Licensing Act 2003 (Hearings) Regulations 2005 in order to comply with statutory timescales for hearing the application.

160. Gordons's Yard, 152 Seabourne Road, Bournemouth, BH52JA

The Licensing Authority had received notification from the Environmental Health Officer that they have agreed conditions with the applicant and therefore their objection to the application had been withdrawn. The item was withdrawn from the meeting.

161. Application for a Premises Licence at 57 High Street Christchurch, BH23 1BB

Present:

From BCP Council:

Ellie King – Licensing Officer

Andy McDiarmud – Legal Advisor

Claire Johnston – Clerk to the Sub Committee

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all parties present.

The Principal Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Sub Committee was asked to consider an application made by Kenan Gokdogan has made an application for a new premises licence for a convenience store located at 57 High Street, Christchurch, BH23 1BW. The original application sought permission for the off sale of alcohol between 07:00 and 23:00 from Monday to Sunday.

In response to the application two representations had been received from other persons on the grounds that granting the application would undermine the prevention of crime and disorder, prevention of public nuisance, public safety and protection of children from harm licensing objectives. Following mediation, one representation was withdrawn leaving one remaining.

The applicant had engaged in successful mediation with Environmental Health and Dorset Police to agree additional conditions to attach to the licence if granted, as set out in the report.

The premises was formally a restaurant known as Loch and Quay which benefitted from a current Premises Licence, further information in relation to this was included in the report.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

- Oktay Kurtoglu - DPS and representing Kenan Gokdogan

The other person did not attend so their representations were considered based on their written submissions, including the supplementary statement submitted.

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that the application for a new premises licence for a convenience store and post office located at 57 High Street, Christchurch, BH23 1BW to permit the off sale of alcohol be **GRANTED** with the additional conditions agreed as a result of mediation with the applicant as follows:

Conditions agreed with Dorset Police:

- **Reduction of licensable hours for the supply of alcohol from 07:00 - 23:00 to 09:00 - 23:00**
- **No single cans or bottles of beer or cider shall be sold at the premises.**
- **No super-strength beer, lagers or ciders of 5.5% ABV (alcohol by volume) or above shall be sold at the premises.**
- **Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customers or staff.**
- **There shall be no self-service, by patrons, of spirits on the premises**
- **All staff involved in the sale of alcohol shall receive training on the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attaching to the premises licence. Refresher training shall be provided at least once every 6 months. A record shall be maintained of all staff training and that record shall be signed by the person receiving the training and the trainer. The records shall be kept for a minimum of 12 months and made available for inspection by police, licensing or other authorised officers.**
- **The premises shall install and maintain a comprehensive CCTV system, all entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period. The CCTV system should be updated and maintained according to police recommendations.**
- **An incident log shall be kept at the premises. The log should include the date and time of the incident and the name of the member of staff involved. The log to be made available on request to an authorised officer of the Council or the Police, which will record the following:**

- (a) all crimes reported to the venue**
- (b) all ejections of patrons**
- (c) any complaints received**
- (d) any incidents of disorder**
- (e) any faults in the CCTV system or searching equipment or scanning equipment**
- (f) any refusal of the sale of alcohol**
- (g) any visit by a relevant authority or emergency service.**
 - **Challenge 25, shall be operated at the premises where the only acceptable forms of identification are (recognised photographic identification cards, such as a driving licence or passport I Holographically marked PASS scheme identification cards). Appropriate signage advising customers of the policy shall prominently be displayed in the premises.**

Voting: Unanimous

Reasons for decision:

The Sub-Committee gave detailed consideration to all of the information which had been submitted before the Hearing, as contained in the Licensing Officer's report and all of the supplementary papers for Agenda Item 7, including the information provided by the applicant in their application and the written representations made from one other persons in objection to the application on the grounds that to grant the premises licence would undermine the prevention of crime and disorder, prevention of public nuisance, public safety and protection of children from harm licensing objectives.

The Sub-Committee also considered the verbal submissions made at the hearing by those in attendance, Mrs E King, Licensing Officer and Mr Kurtoglu, DPS on behalf of the applicant. In the absence of the other person making a representation the Chair and Members of the Sub-Committee wished to confirm that they had read the objections and the additional written information provided by the other person in support of their representation.

The Sub-Committee heard that the Designated Premises Supervisor had experience of operating several different licensed premises within the BCP area in Purewell, Springbourne and Westbourne covering a period of 20 years. The Sub-Committee noted that these premises appear to have operated correctly during that time and they were not aware of any reported issues The Sub-Committee noted that in their verbal submission the applicant demonstrated an awareness and understanding of the steps required to promote the four licensing objectives in relation to the application, as set out in Section M of the application form.

The Sub-Committee noted that no other Responsible Authorities had made an objection to the application and that the applicant had engaged in

successful mediation with Dorset Police to agree additional conditions to attach to the licence. The applicant engaged in mediation with the other persons; however this mediation was not successful.

With regard to the concerns raised in the representations, the Sub Committee could not take into consideration the 'need' for an additional licensed premises or the number of licensed premises already in the area, as the premises was not situated in a cumulative impact area.

The Sub-Committee was only able to consider whether this premises would undermine the licensing objectives. Members noted the fears expressed that an additional licensed premises would lead to an increase in crime and disorder and public nuisance, have an adverse impact on public health and alcohol related harm and increase exposure and availability of alcohol to children.

However, the Sub Committee was satisfied that, provided the premises operated in accordance with its operating schedule and complied with the conditions agreed during mediation, there was no evidence to conclude that the licensing objectives would not be promoted, and the application was accordingly granted.

It was noted however that a review of the premises licence may be sought at any time by a Responsible Authority or any other person should future issues arise that may undermine the licensing objectives.

In reaching this decision, the Sub-Committee had regard to the Bournemouth, Christchurch and Poole Council Licensing Policy, the Secretary of State's revised guidance (including the updated paragraph 1.18), and the licensing objectives set out in the Licensing Act 2003.

All parties have the right to appeal this decision to the Dorset Magistrates' Court within 21 days of receiving written notification from the Licensing Authority.

The meeting ended at 10.31 am

CHAIRMAN

This page is intentionally left blank

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 31 March 2026 at 10.00 am

Present: Cllr G Farquhar, Cllr A Keddie and Cllr P Sidaway

162. Election of Chair

RESOLVED that Councillor P Sidaway be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

163. Apologies

Apologies were received from Cllr E Pankhurst. Cllr A Keddie as the first reserve member replaced Cllr Pankhurst on the Sub-Committee.

164. Declarations of Interests

There were none.

165. Protocol for Public Speaking at Licensing Hearings

The protocol was included for noting.

166. Application for a Premises Licence at Bournemouth Food Market, 82 Old Christchurch Road, Bournemouth, BH1 1LR

Present:

From BCP Council:

Sarah Rogers – Senior Licensing Officer

Johanne McNamara – Legal Advisor

Michelle Cutler – Clerk to the Sub Committee

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all parties present.

The Senior Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Sub Committee was asked to consider an application made by TLT Solicitors on behalf of Bournemouth Food Market Ltd for a new premises licence for a food market located at 82 Old Christchurch Road Bournemouth, BH1 1LR.

The application sought permission for the on and off sales of alcohol between 12:00 and 22:00 every day of the week.

The application had attracted 1 representation from 1 other person on the grounds that to grant the application would undermine the prevention of crime and disorder, prevention of public nuisance, public safety and protection of children from harm licensing objectives.

The 1 other person did not attend so their representations were considered based on their written submissions.

The Sub Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that the application made by TLT Solicitors on behalf of Bournemouth Food Market Ltd for a new premises licence at 82 Old Christchurch Road Bournemouth, BH1 1LR, to permit the on and off sales of alcohol between 12:00 and 22:00 every day of the week, be GRANTED with the additional conditions agreed as a result of mediation with the applicant as follows:

Conditions agreed with Trading Standards

- Challenge 25 shall be operated at the premises where the only acceptable forms of identification are (recognised photographic identification cards, such as a driving licence or passport | Holographically marked PASS scheme identification cards). Appropriate signage advising customers of the policy shall be prominently displayed in the premises.
- A refusals register will be kept at the premises and used to record any refusals of sales of alcohol (e.g. no ID/ underage/ drunk). The register will be signed off and dated by the Designated Premises Supervisor on a weekly basis as being an accurate record.
- All staff must receive training regarding the four licensing principles contained in the Licensing Act 2003: - Responsible retailing of alcohol, and the law and the conditions attached to the premises licence. Training must include evidence that the trainee has gained knowledge and understanding of the training, which may consist of a test or quiz, completed by the trainee. Documented records of training completed shall be kept for each

member of staff for a minimum of 12 months and signed off by a supervisor.

Conditions agreed with Dorset Police Drug and Alcohol Action Team

- No single cans or bottles of beer or cider shall be sold at the premises.
- No super-strength beer, lagers or ciders of 5.5% ABV (alcohol by volume) or above shall be sold at the premises.
- Cider shall not be sold in bottles of any type that are larger than 2.5 litres in volume.
- Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customers or staff.
- There shall be no self-service by patrons, of spirits on the premises.
- All spirits and high value alcohol products such as champagne shall only be stored behind the sales counter and shall not be directly accessible to customers.
- All staff involved in the sale of alcohol shall receive training on the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attaching to the premises licence. Refresher training shall be provided at least once every 6 months. A record shall be maintained of all staff training and that record shall be signed by the person receiving the training and the trainer. The records shall be kept for a minimum of 12 months and made available for inspection by police, licensing or other authorised officers.
- The premises shall install and maintain a comprehensive CCTV system, all entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31-day period. The CCTV system should be updated and maintained according to police recommendations.
- An incident log shall be kept at the premises. The log should include the date and time of the incident and the name of the member of staff involved. The log to be made available on request to an authorised officer of the Council or the Police,

which will record the following : (a) all crimes reported to the venue (b) all ejections of patrons (c) any complaints received (d) any incidents of disorder (e) any faults in the CCTV system or searching equipment or scanning equipment (f) any refusal of the sale of alcohol (g) any visit by a relevant authority or emergency service.

- Challenge 25 shall be operated at the premises where the only acceptable forms of identification are (recognised photographic identification cards, such as a driving licence or passport I Holographically marked PASS scheme identification cards). Appropriate signage advising customers of the policy shall be prominently displayed in the premises

Condition imposed by the Licensing Sub-Committee

- The premises must be a member of the local Townwatch scheme and is expected to participate actively, attend meetings, and abide by group decisions regarding banned individuals.

Reasons for decision:

The Sub-Committee gave detailed consideration to all of the information which had been submitted before the Hearing, as contained in the Licensing Officer's report and all of the supplementary papers for Agenda Item 5, including the information provided by the Applicant in their application and the written representation made from one other person in objection to the application on the grounds that to grant the premises licence would undermine the prevention of crime and disorder, prevention of public nuisance, public safety and protection of children from harm licensing objectives.

The Sub-Committee also considered the verbal submissions made at the hearing by those in attendance, Mrs Sarah Rogers, Senior Licensing Officer and Mr Michael Labidi, the Applicant. The Objector, Mr Steve Davies, was not in attendance, however, it is confirmed that the Licensing Sub-Committee had read the representation and had taken note of its contents.

The Sub-Committee noted that no Responsible Authorities had made an objection to the application and that the Applicant had engaged in successful mediation with both Trading Standards and Dorset Police Drug and Alcohol Team to agree additional conditions to attach to the licence.

The Sub-Committee noted that the Premises had previously operated as a Pizza Hut, which benefited from an existing licence, which permitted the on sale of alcohol between 10:00 and 00:00 Monday to Saturday, and between 12:00 and 23:30 on Sunday. The new application sought to permit the on and off sales of alcohol between 12:00 and 22:00 every day of the week, which was a significant reduction in licensable hours.

The Sub-Committee noted that the premises already benefited from soundproofing and that additional soundproofing measures were going to be installed.

The Sub-Committee also welcomed the Applicant's comments regarding engagement of security measures between 18:00 hrs and 22:00 hrs on the days the premises would be open. However, it did not consider it proportionate to impose this as a condition on the licence at this time. During its deliberations, the Sub-Committee considered it proportionate to add a condition to the licence requiring the premises to become an active member of the local Townwatch scheme, given its location within Bournemouth's nighttime economy. The Sub-Committee felt this measure was -appropriate to uphold the licensing objectives of public safety and the prevention of public nuisance.

The Sub-Committee noted that in their verbal submission the Applicant demonstrated an awareness and understanding of the steps required to promote the four licensing objectives in relation to the application.

The Sub-Committee was impressed with the Applicant's knowledge and business model and had confidence in his ability to uphold the four licensing objectives and run the premises in a safe and responsible manner.

Members noted the fears expressed in the written representation from Mr Davies that an additional licensed premises would lead to an increase in crime and disorder and public nuisance, have an adverse impact on public health and alcohol related harm, and increase exposure and availability of alcohol to children, however, the Sub-Committee was satisfied that, provided the premises operated in accordance with its operating schedule and complied with the attached conditions, there was no evidence to conclude that the licensing objectives would not be promoted, and the application was accordingly granted.

The Sub-Committee had regard to the revised Section 182 Licensing Act 2003 Statutory Guidance, and in particular paragraph 1.18, which states that when making licensing decisions, all licensing authorities should consider the need to promote growth and deliver economic benefits. The Sub-Committee noted that the Applicant intended to bring renewed life back to the High Street in line with this principle.

In reaching this decision, the Sub-Committee had regard to the Bournemouth, Christchurch and Poole Council Statement of Licensing Policy, the Secretary of State's revised guidance (including the updated paragraph 1.18), and the licensing objectives set out in the Licensing Act 2003.

It was also noted that a review of the premises licence may be sought at any time by a Responsible Authority or any other person should future issues arise that may undermine the licensing objectives.

All parties have the right to appeal this decision to the Dorset Magistrates' Court within 21 days of receiving written notification from the Licensing Authority.

The meeting ended at 10.51 am

CHAIRMAN

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 15 April 2026 at 10.15 am

Present: Cllr A Chapmanlaw, Cllr A Keddie and Cllr P Sidaway

1. Election of Chair

RESOLVED that Councillor Alasdair Keddie be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

2. Apologies

Apologies received by Councillor Pankhurst and Howell.

3. Declarations of Interests

There were no declarations of interest.

4. Protocol for Public Speaking at Licensing Hearings

The protocol for public speaking was noted.

5. Exclusion of Press and Public

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.

6. Consideration of continued suitability to hold a Private Hire Driver Licence

This item was restricted by virtue of paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

Exempt information – Categories 1 (information relating to any individual) and 2 (information which is likely to reveal the identity of an individual).

Attendance:

From BCP Council:

Trudi Barlow – Licensing Officer

Michelle Fletcher – Licensing Officer

Linda Cole – Legal Advisor to the sub-committee

Christiane Tan - Clerk to the sub-committee

Michelle Cutler – Democratic Services support

The driver was in attendance unaccompanied. The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all parties present.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book. The Licensing Team had received information in relation to a currently licensed driver that raised concerns on their suitability to remain a licensed driver. The Sub-Committee was asked to consider whether the driver remained a 'fit and proper' person to hold a hackney carriage and private hire driver license.

The Sub-Committee asked various questions of the driver and officers present and was grateful for the responses received.

The Licensing Officer was invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised of the right of appeal.

RESOLVED that the driver remains a 'fit and proper person' to hold a private hire driver's licence. However, the Sub-Committee, raised concerns regarding the driver's apparent lack of diligence and considered that he had not demonstrated a proper appreciation of the responsibilities associated with being a licensed driver.

Considering these concerns, the Sub-Committee determined that it was appropriate to issue a formal caution. The Sub-Committee was particularly disappointed that the driver was not fully aware of the requirements set out in the Hackney Carriage and Private Hire Driver Policy and that he admitted he had not read the revised policy issued to all drivers in January 2026.

The Sub-Committee expects the driver to read and fully understand the policy and to ensure that he is aware of, and complies with, all information and responsibilities that apply to him as a private hire driver. Specifically, section 11 (Medicals), which clearly states that failure to submit a completed medical certificate by the due date will result in the suspension of a driver's licence.

Reason for decision:

The Sub-Committee considered all the information submitted prior to the hearing, as contained in the Licensing Officer's report for Agenda Item 6, together with the verbal submissions made at the hearing by all parties, including the responses provided by the driver to questions from the Sub-Committee.

In considering whether the driver was a 'fit and proper person', the Sub-Committee had regard to the BCP Council Hackney Carriage and

Private Hire Driver Policy, the provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Institute of Licensing (IOL) Guidance on determining the suitability of drivers and licensees in the hackney and private hire trades (2018), and the Department for Transport Statutory Taxi and Private Hire Vehicle Standards (updated November 2022).

The Sub-Committee considered the following points:

The driver was first licensed as a private hire driver in 2006, and there are no recorded complaints within the last six-year retention period.

His application for a private hire driver's licence with another Council was refused following disclosure of illegal cannabis use within a medical submitted in autumn–2025, which was notified to BCP Licensing in 2026. His BCP driver's licence was suspended in late 2025 due to failure to submit a valid medical certificate by his 65th birthday as required by policy. He was notified shortly after his 65th birthday by email that his licence was suspended until he submitted a satisfactory medical report.

The Operator confirmed that the driver had continued driving whilst suspended, but they were unaware that his licence had been suspended. The licensing officer clarified that the taxi operators were not notified of the cannabis use or that the driver's licence had been suspended. The Operator suspended the driver from their operation immediately they became aware. The driver claimed that he did not receive the emailed notification of his suspension and was not aware he had been suspended, as he would not have continued to drive. He advised the Sub-Committee he only later saw the email on his phone, but his phone allowed emails to be covered by advertisements, and it had remained unread.

The driver submitted his driver's medical examination which declared he was medically fit. A Licensing Officer contacted the GP to clarify why there was no mention of cannabis use included on the medical certificate previously submitted to another Council. The GP practice clarified that the driver had been a transient user of cannabis but had stopped using it.

The driver was asked why he had used cannabis and advised the Sub-Committee of his medical conditions. He explained he had picked up a GP as a passenger who had advised him of benefits of cannabis and this resulted in a brief experimentation. The driver stated that he no longer took cannabis and when asked he stated that he never driven within 12 hours of using cannabis.

The Licensing Officer brought the Sub-Committee's attention to an email from the driver acknowledging that his medical is overdue, sent immediately after notification from the other Council that his application had been refused. The driver admitted to knowing he was driving with an overdue medical but maintained he was unaware that his licence had been suspended.

The Sub-Committee was concerned that the driver admitted he was aware his medical was overdue and that he had not read the Hackney Carriage and Private Hire Driver Policy, including the revised policy issued for 2026–2031. Section 11.5 of that policy makes clear that an overdue medical results in suspension, such that the Sub-Committee considered he ought reasonably to have known he was not entitled to continue driving.

Having had his licence suspension lifted once his medical had been submitted and clarification received from the driver's GP regarding the cannabis use, the Sub-Committee had to determine whether he was still a fit and proper person despite the cannabis use and his non-compliance with the Hackney Carriage and Private Hire Driver Policy namely driving whilst suspended.

Having regard to the explanation given regarding cannabis use, the confirmation from the driver's GP that he was fit to drive, and the absence of recent complaints and applying the test set out at paragraph 3.16 of the Institute of Licensing 2018 Guidance, *'Would you (as a member of the licensing committee or other person charged with the ability to grant a hackney carriage driver's licence) allow your son or daughter, spouse or partner, mother or father, grandson or granddaughter or any other person for whom you care, to get into a vehicle with this person alone.'*

The Sub-Committee determined that it would be content for a person for whom they care to travel alone with the driver and determined that the driver remained a fit and proper person. However, it considered that his non-compliance with policy, including driving whilst suspended and his lack of engagement with policy requirements, warranted a formal caution, which will remain on his driver record.

The Sub-Committee emphasised that it expects full compliance with all licensing requirements and policies going forward expects the driver to read and understand the Hackney Carriage and Private Hire Driver Policy and to be aware of the responsibilities that apply to him as a private hire driver.

There is no right of appeal to this matter.

7. Private Hire Driver

This item was restricted by virtue of paragraphs 1, 2 and 7 of Schedule 12A of the Local Government Act 1972.

Exempt information – Categories 1 (information relating to any individual), 2 (information which is likely to reveal the identity of an individual) and 7 (information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime).

Attendance:

From BCP Council:
Michelle Fletcher – Licensing Officer

Trudi Barlow – Licensing Officer
Linda Cole – Legal Advisor
Christiane Tan – Clerk to the Sub Committee
Michelle Cutler – Democratic Services support

The driver was not present, having already been made aware that the hearing would proceed in their absence.

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all parties present.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book. It was presented to the sub-committee that the applicant held three licences issued by BCP Council up until 28th January 2026, a Private Hire Driver Licence, a Private Hire Vehicle Licence, and a Private Hire Operator Licence in partnership with his brother. Recently, this individual sought to voluntarily surrender all three licences. BCP Council accepted the surrendering of the vehicle licence and the instruction that the operator is no longer in business and closed each of these records. The driver's licence was surrendered by the driver however it was not accepted by BCP Council to date as it was considered that this attempted surrender was motivated by a desire to avoid or disrupt ongoing or potential investigations into recent licence breaches. If the surrendering of the licence had been accepted, this would have prevented BCP Council from concluding their inquiries and taking any appropriate formal regulatory action such as adding the driver to the National Register of Refusals and Revocations.

In the driver's absence, the Sub-Committee considered the case based on the written information presented in the report. The Sub Committee asked various questions of the officers present and was grateful for the responses received.

The Licensing Officer was invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised of the right of appeal.

RESOLVED that the driver is no longer deemed to be a 'fit and proper person' to hold a private hire driver licence and that the licence be revoked with immediate effect under Section 61(2B) of the Local Government (Miscellaneous Provisions) Act 1976 in the interests of public safety).

Reasons for Decision:

The Sub-Committee carefully considered all the written information which had been submitted before the hearing and contained in the Licensing Officer's report for Agenda Item 7.

The Sub-Committee also considered the verbal submissions made at the hearing by the Licensing Officer and the responses given to questions. The

driver did not attend the hearing. The Sub-Committee noted that he had been properly notified of the date and time of the hearing but had not responded or requested an adjournment.

In considering whether the driver remained a ‘fit and proper person’, the Sub-Committee had regard to the BCP Council Hackney Carriage and Private Hire Driver Policy 2026 – 2031, the provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Institute of Licensing (IOL) Guidance on determining the suitability of drivers and licensees in the hackney and private hire trades (2018), and the Department for Transport Statutory Taxi and Private Hire Vehicle Standards (updated November 2022).

The Sub-Committee considered the following points:

Dorset Police contacted the Taxi Licensing Authority to establish whether the driver had recently disclosed any matters to them. Following a review of licensing records, it was confirmed that no disclosures had been made by the driver. Dorset Police then informed the Authority that the driver had been arrested for driving whilst over the prescribed alcohol limit, and that he was driving a licensed private hire vehicle at the time of the arrest.

Enquiries were made with the licensed operator, who confirmed that neither the driver nor the vehicle had any bookings via the operator licence on the date of the incident. The operator, a small business supporting only one vehicle and this driver, advised that because of the incident the business had ceased trading and that both the operator and vehicle licences were being surrendered.

The driver was contacted by the Licensing Authority and invited to provide a written account of the circumstances surrounding his arrest and an explanation for his failure to notify the Authority, as required by his licence conditions. He did not provide a written response. Instead, he advised that his operator was no longer willing to work with him and that he was resigning as a BCP private hire driver with immediate effect, thereby seeking to surrender his licence.

The Sub-Committee noted that the driver’s badge, vehicle plates, private hire driver’s licence, and operator licence had been returned to the Council and that the vehicle and operator licences had been closed.

The Sub-Committee was advised that acceptance of a voluntary surrender would have prevented the Licensing Authority from recording the matter on the National Register of Refusals and Revocations (NR3), as entries can only be made following a refusal, suspension, or revocation. The Sub-Committee accepted that surrender can, in some circumstances, be used to avoid potential investigations or prevent such formal regulatory action being taken

The Sub-Committee noted that, in the absence of a criminal conviction, the arrest would not necessarily appear on an enhanced DBS certificate. Entry onto the NR3 register was therefore considered essential to ensure that

other licensing authorities are made aware of this incident and can take it into account when determining future applications.

The Sub-Committee concluded that the driver had failed to comply with the Council's licensing policy by not notifying the Licensing Authority of his arrest. The Sub-Committee was particularly concerned that the arrest related to driving whilst over the alcohol limit and that this occurred while he was driving a licensed private hire vehicle. The Sub-Committee determined that this conduct represented a serious risk to public safety, fell significantly below the expected standards of behaviour for licensed drivers, and was wholly incompatible with holding a private hire driver's licence.

Accordingly, the Sub-Committee determined that the driver was not a fit and proper person and that it was necessary and proportionate to revoke his private hire driver's licence with immediate effect, notwithstanding his offer to surrender it, and that his details be recorded on the NR3 register. Consideration was given to the risk that, without such action, the driver could seek to apply to another licensing authority without declaring the relevant conduct.

The driver has the right of appeal to the Magistrates' Court within 21 days beginning with the date on which he is notified in writing of this decision.

The meeting ended at 11.48 am

CHAIRMAN

This page is intentionally left blank

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 20 April 2026 at 10.00 am

Present: Cllr A Chapmanlaw, Cllr D A Flagg and Cllr L Williams

8. Election of Chair

RESOLVED that Cllr D Flagg be elected Chair of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

9. Apologies

There were no apologies received.

10. Declarations of Interests

There were no declarations of interest.

11. Protocol for Public Speaking at Licensing Hearings

The protocol for public speaking was noted.

12. Application for a premises Licence at Seafront Mini Market, 18 Westover Road, Bournemouth, BH1 2BY

With the agreement of all parties, the Sub-Committee decided to have this item adjourned until 29 April 2026.

13. Greek Corner Kostas, 735-737 Christchurch Road, Bournemouth, BH7 6AQ

Present:

From BCP Council:

Tania Jardim – Licensing Officer

Andy McDiarmid – Legal Advisor to the Sub-Committee

Christiane Tan – Clerk to the Sub-Committee

Claire Johnston – Democratic Services

The Chair made introductions and explained the procedure for the hearing which was agreed by all parties.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Sub-Committee was asked to consider an application for a premises licence for Kostas Grill House Limited, 735-737 Christchurch Road,

Bournemouth, BH7 6AQ, to permit recorded music (indoors only) Monday to Sunday from 12:00 to 22:00 and the supply of alcohol (on sales only) Monday to Sunday from 11:00 to 23:00. In response to the application two representations had been received, from Environmental Health and one Other Person, on the grounds that to grant the application would undermine the prevention of public nuisance licensing objective.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

- Fatmir Bezati, Director and applicant
- Rodion Gulakov, Designated Premises Supervisor
- Andrew Wemyss, Environmental Health Officer

The Other Person did not attend so their representation was considered based on their written submission.

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that the application for a premises licence made by Kostas Grill House Limited for a new premises licence at Greek Corner Kostas, 735-737 Christchurch Road, Bournemouth, BH7 6AQ to permit recorded music (indoors only) Monday to Sunday from 12:00 to 22:00 hours and the supply of alcohol (on sales only) Monday to Sunday from 11:00 to 23:00 hours, be REFUSED. The Sub-Committee recognised that the applicant made amendments to the premise to mitigate the noise impact, however it did not satisfy the members that granting the license would not undermine the Prevention of Public Nuisance licensing objective.

Reasons for Decision:

The Sub-Committee gave detailed consideration to all of the information which had been submitted before the hearing and contained in the report for Agenda Item 6, the supplementary documents, and the verbal submissions made at the hearing by Rodion Gulakov, the Designated Premises Supervisor on behalf of the Applicant, Kostas Grill House Limited, and Andrew Wemyss, Environmental Health Officer. In the absence of the Other Person, the Sub Committee wished to confirm that they had read the objection included in Appendix 3 of the report and in the supplementary documents concerning disturbances allegedly caused by the premises including loud music, noise from activities within the premises and noise from patrons outside said to have occurred on occasion, late into the evening.

The Sub-Committee was mindful that the Licensing Authority should look to Environmental Health as a main source of advice on public nuisance. The Sub-Committee noted the concerns raised by Mr Wemyss regarding noise complaints received from various residents above the restaurant since September 2025. Mr Wemyss raised concerns about the structure of the building and noise transfer. Whilst acknowledging that a significant amount of work had been done and that some speakers had been removed, Mr Wemyss stated that there were still regular occasions where noise from music or customers, or both, could clearly be heard in the flats above the restaurant and therefore Environmental Health believed that it was necessary for a professional acoustic survey to identify weak spots and recommend actions for improvement. Mr Wemyss stated that the amendments that the applicant had made to the premises were not sufficient to give full approval from Environmental Health. Members noted the concern expressed that a premises licence, if granted, could result in greater problems for the residents above the restaurant.

The Sub-Committee acknowledged that the applicant believed that they have served the community since taking ownership since May 2025, and that the applicant stated that they are eager to accept the responsibilities that come with a granted license. The applicant stated that they currently did not have an alcohol licence, but they allowed customers to bring their own alcoholic beverages onto the premise. The applicant also stated that they knew the Other Person who objected, however clarified that there were no ill intentions towards this person. The applicant asked for permission to read a statement to respond to the Other Person, however this request was rejected by the Sub-Committee as the statement had not been submitted in writing prior to the meeting.

The Sub-Committee also recognised that the applicant had made adjustments to the premise to reduce the noise impact after a visit from the Environmental Health Officer, namely insulating the ceiling and reducing the speakers to a single unit. Despite this, the Sub-Committee believed that more work is required to be done in order to fully protect the residents living above the restaurant.

In conclusion, the Sub-Committee was not satisfied that the premises would be able to operate without undermining the prevention of public nuisance licensing objective and therefore, the Sub-Committee agreed to refuse the application.

In making this decision the Sub-Committee have had regard to the Licensing Act 2003 and associated Regulations, the Bournemouth, Christchurch and Poole Council Statement of Licensing Policy, the Secretary of States's revised statutory guidance under Section 182 of the Licensing Act 2003 and the licensing objectives, also set out in the Licensing Act 2003.

All parties to the application have the right to appeal to the Dorset Magistrate's Court within the period of twenty-one days beginning with the

day on which the applicant is notified by the Licensing Authority of this decision in writing.

14. The Guildhall Tavern, 15-17 Market Street, Poole, BH15 1NB

Present:

From BCP Council:

Sarah Rogers – Principal Licensing Officer

Andy McDiarmid – Legal Advisor to the Sub-Committee

Christiane Tan – Clerk to the Sub-Committee

Claire Johnston – Democratic Services

The Chair made introductions and explained the procedure for the hearing which was agreed by all parties. No objectors were present.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Sub-Committee was asked to consider an application to vary the premises licence for The Guildhall Tavern, 15-17 Market Street, Poole, to request the inclusion of the garden dining area within the approved licensed area to allow the sale of alcohol and music to be played there. Specific details in relation to the requested variation were set out in the report. In response to the application eight representations had been received from Other Persons on the grounds that to grant the application would undermine the prevention of crime and disorder and the prevention of public nuisance licensing objectives. Four representations had subsequently been withdrawn following a response by the applicant to the concerns raised and a meeting with the others persons hosted by the applicant on 30 March 2026 resulting in additional conditions being offered.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

- Allen Saunders, the applicant

Other person(s) did not attend so their representations were considered based on their written submissions.

The Sub-Committee asked various questions of all parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision. Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that the application by the Guildhall Poole Limited to vary the premises licence for The Guildhall Tavern, 15-17 Market Street, Poole, to request the inclusion of the garden dining area within the approved licensed area to allow the sale of alcohol in the garden

between April and September, between 12:00 hours to 22:30 hours Monday to Saturday and between 12:00 hours and 18:00 hours on Sunday, and music to be played there in accordance with the details specified in the application and the Licensing Officer's report, be GRANTED subject also to the conditions agreed following mediation, as offered by the Applicant as set out below:-

- 1. The outside garden area shall only be used for regulated entertainment between the months of April and September inclusive in any year on a maximum of 10 occasions only within that period. Notice of the occasions shall be provided to the Licensing Authority within 5 working days and a record of such occasions kept by the premises licence holder.**
- 2. There shall be a noise management plan which shall include consideration to:**
 - The location of the premises and use of the external areas with particular regards to smoking and regulated entertainment.**
 - Hours of operation**
 - Customer profile**
 - Nature of activities to be provided – temporary or permanent**
 - Number of people attending the premises**
 - Winding down period between the end of the licensable activities and closure of the premises**
 - Any light pollution**
- 3. A direct telephone number for the manager at the premises shall be available at all times the premises is open to residents in the vicinity.**
- 4. No food or alcohol shall be served in the external garden area after 22.30 hours.**
- 5. Live and recorded music shall cease in the external garden area at 22:30 hours.**
- 6. There shall be no access to, or egress from, the restaurant or external garden area via the external gate in the garden area unless in the event of an emergency or disabled access.**
- 7. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke or to make a telephone call, shall not be permitted to take drinks or glass containers with them.**

- 8. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.**
- 9. All windows and external doors shall be kept closed after 23:00 hours, except for the immediate access and egress of patrons. To replace current condition 2.10 "All windows and doors shall remain closed whilst the premises is trading".**
- 10. All audio from the external music system shall be played at background level only at any time there is not a performance of live or recorded music taking place. To replace current condition "Recorded music shall be kept at a low level to ensure customers dining are able to hold conversations".**

Reasons for Decision:

The Sub-Committee gave detailed consideration to all of the information which had been submitted in writing before the hearing and contained in the report for Agenda Item 7, including one outstanding objection, and the verbal submissions made at the hearing by Allen Saunders, Director on behalf of the Applicant, The Guildhall Poole Limited. In the absence of the other persons, the Sub-Committee wished to confirm that they had read the remaining objection included in Appendix 4 of the report.

The Sub-Committee noted that the restaurant has been hosting alfresco dining in the extended garden for the past 5 years with no complaints from residents nor police. The applicant clarified that the live music licence is solely to provide ambient background music that is restricted to 10 occasions a year and ends at 22:30 hours, as opposed to the restaurants nearby that play live music regularly on weekends. The applicant also stated that the request of the licence is to permit employees to take the card machine into the garden dining area, since the customers are currently only allowed to make payments inside the existing licensed premises.

The Sub-Committee noted that there was mediation between the applicant, the objectors, and the Principal Licensing Officer where 10 conditions were proposed and accepted by the applicant. Included in the conditions was a noise management plan. This agreement to conditions resulted in six objectors withdrawing representation.

The Sub-Committee was satisfied that if the premises operated in accordance with the conditions offered in the operating schedule of the application and the conditions agreed through mediation with the Principal Licensing Officer, that the premises should not undermine the licensing objectives and as such the application should be granted.

It was noted however that a review of the premises licence may be sought at any time by a Responsible Authority or any other person should future issues arise that may undermine the licensing objectives.

In making this decision the Sub-Committee have had regard to the Licensing Act 2003 and associated Regulations, the Bournemouth, Christchurch and Poole Council Statement of Licensing Policy, the Secretary of States's revised statutory guidance under Section 182 of the Licensing Act 2003 and the licensing objectives, also set out in the Licensing Act 2003.

There is no right of appeal to this matter.

Footnote

It is noted that the application to vary this premises licence included the playing of music up to 22:30 hours as outlined in the application.

As the decision of the Licensing Sub-Committee has been to grant the variation for the inclusion of the garden dining area within the approved licensed area to allow the sale of alcohol in the garden between April and September, between 12:00 hours to 22:30 hours Monday to Saturday and between 12:00 hours and 18:00 hours on Sunday, the amendment to the Licensing Act 2003, brought about by the introduction of the Live Music Act 2012, exempts the playing of music from being a licensable activity as it applies to this variation.

The meeting ended at 11.07 am

CHAIRMAN

This page is intentionally left blank

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 21 April 2026 at 10.00 am

Present: Cllr D A Flagg, Cllr S Bartlett and Cllr L Williams

15. Election of Chair

RESOLVED that Councillor D Flagg be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

16. Apologies

Apologies were received from Cllr A Filer.

Councillor S Bartlett substituted as the third Sub-Committee Member, with Councillor A Chapmanlaw acting as first reserve and Councillor G Farquhar as second reserve.

17. Declarations of Interests

There were no declarations of interest on this occasion.

18. Protocol for Public Speaking at Licensing Hearings

The protocol for Public Speaking was noted.

19. The Royal Exeter Hotel, 59 Exeter Road, Bournemouth, BH2 5AG

Present:

From BCP Council:

Tania Jardim – Licensing Officer

Linda Cole – Legal Advisor

Sinead O’Callaghan – Clerk to the Sub Committee

The Chair made introductions and explained the procedure to be followed in considering this item, which was agreed by all parties present.

The Licensing Officer presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Sub-Committee was asked to consider an application for a shadow premises licence in respect of the Royal Exeter Hotel, Exeter Road, Bournemouth. The application sought to mirror the existing premises

licence currently in force at the premises and was submitted by the freeholder of the property as a safeguard should the existing premises licence lapse, be surrendered, or be revoked.

In response to the application, twenty-nine written representations had been received from local residents on the grounds that granting the application would undermine the prevention of crime and disorder, prevention of public nuisance, public safety and the protection of children from harm licensing objectives. One representation was subsequently withdrawn following clarification of the nature and intent of the shadow premises licence application. No representations were received from any Responsible Authorities.

The following persons attended the hearing and addressed the Sub-Committee to expand on the points made in written submissions:

- Jon Wallsgrove, Solicitor for applicant
- Harry Brewer, Owner and applicant

The objectors were not in attendance, however their written representations were considered in full by the Sub-Committee.

The Sub-Committee asked various questions of the parties present and were grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision.

Before concluding the hearing, the Legal Advisor advised all parties of the right of appeal.

RESOLVED that the application for a shadow premises licence in respect of the Royal Exeter Hotel, Exeter Road, Bournemouth, submitted by Halix Ltd (the freeholder of the premises), to permit the same licensable activities and hours as those authorised by the existing premises licence currently in force at the premises, be GRANTED, subject to the following condition imposed by the Sub-Committee on determination of the application:

- *There shall be no concurrent operation of this 'shadow' premises licence and the existing premises licence, and this licence shall only take effect if the existing licence lapses, is surrendered, or is revoked.*

Reasons for decision:

In reaching its decision, the Sub-Committee carefully considered all of the information which had been submitted before the hearing, and contained in the Licensing Officer's report at Agenda Item 5, including the information provided by the applicant in their application and the 29 written representations from other persons made in objection, together with the

verbal submissions made at the hearing by the Licensing Officer and the applicant's solicitor Mr Wallsgrove from John Gaunt Solicitors.

The Sub-Committee noted that the application was for a shadow premises licence designed to mirror the terms, conditions, licensable activities, and hours of operation authorised by the existing premises licence currently in force at the Royal Exeter Hotel. The Sub-Committee further noted that the purpose of the application was to provide continuity and protection for the freeholder if the current operative premises licence were to lapse, be surrendered, or be revoked.

The Sub-Committee took account that no representations had been made by any Responsible Authority. It further noted the issues raised by the other persons in their representations did not identify any specific evidence that the current operation of the premises was undermining the promotion of the licensing objectives. The Licensing Officer confirmed that there was minimal noise complaints associated with the premises, recorded, typically one or two per year, which had been appropriately investigated and resolved.

The Sub-Committee was satisfied that there was no evidential basis to refuse the application for a shadow licence. It noted that should there be any substantiated concerns regarding the way the premises is currently operated under its current licence it would be more appropriately addressed through the statutory review process available under the Licensing Act 2003.

The Sub-Committee was mindful of established case law confirming that shadow premises licences are lawful and must be determined on their individual merits, applying the same statutory tests as for any other premises licence application. They noted that such licences were not uncommon and that several premises within the Bournemouth, Christchurch and Poole Council area already operate with shadow premises licences in place.

To ensure legal clarity and prevent duplication of authorised licensable activities, the Sub-Committee considered it appropriate and proportionate for the promotion of the Licensing Objectives to impose a condition preventing the shadow premises licence from operating at the same time as the existing premises licence. The Sub-Committee was satisfied that this approach ensured that the premises could only operate under one premises licence at any given time, providing certainty as to responsibility for management and control of licensable activities.

In reaching this decision, the Sub-Committee had regard to the Licensing Act 2003, the Secretary of State's Guidance issued under Section 182 of the Act, the Bournemouth, Christchurch and Poole Council Statement of Licensing Policy, and the licensing objectives.

The meeting ended at 10.49am

CHAIRMAN

BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
LICENSING SUB-COMMITTEE

Minutes of the Meeting held on 29 April 2026 at 10.15 am

Present: Cllr S Bartlett, Cllr A Keddie and Cllr C Matthews

186. Election of Chair

RESOLVED that Councillor A Keddie be elected Chairman of the Sub-Committee for the duration of the meeting.

Voting: Unanimous

187. Apologies

There were no apologies for absence.

188. Declarations of Interests

There were no declarations of interest.

189. Protocol for Public Speaking at Licensing Hearings

The protocol for public speaking was noted.

190. Wiggle, 159 Old Christchurch Road, Bournemouth, BH1 1JS

Present:

BCP Council:

Sarah Rogers – Senior Licensing Officer

Linda Cole – Legal Advisor to the Sub-Committee

Michelle Cutler – Clerk to the Sub-Committee

Christiane Tan – Democratic Services, observing for training purposes

The Chair made introductions and explained the procedure for the Hearing, which was agreed by all parties.

The Licensing Officer presented the report, a copy of which had been circulated and a copy of which appears as Appendix 'A' to these minutes in the Minute Book.

The Sub-Committee was asked to consider an application for the renewal of the Sexual Entertainment Venue Licence for the premises known as

'Wiggle', 159 Old Christchurch Road, Bournemouth, to permit relevant entertainment to continue for a further twelve-month period.

Five valid representations had been received, and it was confirmed that there had been no representations received from any of the responsible authorities.

Following publication of the Officer's report, further documentation was provided from the Applicant in response to the representations, a copy of which had been circulated and a copy of which appears as Appendix 'B' to these minutes in the Minute Book.

The following persons attended the Hearing and addressed the Sub-Committee to expand on the points made in their written submissions:

Applicant:

Mr Paul Ojla - Applicant

Mr Taran Ojla - General Manager

Objector: Mrs Susan Stockwell

The other 4 anonymous objectors did not attend.

The Sub-Committee asked various questions of all parties present and was grateful for the responses received. All parties had the opportunity to ask questions. All parties were invited to sum up before the Sub-Committee retired to make its decision.

RESOLVED that the application to renew the Sexual Entertainment Venue Licence for the premises known as 'Wiggle', 159 Old Christchurch Road, Bournemouth BH1 1JS be GRANTED.

Reasons for the Decision:

The Sub-Committee considered all the information which had been submitted before the Hearing including the report for Agenda Item 5, 'Wiggle', 159 Old Christchurch Road, Bournemouth. The Sub-Committee also considered the written and verbal submissions made by objector Susan Stockwell and the written submissions of 4 other objectors, and the written and verbal submissions of the applicant, Mr Paul Ojla, owner of the premises, and Mr Taran Ojla, Managing Director.

The Sub-Committee had regard to the provisions of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 ("the 1982 Act"), and the statutory grounds upon which an application may be refused.

The Sub-Committee did not find the Applicant to be unsuitable to hold a Sexual Entertainment Venue licence. Members were reminded that BCP Council no longer had a Sex Establishments Policy in force, and accordingly the only relevant grounds for consideration were the 'discretionary' grounds set out in paragraph 12(3)(d) of Schedule

3. The Sub-Committee therefore focused its consideration on whether the character of the locality or the use to which other premises in the locality are put rendered the renewal of the licence inappropriate.

Character of locality

The Sub-Committee noted that the premises has operated as a lap dancing club in the same location since 2006 and since 2010, has operated under a Sexual Entertainment Venue licence, which has been renewed annually in accordance with the 1982 Act.

Although the character of the locality has evolved over time, with changes in the use of some nearby premises, the Sub-Committee was satisfied that the premises remain situated within the heart of Bournemouth's night-time economy and continue to operate alongside other hospitality and licensed venues. The Sub-Committee did not consider that the character of the locality had changed materially since the previous renewal decision in 2025.

The Sub-Committee acknowledged that the town centre continues to evolve, with an increase in mixed-use development and further residential accommodation planned. Members also noted the presence of Livingstone Academy, located in Stafford Road, Bournemouth, and that pupils may pass the premises on their walk to school.

However, the Sub-Committee was satisfied that the external appearance of the premises is discreet, and inappropriate signage has been removed; there is no visibility into the premises from outside and that the premises only opens from 10:00pm, outside of school hours. The Sub-Committee noted that no complaints or representations had been received from staff or parents connected with Livingstone Academy.

The Sub-Committee also acknowledged the presence of the Citrus Building in Madeira Road and Trinity House Rehab Centre near Wootton Gardens. Again, no complaints or objections had been received from residents or users of both premises.

Taking all these matters into account, the Sub-Committee did not consider the location of the premises to be inappropriate, having regard to the character of the locality or the use of other premises in the vicinity.

Layout

The Sub-Committee was satisfied that the layout was acceptable and did not warrant refusal of the application.

The Sub-Committee noted that five complaints had been made to the Licensing Authority since the previous renewal, four of which were submitted by the same individual. Members were advised that these complaints had been fully investigated and did not result in any enforcement action or findings of concern.

The Sub-Committee considered Mrs Stockwell's comments regarding cracks to the exterior of the building and accepted the applicant's explanation that minor cracking is consistent with normal building settlement and did not indicate any breach of licence conditions or safety requirements.

Mrs Stockwell's concerns regarding ventilation were also considered. The Sub-Committee accepted the applicant's written confirmation that the premises operate a full air-conditioning and mechanical ventilation system in compliance with health and safety requirements.

The Sub-Committee also considered concerns relating to litter and the presence of nitrous oxide canisters outside the premises. Members accepted the explanation that such litter was not connected to the operation of the premises but thrown into the garden by members of the public and that the area is cleaned on nights the premises is open and that arrangements are in place for regular maintenance, including jet-washing and weeding.

Public Sector Equality Duty

In determining the application, the Sub-Committee had due regard to the Public Sector Equality Duty under section 149 of the Equality Act 2010, including the need to eliminate discrimination, advance equality of opportunity, and foster good relations between persons who share a protected characteristic and those who do not. In this case, the duty arose primarily in relation to sex.

The Sub-Committee considered the objections raised but noted that the premises welcomes customers of different genders and that performers work in a lawful and regulated industry. Members were satisfied, based on the information provided, that appropriate policies and procedures are in place to manage customers and promote staff welfare. The Sub-Committee also noted that the premises provide wheelchair access and accessible facilities.

The Sub-Committee concluded that, while the Equality Act 2010 was a relevant consideration, it did not, on balance, compel refusal of the application.

Other Matters

The Sub-Committee considered that some of the points raised in the objections were not relevant to the statutory grounds for refusal under Schedule 3 of the 1982 Act, and that others were not supported by evidence.

No representations were received from Dorset Police in response to the application. The Sub-Committee noted that no evidence had been provided to demonstrate any link between the premises and increased crime, disorder, violence, or harassment in the locality. There was no evidence to

support the assertion that the operation of this premises had contributed to violent or sexual crime, or inappropriate behaviour towards women, or a decline in visitor numbers within Bournemouth Town Centre.

Although not required under the 1982 Act, the Licensing Authority had also notified all Responsible Authorities as defined under the Licensing Act 2003, including Planning, of the application. No comments or objections were received. The Sub-Committee further noted that no objections had been made by Bournemouth University, notwithstanding the increase in student accommodation in the vicinity, nor had any evidence been presented of concerns raised by students in relation to the premises.

In addition, no objections were received from places of worship, including St Peter's Church, or from other residents or occupiers within the town centre area.

The Sub-Committee also considered concerns raised regarding the use of a branded vehicle and online promotional material. Members accepted the applicant's written explanation that the vehicle was used as part of a wider European promotional activity and was not used for local advertising in Bournemouth. The vehicle was liveried as part of a temporary road-trip and was not operated locally. The Sub-Committee further accepted that references to themed nights appearing on Eventbrite related to historic events which were no longer promoted or operated.

Conclusion

Having fully considered the application, the objections received, and the Public Sector Equality Duty, the Sub-Committee was satisfied that the conditions attached to the licence appropriately regulated the operation of the premises. The Sub-Committee concluded that the objections did not, on the evidence before it, establish a basis for refusal on the discretionary grounds relating to the character of the locality or the use of premises in the vicinity under paragraph 12(3)(d) of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 and there was no statutory basis upon which to refuse the application. The application was therefore granted

Right of Appeal

As the decision is to grant the application, there is no statutory right of appeal against this decision.

191. Application for a premises Licence at Seafront Mini Market, 18 Westover Road, Bournemouth, BH1 2BY

The Licensing Authority had received an application for a new premises licence for the premises known as 'Seafront Mini Market', 18 Westover Road, Bournemouth.

The Sub-Committee was asked to adjourn the hearing until 13 May 2026 in accordance with Regulation 12 of the Licensing Act 2003 (Hearings) Regulations 2005, to ensure that all parties could attend.

The Sub-Committee agreed to the request for an adjournment.

RESOLVED that the application for ‘Seafront Mini Market’ be adjourned until 13 May 2026.

The meeting ended at 10.56 am

CHAIRMAN

LICENSING COMMITTEE



Report subject	Animal Licensing Fee Review
Meeting date	20 May 2026
Status	Public Report
Executive summary	<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>
Recommendations	<p>It is RECOMMENDED that:</p> <p>Members consider the proposed fees and either</p> <ul style="list-style-type: none"> a) Agree the proposed fees as stated and/or b) Agree amended fees following consideration and/or c) Maintain the current fee structure <p>Members are also asked to delegate authority to the Director of Housing and Public Protection to set and amend licensing fees going forward.</p>
Reason for recommendations	<p>The Council is required to administer and enforce the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. Licensing fees must be set lawfully and in accordance with DEFRA guidance, ensuring they are transparent and limited to the recovery of the reasonable costs of carrying out</p>

	<p>the licensing function.</p> <p>The proposed animal licensing fees have been increased in line with inflation to reflect rising costs while remaining consistent with the requirement for full cost recovery.</p> <p>Approval of the proposed fees ensures that the full costs associated with animal licensing activity are recovered, including application processing, inspection (including specialist veterinary inspections where applicable), compliance monitoring and enforcement. This avoids inappropriate subsidisation of licensed activities by council taxpayers.</p> <p>Delegating future animal licensing fee-setting to the Director will allow future fee setting to be reviewed and adjusted efficiently in line with recovery requirements.</p> <p>It is anticipated that all changes to fees will take effect from the 1 June 2026.</p>
--	---

Portfolio Holder(s):	Councillor Kieron Wilson – Portfolio Holder for Housing and Communities
Corporate Director	Laura Ambler – Corporate Director for Wellbeing
Report Authors	Louise Jones – Environmental Health Manager
Wards	Council-wide
Classification	For Decision

Background

1. The Council is the licensing authority for a range of animal-related activities under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (the 2018 Regulations) and the Dangerous Wild Animal Act 1976. This legislation requires specified activities involving animals to be licensed to safeguard animal welfare and protect the public.
2. The Animal Welfare (Primate Licences) (England) Regulations 2024 came into force in April 2026. This placed new duty on the Council to licence primates, and a new fee is included within this report.
3. The legislation places a duty on the Council to administer and enforce the animal licensing regime, including assessing applications, undertaking inspections (including veterinary inspections where required), monitoring compliance, responding to complaints, and taking enforcement action against unlicensed or non-compliant operators.
4. The legislation enables the Council to charge fees in connection with the grant, renewal or variation of licences. Fees must be set on a full cost-recovery basis and must not exceed the reasonable costs incurred in carrying out the licensing function.
5. The Council currently reviews animal licensing fees periodically to ensure they remain lawful, proportionate and aligned with the actual costs of delivering the service. In recent years, the cost of delivering animal licensing functions has increased due to inflationary pressures, including staffing costs, inspection activity and specialist veterinary input.
6. The proposed fees for the current year reflect an inflationary uplift only and are intended to maintain cost recovery in accordance with statutory requirements and DEFRA guidance, without generating surplus income.
7. At present, the fixing and approval of licensing fees is a non-executive function discharged by the Licensing Committee in accordance with the Council's Constitution and governance arrangements. This requires committee approval each time fees are reviewed or amended.
8. Given the need for licensing fees to be kept under regular review and adjusted in response to changes in operating costs, service demand or regulatory

requirements, members are asked to consider delegating authority for future fee setting to the Director of Housing and Public Protection.

9. Delegation would provide greater flexibility and efficiency, allowing fees to be reviewed and updated in a timely manner, while ensuring that all fees continue to be evidence-based, compliant with legislation and subject to appropriate financial and governance controls.

Fees

10. Animal licensing fees are calculated on a full cost recovery basis, ensuring they reflect only the reasonable costs incurred by the Council in administering, inspecting and enforcing the licensing regime and do not generate a surplus.
11. The fee calculation takes account of both direct and indirect costs, including application processing, inspections, compliance monitoring and enforcement activity over the life of a licence.
12. Where required, the costs of specialist veterinary inspections are included, along with an appropriate share of support and overhead costs necessary to deliver the service effectively.
13. The proposed fees have been updated in line with inflation to reflect increased operating costs and will continue to be kept under review to ensure transparency, proportionality and compliance with statutory and DEFRA guidance.
14. Where specialist veterinary or expert inspection is required as part of an animal licensing application, the cost of that inspection is charged in addition to the council's licence fee. Veterinary fees are payable by the applicant and reflect the actual costs incurred where specialist assessment is necessary to evaluate animal welfare, accommodation, or risk. Additional veterinary costs may apply if further inspections are required.

Options Appraisal

15. Members are asked to consider the fees as proposed and
 - a) Agree the proposed fees; and/or
 - b) Agree amended fees following consideration; and/or
 - c) Maintain the current fees.
16. Members are also asked to delegate authority to the Director of Housing and Public Protection to set and amend licensing fees going forward.

Summary of financial implications

17. The approved Medium-Term Financial Plan strategy for the council supports a full cost recovery approach in fee setting. The fees must cover the cost of delivery of the service.
18. The finance officer has reviewed the proposed fees and confirmed that they reflect a cost recovery position.
19. The fee calculation for staff salaries includes an estimate for the pay award in 2026/27.

20. If the fees are not sufficient to cover the costs associated with the delivery of the service, there is a risk that staff costs may need to be reduced to reflect any income shortfall.

Summary of legal implications

21. The fees are required to meet the costs of the services and must be set in accordance with the legislation on a cost recovery basis. If the fees are set incorrectly this can result in judicial review

Summary of human resources implications

22. The delivery of the service will remain within existing staffing levels.

Summary of sustainability impact

23. There are no sustainability Impacts

Summary of public health implications

24. Failing to increase animal licensing fees can have public health implications, as fees that do not reflect the true cost of regulation may reduce the council's capacity to carry out timely inspections, and take effective enforcement action. This can increase the risk of undetected poor welfare, inadequate hygiene, and insufficient disease control, raising the likelihood of zoonotic disease transmission and public safety incidents.

Summary of equality implications

25. An Equalities Impact Assessment (EIA) screening document has been completed and submitted to the Equalities team for approval. No outcome of this has yet been received.

Summary of risk assessment

26. If the fees are set incorrectly this can result in judicial review
27. The fees as proposed have been carefully considered and calculated based on officer time for each licensable activity
28. If the fees are not increased both animal welfare and public health risks can be increased.

Background papers

[The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018](#)

[Dangerous Wild Animals Act 1976](#)

[The Animal Welfare \(Primate Licences\) \(England\) Regulations 2023](#)

Appendices

Appendix 1 – Comparison of current fees 2025/2026 against proposed fees 2026/2027

This page is intentionally left blank

Appendix 1 – Current Fees and Proposed Fees for 2026/2027

Description	Current Fees	Proposed Change
Zoo Licence	£177.00	£184.00*
Animal Activity Licence (Dog Breeding, Animal Boarding, Pet Shop, Hiring Out Horses)	£447.00	£465.00*
Keeping or Training Animals for Exhibition	£425.00	£442.00
Star Rating Re-Inspection	£111.00	£115.00
Variation of a Licence	£53.00	£55.00
Variation of a Licence following a Star Rating inspection	£166.00	£172.50
Variation – Adding or removal or number of species of animals	£53.00	£55.00
Variation – Adding or removal of Licensable Activities	£53.00	£55.00
Transfer of Licence (includes death)	£53.00	£55.00
Dangerous Wild Animal Licence	£533.00	£554.00
Primate Licence	N/A	£465.00*

*additional charge for vet is made

This page is intentionally left blank

LICENSING COMMITTEE



Report subject	Caravan Site Fee Policy
Meeting date	20 May 2026
Status	Public Report
Executive summary	<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>
Recommendations	<p>It is RECOMMENDED that:</p> <p>Members consider the proposed policy and fees and</p> <p>a) Agree the proposed policy and fees as stated</p> <p>b) Agree that annual fee amendments are delegated to the Director of Housing and Public Protection in the future.</p>
Reason for recommendations	<p>The Mobile Homes Act 2013 allows the Council to recover the full costs of the administration, issuing and monitoring of site Licences.</p> <p>This policy is in relation to how the Council sets the fees for the inspection and licensing of relevant Mobile Homes sites. The previous fee policy was implemented in 2021 and is now due for renewal.</p> <p>It is anticipated that all changes to fees will take effect from 1 October 2026 to allow time for information to be issued to site owners.</p> <p>There is no requirement for public consultation on the setting of these fees.</p>

Portfolio Holder(s):	Councillor Kieron Wilson – Portfolio Holder for Housing and Communities
Corporate Director	Laura Ambler – Corporate Director for Wellbeing
Report Authors	Matthew King – Private Sector Housing Manager
Wards	Council-wide
Classification	For Decision

Background

1. The Mobile Homes Act 2013 amended The Caravan Sites and Control of Development Act 1960 whereby the introduction of a licensing system for park home allows Councils to charge fees for certain activities.

These activities include:

- Applying for a new site licence
 - Transferring an existing licence
 - Revising site licence conditions
 - Annual licence fee.
 - Depositing site rules
 - Fit and Proper Person
2. The 2013 Act made changes to the law on park homes to give better rights and protection to park homeowners.
 3. As part of the changes local authorities are able to monitor site licence compliance more effectively. Authorities have the tools to take enforcement action where owners are not managing and maintaining their sites and its services.
 4. There are 21 residential caravan sites across the BCP area, located primarily in the North of Bournemouth and across Christchurch. There is 1 residential site in Poole. The sites vary in size, from 2 pitches to 90.

Fee Calculations

5. The fees were calculated with reference to The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees and are based on a cost recovery basis. They must not make a profit from the fees but are not expected to make a loss carrying out the Licensing functions.
6. Each year the Council must assess their previous years' costs in carrying out its functions to determine if they were accurate. The Council has recovered its costs in the past 5 years although has absorbed some training time due to team changes. Going forward each previous year will be thoroughly audited in March to ensure accuracy of fees in a more transparent way.

Where the Council has spent less than predicted for that year, there will be a deficit of expenditure and the excess monies need to be reflected in the fee charged to the site owners in the next year. Where the Council spent more than predicted the deficit will need to be reflected in an increased fee the next year.

Any deficit or surplus from the previous year is reflected in fees for all sites, even where the reason for such a deficit is only due to the activities of one or two sites.

7. The Mobile Homes Act 2013 requires BCP Council to publish a policy for these fees and show how they are calculated. Detailed calculations of the fees are illustrated in the Proposed Policy at Appendix 1.
8. The local authority will continue to charge an annual licence fee based on the banding of sites in the BCP area into five categories

Table 1 - Banding of sites

Number of mobile homes	Band
1-10	Band 1
11- 35	Band 2
36-70	Band 3
71 – 106	Band 4
107 - 142	Band 5
Sites greater than 142 homes: thereafter any sites larger than 142 will pay an additional amount per multiple of 35 homes	

9. Table 2 – Summary of current and proposed fees

	Current	Proposed
New Park Home Licence Plus, Fit and Proper person	£662 (per licence) £250.00	£688 (per licence) £260.50

Annual Licence Fee per site	Bands 1 – 5	Bands 1 – 5
Band 1 (1-10)	£192.00	£200.00
Band 2 (11- 35)	£223.00	£231.50
Band 3 (36-70)	£270.00	£281.00
Band 4 (71 – 106)	£335.00	£348.50
Band 5 (107 - 142)	£383.00 (Thereafter additional £34.67 per multiple of 35 units)	£398.00 (Thereafter additional £36.00 per multiple of 35 units)
Licence transfer or amendment	£266.00	£277.00

In addition, Fit and Proper person (if applicable)	£250.00	£260.50
Deposit of Site Rules	£75 (per set of rules)	£78.50 (per set of rules)
Fit and Proper person (usually 5 yearly)	£250.00	£260.50

10. Site owners may recover the cost of annual fees through an increase in pitch fees if they choose to do so.

Options Appraisal

11. Members are asked to consider the policy and fees as proposed and

- a) Agree the proposed policy and fees; and
- b) When the policy and fees for 2026-2027 are agreed, Members are asked to approve that fees decisions are delegated to the Director of Housing and Public Protection.

Summary of financial implications

- 12. The approved Medium-Term Financial Plan strategy for the Council supports a full cost-recovery approach in fee setting. The proposed fees are designed to recover the reasonable costs of administering, issuing, monitoring and enforcing caravan site licences, in accordance with the Mobile Homes Act 2013.
- 13. The Finance Manager has reviewed the proposed fees and confirmed that they reflect a cost-recovery position and are not intended to generate any surplus income for the Council. Any over- or under-recovery arising in previous years will continue to be reflected in future fee calculations as required by legislation.
- 14. The fee calculations include the application of an inflationary increase of 4% for 2026/27, reflecting staffing costs and CPI. As the revised fees will take effect from 1 October 2026, there are no adverse in-year financial implications for the Council.
- 15. Should Members agree to delegate future annual fee amendments to the Director of Housing and Public Protection, all future fee reviews will continue to be undertaken in consultation with Finance to ensure fees remain compliant with cost-recovery requirements.

Summary of legal implications

- 16. The fees are required to meet the costs of the services and must be set in accordance with the legislation on a cost recovery basis. If the fees are set incorrectly this can result in judicial review and/or difficulties in recovery any unpaid fees.
- 17. Fees must be reviewed annually and any deficit or surplus from the previous year must be reflected in the new fees for the following year.

Summary of human resources implications

- 18. The delivery of the service will remain within existing staffing levels.

Summary of sustainability impact

19. There are no sustainability impacts.

Summary of public health implications

20. There are no public health implications

Summary of equality implications

21. An Equalities Impact Assessment (EIA) has been completed and is attached to the policy.

Summary of risk assessment

22. If the fees are set incorrectly this can result in judicial review

23. The fees as proposed have been carefully considered and calculated based on officer time for each activity.

Background papers

[The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees](#)

Appendices

Appendix 1 – proposed policy and fees

Appendix 2 – current policy and fees

This page is intentionally left blank

Caravan Site Fee Policy

May 2026

Private Sector Housing

Author: Matthew King
Review Date: March 2027



1. Purpose Statement

- 1.1 This policy details a consistent approach to the fees charged in relation to the local authorities functions to licenced Caravan/ Park Home sites.
- 1.2 This policy is a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960.
- 1.3 This policy sets out those fees showing how they are calculated and how they will be reviewed in the future.

2. Who the policy applies to

- 2.1 This policy applies to all holders of a site licence for any relevant protected site within the Bournemouth, Christchurch and Poole area.
- 2.2 Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year and are not classed in law as relevant protected sites, are exempt from these licensing fees and therefore exempt from this policy.

3. This policy replaces

- 3.1 This policy replaces the previous Caravan Site Fee policy for BCP Council of March 2021.

4. Approval process

- 4.1 This Policy is approved by the Licensing Committee.

5. Links to Council Strategies

- 5.1 This policy supports the Housing Strategy.
- 5.2 During the preparation of this policy document due consideration has been given to the following Key Council Strategies:
 - Corporate Strategy
 - Housing Strategy

6. The Policy

- 6.1 The Mobile Homes Act 2013 amended The Caravan Sites and Control of Development Act 1960 whereby the introduction of a licensing system for park home allows Councils to charge fees for certain activities.
- 6.2 These activities include:
 - Applying for a new site licence
 - Transferring an existing licence
 - Revising site licence conditions
 - Annual licence fee.
 - Depositing site rules
 - Fit and Proper Person

6.3 The local authority will charge an annual licence fee based on the banding of sites in BCP area into five categories

Table 1 - Banding of sites

Number of mobile homes	Band
1-10	Band 1
11- 35	Band 2
36-70	Band 3
71 – 106	Band 4
107 – 142	Band 5
Sites greater than 142 homes: thereafter any sites larger than 142 will pay an additional amount per multiple of 35 homes	

6.4 Table 2 below is a summary of the fees for each band the BCP Council will charge from 1st October 2026.

6.5 The fees were calculated with reference to [The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees](#)

6.6 The Mobile Homes Act 2013 requires BCP Council to publish a policy for these fees and show how they are calculated. Appendix A in this policy shows how the fees were calculated on a cost recovery basis. As sites increase in size the average time taken to administer the annual site licence increases

Table 2 – Summary of fees

New Park Home Licence Plus, Fit and Proper person	£688.00 (per licence) £260.50
Annual Licence Fee per site	Bands 1 - 5
Band 1 (1-10)	£200.00
Band 2 (11- 35)	£231.50
Band 3 (36-70)	£281.00
Band 4 (71 – 106)	£348.50
Band 5 (107 - 142)	£398.00 (Thereafter additional £36.00 per multiple of 35 units)
Licence transfer or amendment In addition, Fit and Proper person (if applicable)	£277.00 £260.50
Deposit of Site Rules	£78.50 (per set of rules)
Fit and Proper person (5 yearly)	£260.50

6.7 Site owners may recover the cost of annual fees through an increase in pitch fees if they choose to do so.

- 6.8 Fees will be reviewed and amended annually to ensure the activities of the Council in relation to this function are fully recovered by the fees charged. If there is a difference in the fees collected compared to the activities undertaken by officers in a financial year, the changes will be reflected in the following year's fees. This means that if the Council's costs are higher than the fees collected in a financial year, the fees would be raised the following year accordingly. Equally, if the Council's costs are less than the fees collected in a financial year, the fees would be reduced the following year accordingly.
- 6.9 The Council will invoice each Relevant Protected Site in January of each year. The amount payable will cover the Annual Licence Fee for the calendar year the invoice is raised.
- 6.10 Site rules are an agreed set of rules for a specific site and are made between the site owner and the residents of a park. Site rules are not the same as site licence conditions and not all sites have adopted a set of site rules. Properly agreed site rules may be deposited with BCP Council and are made available to view upon request. A fee for depositing site rules is set out in this policy.
- 6.11 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 sets out the requirements for the Council to carry out fit and proper person checks for the manager of the site.
- 6.12 It is an offence for a site licence holder to operate a park home site unless they, or their appointment manager, are a fit and proper person to do so.
- 6.13 Under some circumstances the local authority have the power to appoint a fit and proper person to manage the site, with the owners consent.
- 6.14 The Council must publish a register of the fit and proper person for each licensed site. A shortened version can be found on the Council's website and the full version can be viewed on request at the Council's offices.
- 6.15 The Council will charge £250.00 for a fit and proper person application and to be added to the register.
- 6.16 The Council will charge £266.00 to amend or transfer a licence. Appendix B in this policy shows how the amendment and transfer fees are calculated.
- 6.17 Councils are required to deposit site rules that have been properly adopted by relevant protected sites using the prescribed process. Copies of individual deposited site rules will be provided by the Council upon request. The Council will charge a fee of £75 to deposit a set of site rules.

7. How to use this policy

- 7.1 The policy is supported by appendices which detail a calculation of the fees and how the policy is implemented:
- Appendix A – Calculation of fees
 - Appendix B – Equality Impact Assessment

8. Roles and responsibilities

8.1 Decision making and changes to the policy

To ensure the policy is operating to current regulations and legislation the Director of Communities will be able to approve minor amendments to the policy

Fees will be reviewed and amended annually taking into account inflation and the cost of the Council's activities the previous financial year as outlined above. The Private Sector Housing Manager in consultation with the Head of Public Protection will be authorised to approve amendments

The policy will be reviewed on an annual basis with adjustments made up or down accordingly if a deficit or surplus has been accrued. This is to be carried out by The Private Sector Housing Manager in consultation with the Head of Public Protection.

The majority of decisions will be made by officers assessing applications, carrying out the site inspections and issuing of site licences

9. Enforcement and sanctions

- 9.1 Where an annual licence fee has been invoiced and has become overdue the Council may apply to a residential property tribunal for an order requiring the licence holder to pay the Council the amount due by the date specified in the order; and the order may make provisions about the manner in which the payment is to be made
- 9.2 Where a licence holder fails to comply with an order under subsection (3) of the Act within the period of three months beginning with the date specified in the order for the purposes of that subsection, the local authority may apply to a residential property tribunal for an order revoking the site licence
- 9.3 The Council may take enforcement action for breaches of site conditions on Relevant Protected Sites.
- 9.4 The Council may reasonably charge for the costs incurred in carrying out enforcement on relevant protected sites such as the service of compliance notices.
- 9.5 Enforcement fees are not included in this policy and will be calculated and recovered on a case-by-case basis. No set fees apply for this activity.
- 9.6 The Council may take enforcement action to remedy breaches of site licence conditions. The process and charging rates will be calculated and recovered on a case-by-case basis.

10. Further information and evidence

10.1 In setting its Caravan Site Fees Policy, the Council has had regard to legislation, Government guidance, and regulations including:

- [The Mobile Homes Act 2013](#)
- [The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees](#)

- [The Mobile Homes \(Requirement for Manager of Site to be Fit and Proper Person\) \(England\) Regulations 2020](#)
- [The Caravan Sites and Control of Development Act 1960](#)

11. Appendices

Appendix A - Calculation of fees

New site licence

Action	Time (mins)
Support Officer to create file on system	20
Initial Enquiry with applicant	40
Support Officer to carry out land registry searches	20
Support Officer to carry out fit and proper person checks	0
Check application and all particulars	60
Letter to applicant confirming receipt / requesting more information	40
Update file and action items	20
Check with Planning Department permissions are in place and save relevant documents to file	40
Initial site inspection including travel time and adding notes to file	120
Support Officer to process licence fee invoice	20
Mediation and consultation with site owner	30
Obtain next licence number	10
Draft final site licence	120
Licence to be checked by manager, signed and scanned to system	30
Update public register	30
Carry out full licence inspection	120
Draft and send letter detailing outcome of inspection	60
Total Support Officer time (mins)	60
Total PSHE Officer time (mins)	720

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
60	40	£40	720	54	£648.00	£688.00

Annual site licence

	Time (mins)				
	Band 1	Band 2	Band 3	Band 4	Band 5
Action	1 - 10 Units	11 - 35 Units	36 - 71 Units	72 - 106 Units	107 - 142 Units
File set up on system by support officer	10	10	10	10	10
Letter generated, completed and sent to site owner informing of time and date of inspection	30	30	30	30	30
Check system and scanned files for compliance history	5	10	20	40	60
Site Inspection including travel time, scanning, saving of notes and photos where necessary.	60	80	100	120	140
Write to site owner detailing outcome of inspection, any works and/or certificates required	20	40	50	70	70
Record details of next compliance visit	5	5	5	5	5
Follow up telephone conversations and letters with site licence holder recorded and saved to system	5	10	15	20	25
Invoice detailing fee and site details raised by support officer.	20	20	20	20	20
Compliance revisit	50	60	70	80	90
Total Support Officer Time (mins)	30	30	30	30	30
Total PSHE Officer Time (mins)	200	235	290	365	420

Calculation of licence band

Calculation of Licence Band	Support staff time	Rate	Sub Total	PSHE time	Rate	Sub Total	Total Fee
Band 1	30	40	£20.00	200	54	£180.00	£200.00
Band 2	30	40	£20.00	235	54	£211.50	£231.50
Band 3	30	40	£20.00	290	54	£261.00	£281.00
Band 4	30	40	£20.00	365	54	£328.50	£348.50
Band 5	30	40	£20.00	420	54	£378.00	£398.00

Amendment or transfer of site licence

Action	Time (mins)
Enquiry received and service request entered on computer system by Support Officer	20
Support Officer to send out application form and covering letter detailing fee required	20
Upon receipt of application form, support officer to scan and attach form to computer worksheet.	15
Generate acknowledgement letter or email and send to applicant.	15
Enter particulars on application form on to premises record on computer system	15
Check application valid e.g. all compulsory questions completed and correct fee included	30
Check all particulars entered on computer premises record correctly	15
Support Officer to carry out fit and proper person checks with other council services e.g. council tax, housing benefit, and external agencies e.g. other local authorities	30
Support Officer to carry out LRS to confirm applicant is new owner of the site	20
Amend site licence print out and proof read	30
Amended site licence to be checked signed by line manager	20
Look up records of outstanding historic breaches, outstanding notices etc.	30
Send amended site licence to site owner with covering letter. Send written notification of outstanding historic breaches and outstanding notices to new site owner. Add to actions to electronic worksheet.	30
Scan and attached signed copy of site licence to electronic worksheet	10
Amend park home site licence spreadsheet and public register of park home site licences.	20
General additions time taken with telephone conversations and correspondence with applicant on typical variation enquiry	15
Total Support Officer Time (mins)	105
Total PSHE Officer Time (mins)	230

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
105	40	£70.00	230	54	£207.00	£277.00

Fit and Proper Person

Action	Time	
	Support officer	PSH officer
Pre application advice		15
Receipt of application, review completion, input on system, fee receive/invoiced	30	
Review application and make enquiries	15	90
review representations from applicant or third parties		60
discussions with applicant on application/advice and assistance		20
Establish any conditions applicable		30
Grant of application (Final Notice) or serve Preliminary Notice (Approved/signed by PSHTM)		30
Enter application onto public register	15	
Total Support officer time (mins)	60	
Total PSH officer time (mins)		245

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
60	40	£40.00	245	54	£220.50	£260.50

Deposit of site rules

Action	Time (mins)
Set up Service Request Case File, check details are correct.	15
Prepare and raise invoice, send with cover letter	15
Check for Prohibited/Banned Rules	15
Save new site rules file to Register of Site Rules on system.	10
Raise with IT to amend site rules link on website.	20
Contact site owner to confirm changes published.	20
Total Support Officer time (mins)	30
Total PSH Officer time (mins)	65

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
30	40	£20.00	65	54	£58.50	£78.50

Appendix B – Equality Impact Assessment

What is being reviewed?	<p>This policy replaces previous BCP Council Caravan Site Fee Policy of March 2021.</p> <p>It details a consistent approach to the fees charged in relation to the local authorities functions to licenced Caravan/ Park Home sites. It is a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960.</p> <p>This policy sets out those fees showing how they are calculated and how they will be reviewed in the future.</p>
What changes are being made?	<p>The local authority will charge an annual fee based on the banding of sites in BCP area into five categories based upon the number of mobile homes on the site.</p> <p>The fees have been carefully calculated based upon a cost recovery model for the activities required to ensure compliance.</p>
Service Unit:	Housing and Public Protection
Participants in the conversation:	Matthew King, Private Sector Housing Manager Sophie Sajic, Head of Public Protection
Conversation date/s:	10/4/26
Do you know your current or potential client base? Who are the key stakeholders?	<p>The owners of the local park homes tend to be national businesses with multiple sites.</p> <p>The residents of park homes tend to be over 50 years of age.</p>
Do different groups have different needs or experiences?	Owners of park homes tend to be over 50 years of age, but not necessarily financially disadvantaged.
Will this change affect any service users?	Some park home sites will face an increase in annual licensing fees, which may be passed onto the owners of park homes. However, this would only amount to a few pounds per homeowner each year.
What are the benefits or positive impacts of the change on current or potential users?	Improved regulation and compliance monitoring for park homes sites which will benefit residents and visitors of the sites.
What are the negative impacts of the change on current or potential users?	Potential small increase in fees for park homeowners
Will the change affect employees?	No
Will the change affect the wider community?	No

<p>What mitigating actions are planned or already in place for those negatively affected by this change?</p>	<p>N/A</p>
<p>Summary of Equality Implications:</p>	<p>There are no foreseeable equality implications for this policy. Some sites will see a small increase in fees charged (4% from previous fees), which may be passed onto the park homeowners, but this would be a minimal increase in their charges.</p>

Caravan Site Fee Policy

October 2021

Private Sector Housing

Author: Donna Bryant
Version: 1
Review Date: September 2024



1. Purpose Statement

- 1.1 This policy details a consistent approach to the fees charged in relation to the local authorities functions to licenced Caravan/ Park Home sites.
- 1.2 This policy is a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960.
- 1.3 This policy sets out those fees showing how they are calculated and how they will be reviewed in the future.

2. Who the policy applies to

- 2.1 This policy applies to all holders of a site licence for any relevant protected site within the Bournemouth, Christchurch and Poole area.
- 2.2 Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year and are not classed in law as relevant protected sites, are exempt from these licensing fees and therefore exempt from this policy.

3. This policy replaces

- 3.1 This policy replaces previous Bournemouth Borough Council Park Homes Fees Policy July 2012 and Christchurch and East Dorset Partnership park home fees policy of 2015.

4. Approval process

- 4.1 This Policy is approved by The Service Director of Communities

5. Links to Council Strategies

- 5.1 This policy supports the Housing Strategy.
- 5.2 During the preparation of this policy document due consideration has been given to the following Key Council Strategies:
 - Corporate Plan
 - Housing Strategy

6. The Policy

- 6.1 The Mobile Homes Act 2013 amended The Caravan Sites and Control of Development Act 1960 whereby the introduction of a licensing system for park home allows Councils to charge fees for certain activities.
- 6.2 These activities include:
 - Applying for a new site licence
 - Transferring an existing licence
 - Revising site licence conditions
 - Annual licence fee.
 - Depositing site rules
 - Fit and Proper Person
- 6.3 The local authority will charge an annual licence fee based on the banding of sites in BCP area into five categories

Table 1 - Banding of sites

Number of mobile homes	Band
1-10	Band 1
11- 35	Band 2
36-70	Band 3
71 – 106	Band 4
107 - 142	Band 5
Sites greater than 142 homes: thereafter any sites larger than 142 will pay an additional amount per multiple of 35 homes	

- 6.4 Table 2 below is a summary of the fees for each band the BCP Council will charge from the date of adoption of this policy.
- 6.5 The fees were calculated with reference to [The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees](#)
- 6.6 The Mobile Homes Act 2013 requires BCP Council to publish a policy for these fees and show how they are calculated. Appendix B in this policy shows how the fees were calculated on a cost recovery basis. As sites increase in size the average time taken to administer the annual site licence increases

Table 2 – Summary of fees

New Park Home Licence Plus, Fit and Proper person	£662 (per licence) £250.00
Annual Licence Fee per site	Bands 1 - 5
Band 1 (1-10)	£192.00
Band 2 (11- 35)	£223.00
Band 3 (36-70)	£270.00
Band 4 (71 – 106)	£335.00
Band 5 (107 - 142)	£383.00 (Thereafter additional £34.67 per multiple of 35 units)
Licence transfer or amendment In addition, Fit and Proper person (if applicable)	£266.00 £250.00
Deposit of Site Rules	£75 (per set of rules)
Fit and Proper person (5 yearly)	£250.00

- 6.7 Site owners may recover the cost of annual fees through an increase in pitch fees if they choose to do so.
- 6.8 Fees will be reviewed and amended annually in line with other Council fees and inflation. The policy and fees contained within the policy will be reviewed every 3 years. Adjustments will be made accordingly.

- 6.9 The Council will invoice each Relevant Protected Site in September of each year. The amount payable will cover the Annual Licence Fee for the calendar year the invoice is raised.
- 6.10 Site rules are an agreed set of rules for a specific site and are made between the site owner and the residents of a park. Site rules are not the same as site licence conditions and not all sites have adopted a set of site rules. Properly agreed site rules may be deposited with BCP Council and are made available to view upon request. A fee for depositing site rules is set out in this policy.
- 6.11 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 sets out the requirements for the Council to carry out fit and proper person checks for the manager of the site.
- 6.12 It is an offence for a site licence holder to operate a park home site unless they, or their appointment manager, are a fit and proper person to do so.
- 6.13 Under some circumstances the local authority have the power to appoint a fit and proper person to manage the site, with the owners consent.
- 6.14 The Council must publish a register of the fit and proper person for each licensed site. A shortened version can be found on the Council's website and the full version can be viewed on request at the Council's offices.
- 6.15 The Council will charge £250.00 for a fit and proper person application and to be added to the register.
- 6.16 The Council will charge £266.00 to amend or transfer a licence. Appendix B in this policy shows how the amendment and transfer fees are calculated.
- 6.17 Councils are required to deposit site rules that have been properly adopted by relevant protected sites using the prescribed process. Copies of individual deposited site rules will be provided by the Council upon request. The Council will charge a fee of £75 to deposit a set of site rules.

7. How to use this policy

- 7.1 The policy is supported by appendices which detail a calculation of the fees and how the policy is implemented:
- Appendix A – Approval process
 - Appendix B – Calculation of fees
 - Appendix C – Existing fee calculations
 - Appendix D – Equality Impact Assessment

8. Roles and responsibilities

8.1 Decision making and changes to the policy

To ensure the policy is operating to current regulations and legislation the Director of Communities will be able to approve minor amendments to the policy

Fees will be reviewed and amended annually taking into account inflation. The Private Sector Housing Manager in consultation with the Head of Safer Communities will be able to approve amendments

The policy and fees contained within it will be reviewed on a three year basis with adjustments made up or down accordingly if a deficit or surplus has been accrued. This

is be carried out by The Private Sector Housing Manager in consultation with the Head of Safer Communities

The majority of decisions will be made by officers assessing applications, carrying out the site inspections and issuing of site licences

9. Enforcement and sanctions

- 9.1 Where an annual site fee has been invoiced and has become overdue the Council may apply to a residential property tribunal for an order requiring the licence holder to pay the Council the amount due by the date specified in the order; and the order may make provisions about the manner in which the payment is to be made
- 9.2 Where a licence holder fails to comply with an order under subsection (3) of the Act within the period of three months beginning with the date specified in the order for the purposes of that subsection, the local authority may apply to a residential property tribunal for an order revoking the site licence
- 9.3 The Council may take enforcement action for breaches of site conditions on Relevant Protected Sites.
- 9.4 The Council may reasonably charge for the costs incurred in carrying out enforcement on relevant protected sites such as the service of compliance notices.
- 9.5 Enforcement fees are not included in this policy and will be calculated and recovered on a case by case basis. No set fees apply.
- 9.6 The Council may take enforcement action to remedy breaches of site licence conditions. The process and charging rates will be calculated and recovered on a case by case basis.

10. Further information and evidence

10.1 In setting its Caravan Site Fees Policy, the Council has had regard to legislation, Government guidance, and regulations including:

- [The Mobile Homes Act 2013](#)
- [The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees](#)
- [The Mobile Homes \(Requirement for Manager of Site to be Fit and Proper Person\) \(England\) Regulations 2020](#)
- [The Caravan Sites and Control of Development Act 1960](#)

11. Appendices

Appendix A – Approval Process

This policy is approved by the Service Director of Communities. Any future amendments will also be approved by the Service Director of Communities.

Appendix B - Calculation of fees. All fees will be rounded to the nearest pound

New site licence

Action	Time (mins)
Support Officer to create file on system	20
Initial Enquiry with applicant	40
Support Officer to carry out land registry searches	20
Support Officer to carry out fit and proper person checks	0
Check application and all particulars	60
Letter to applicant confirming receipt / requesting more information	40
Update file and action items	20
Check with Planning Department permissions are in place and save relevant documents to file	40
Initial site inspection including travel time and adding notes to file	120
Support Officer to process licence fee invoice	20
Mediation and consultation with site owner	30
Obtain next licence number	10
Draft final site licence	120
Licence to be checked by manager, signed and scanned to system	30
Update public register	30
Carry out full licence inspection	120
Draft and send letter detailing outcome of inspection	60
Total Support Officer time (mins)	60
Total PSHE Officer time (mins)	720

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
60	38	£38.00	720	52	£624.00	£662.00

Annual site licence

Action	Time (mins)				
	Band 1 1 - 10 Units	Band 2 11 - 35 Units	Band 3 36 - 71 Units	Band 4 72 - 106 Units	Band 5 107 - 142 Units
File set up on system by support officer	10	10	10	10	10
Letter generated, completed and sent to site owner informing of time and date of inspection	30	30	30	30	30
Check system and scanned files for compliance history	5	10	20	40	60
Site Inspection including travel time, scanning, saving of notes and photos where necessary.	60	80	100	120	140
Write to site owner detailing outcome of inspection, any works and/or certificates required	20	40	50	70	70
Record details of next compliance visit	5	5	5	5	5
Follow up telephone conversations and letters with site licence holder recorded and saved to system	5	10	15	20	25
Invoice detailing fee and site details raised by support officer.	20	20	20	20	20
Compliance revisit	50	60	70	80	90
Total Support Officer Time (mins)	30	30	30	30	30
Total PSHE Officer Time (mins)	200	235	290	365	420

Calculation of licence band

Calculation of Licence Band	Support staff time	Rate	Sub Total	PSHE time	Rate	Sub Total	Total Fee
Band 1	30	38	£19.00	200	52	£173.33	£192.33
Band 2	30	38	£19.00	235	52	£203.67	£222.67
Band 3	30	38	£19.00	290	52	£251.33	£270.33
Band 4	30	38	£19.00	365	52	£316.33	£335.33
Band 5	30	38	£19.00	420	52	£364.00	£383.00

Amendment or transfer of site licence

Action	Time (mins)
Enquiry received and service request entered on computer system by Support Officer	20
Support Officer to send out application form and covering letter detailing fee required	20
Upon receipt of application form, support officer to scan and attach form to computer worksheet.	15
Generate acknowledgement letter or email and send to applicant.	15
Enter particulars on application form on to premises record on computer system	15
Check application valid e.g. all compulsory questions completed and correct fee included	30
Check all particulars entered on computer premises record correctly	15
Support Officer to carry out fit and proper person checks with other council services e.g. council tax, housing benefit, and external agencies e.g. other local authorities	30
Support Officer to carry out LRS to confirm applicant is new owner of the site	20
Amend site licence print out and proof read	30
Amended site licence to be checked signed by line manager	20
Look up records of outstanding historic breaches, outstanding notices etc.	30
Send amended site licence to site owner with covering letter. Send written notification of outstanding historic breaches and outstanding notices to new site owner. Add to actions to electronic worksheet.	30
Scan and attached signed copy of site licence to electronic worksheet	10
Amend park home site licence spreadsheet and public register of park home site licences.	20
General additions time taken with telephone conversations and correspondence with applicant on typical variation enquiry	15
Total Support Officer Time (mins)	105
Total PSHE Officer Time (mins)	230

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
105	38	£66.50	230	52	£199.33	£265.83

Fit and Proper Person

Action	Time	
	Support officer	PSH officer
Pre application advice		15
Receipt of application, review completion, input on system, fee receive/invoiced	30	
Review application and make enquiries	15	90
review representations from applicant or third parties		60
discussions with applicant on application/advice and assistance		20
Establish any conditions applicable		30
Grant of application (Final Notice) or serve Preliminary Notice (Approved/signed by PSHTM)		30
Enter application onto public register	15	
Total Support officer time (mins)	60	
Total PSH officer time (mins)		245

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
60	38	£38.00	245	52	£212.33	£250.33

Deposit of site rules

Action	Time (mins)
Set up Service Request Case File, check details are correct.	15
Prepare and raise invoice, send with cover letter	15
Check for Prohibited/Banned Rules	15
Save new site rules file to Register of Site Rules on system.	10
Raise with IT to amend site rules link on website.	20
Contact site owner to confirm changes published.	20
Total Support Officer time (mins)	30
Total PSH Officer time (mins)	65

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
30	38	£19.00	65	52	£56.33	£75.33

Appendix C – Calculation of Existing Fees

Bournemouth:

New Park Home Licence

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Enquiry received and service request entered on computer system.	30	Admin	£ 13.04
Obtain planning documents. Record type of development permitted and restrictions etc on computer worksheet. Print hard copies of planning documents.	30	Tech Officer	£ 17.03
Make up new caravan site/Park home site file and attach above documentation	20	Tech Officer	£ 11.35
Send out site application form with covering letter and enter action on computer worksheet.	15	Admin	£ 6.52
Contact applicant and make appt to carry out initial site inspection enter action of computer worksheet	10	Admin	£ 4.35
Carry out initial site inspection. Advise applicant as necessary on layout , spacing and other site licence conditions. Help applicant complete application form, if required. Enter record of inspection on computer worksheet. Approx inspection time per unit.	30	Tech Officer	£ 17.03
Travel Time	60	Tech Officer	£ 34.06
Enter particulars on application form on to premises record on computer system. Scan and save application form to computer EDRMS system and link to worksheet.	30	Tech Officer	£ 17.03
Check application valid e.g. all compulsory questions completed and correct fee included	40	Tech Officer	£ 22.71
Carry out LRS to verify applicant is owner of land	30	Tech Officer	£ 17.03
Examine electrical certificate and any other documentation submitted with licence for validity. Enter action on computer worksheet.	20	Tech Officer	£ 11.35
Carry out fit and proper person checks with other Council services e.g. council tax, housing benefit, and external agencies e.g. other local authorities. Record Action of computer work sheet.	120	Tech Officer	£ 68.12
Obtain next consecutive site licence number on park home licence spreadsheet and enter details of site against that number.	10	Tech Officer	£ 5.68
Prepare draft site licence and send to applicant with covering letter. Include any recommendations and works required resulting from initial site inspection. Save draft licence and letter to EDRMS and link to computer worksheet.	60	Tech Officer	£ 34.06
Discuss any feedback with applicant on proposed site licence conditions with applicant. If amendments requested seek authority with line manager to amend conditions.	60	Team Manager	£ 45.86
Upon expiry of consultation period amend site licence if required . Print out two copies of site licence and proof read.	60	Tech Officer	£ 34.06
Site licence to be checked and signed by line manager	30	Team Manager	£ 22.93

Send out site licence to applicant with covering letter.	10	Tech Officer	£ 5.68
Scan and save signed copy of site licence to EDRMS system and link to computer worksheet. Insert hard copy of licence to paper file.	20	Tech Officer	£ 11.35
Update public register of licensed sites.	15	Tech Officer	£ 8.51
Upon occupation of site contact site owner to make appointment for licensing inspection	10	Tech Officer	£ 5.68
Carry out full site inspection. Make note of any breaches of site licence conditions/ works required	60	Tech Officer	£ 34.06
Travel time	60	Tech Officer	£ 34.06
Record visit and details on computer worksheet	20	Tech Officer	£ 11.35
Complete risk assessment spreadsheet to determine next routine visit.	10	Tech Officer	£ 5.68
Enter date of inspection and next routine inspection on park homes inspection worksheet. Next routine inspection as scheduled inspection on premises worksheet.	10	Tech Officer	£ 5.68
Send letter to applicant notifying them of outcome of licensing visit.	10	Tech Officer	£ 5.68
TOTAL HOURS PER LICENCE			£ 510

New site licence per unit

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Carry out initial site inspection. Advise applicant as necessary on layout , spacing and other site licence conditions. Help applicant complete application form, if required. Enter record of inspection on computer worksheet. Approx inspection time per unit.	Time per additional unit		
	10	Tech Officer	£ 5.68
Carry out full site inspection. Make note of any breaches of site licence conditions/ works required	Time per additional unit		
	10	Tech Officer	£ 5.68
Send letter to applicant notifying them of outcome of licensing visit.	Additional time per unit		
	5	Tech Officer	£ 2.84
TOTAL HOURS PER LICENCE			£ 14

Annual Licence Fee

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Write to site owner detailing results of inspection and works required to remedy breaches and any certificates required	Per additional unit		
	5	Tech Officer	£ 0.57
Carry out inspection to ensure works requested have been carried out. Approx time per unit	Per additional unit		
	10	Tech Officer	£ 5.68
TOTAL HOURS PER LICENCE			£ 6

Transfer of Licence

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Enquiry received and service request entered on computer system.	20	Admin	£ 8.70
Send out application form and covering letter detailing fee required	15	Admin	£ 6.52
Upon receipt of application form scan and attach form to computer worksheet. Attach hard copy to paper file.	30	Admin	£ 13.04
Enter particulars on application form on to premises record on computer system	15	Admin	£ 6.52
Check application valid e.g. all compulsory questions completed and correct fee included	30	Tech Officer	£ 17.03
Carry out fit and proper person checks with other council services e.g. council tax, housing benefit, and external agencies e.g. other local authorities	30	Admin	£ 13.04
Carry out LRS to confirm applicant is new owner of the site	30	Admin	£ 13.04
Amend site licence print out and proof read	60	Tech Officer	£ 34.06
Amended site licence to be checked signed by line manager	30	Team Manager	£ 22.93
Look up records of outstanding historic breaches, outstanding notices etc.	15	Tech Officer	£ 8.51
Send amended site licence to site owner with covering letter. Send written notification of outstanding historic breaches and outstanding notices to new site owner. Add to actions to electronic worksheet.	20	Tech Officer	£ 11.35
Scan and attached signed copy of site licence to electronic worksheet and attached signed hard copy to paper file.	20	Admin	£ 8.70
Attach hard copy of covering letter and notification of outstanding historic breaches and outstanding notices etc to electronic and paper file	15	Admin	£ 6.52

Amend park home site licence spreadsheet and public register of park home site licences.	20	Admin	£ 8.70
General additions time taken with telephone conversations and correspondence with applicant on typical variation enquiry	90	Tech Officer	£ 51.09
TOTAL HOURS PER LICENCE	06:50		£ 230

Deposit of site rules

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Enquiry received to change or lodge site rules	20	Admin	£ 8.70
Verify Consultation with residents	60	Tech Officer	£ 34.00
Update Web page			
	10	Tech Officer	£ 4.30
TOTAL HOURS PER LICENCE			£ 47.00

Christchurch:

New Park Home Licence

New Park Home Licence (per licence)

Sites of 30 units or less = £324
Thereafter an additional £40 per multiple of 30 units

Annual Licence Fee

Annual Licence Fee (per licensed site)

1- 30 units = £148
Thereafter an additional £40 per multiple of 30 units

Transfer of a Licence

Transfer of a Licence

£29

Amendment of a Licence

Amendments to site licence conditions

£164

Deposit of Site Rules

Deposit of Site Rules (per set of rules)

£40

Comparison of existing fees to proposed BCP fees

New Licence		
Area	Previous New Licence Fee	BCP Licence Fee
Bournemouth	£510 +£14/plot	£662.00
Christchurch	£148 +£40/30 units	£662.00
Poole	N/A	N/A

Licence Transfer or Amendment		
Area	Previous Licence Transfer or Amendment Fee	BCP Licence Transfer or Amendment Fee
Bournemouth	£230	£265.83
Christchurch	£29 / £164	£265.83
Poole	N/A	N/A

Deposit of Site Rules		
Area	Previous Deposit of Site Rules Fee	BCP Deposit of Site Rules Fee
Bournemouth	£47	£75.33
Christchurch	£40	£75.33
Poole	N/A	N/A

Appendix C – Equality Impact Assessment

What is being reviewed?	<p>This policy replaces previous Bournemouth Borough Council Park Homes Fees Policy July 2012 and Christchurch and East Dorset Partnership park home fees policy of 2015.</p> <p>It details a consistent approach to the fees charged in relation to the local authorities functions to licenced Caravan/ Park Home sites. It is a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960.</p> <p>This policy sets out those fees showing how they are calculated and how they will be reviewed in the future.</p>
What changes are being made?	<p>The local authority will charge an annual licence fee based on the banding of sites in BCP area into five categories based upon the number of mobile homes on the site. The fees have been carefully calculated based upon a cost recovery model for the activities required to ensure compliance.</p>
Service Unit:	Communities
Participants in the conversation:	Donna Bryant, Private Sector Housing Manager Andrew Williams, Head of Safer Communities Wilbert Smith, Community and Recreation Officer
Conversation date/s:	08/09/21
Do you know your current or potential client base? Who are the key stakeholders?	The owners of the local park homes tend to be national businesses with multiple sites. The residents of park homes tend to be older people.

Do different groups have different needs or experiences?	Owners of park homes tend to be older people, but not necessarily financially disadvantaged.
Will this change affect any service users?	Some park home sites will face an increase in annual licensing fees, which may be passed onto the owners of park homes. However, this would only amount to a few pounds per home owner each year.
What are the benefits or positive impacts of the change on current or potential users?	Improved regulation and compliance monitoring for park homes sites.
What are the negative impacts of the change on current or potential users?	Potential small increase in fees for park home owners
Will the change affect employees?	No
Will the change affect the wider community?	No
What mitigating actions are planned or already in place for those negatively affected by this change?	N/A
Summary of Equality Implications:	There are no real equality implications for this policy. Some sites will see an increase in fees charged, which may be passed onto the park home owners, but this would be a minimal increase in their charges.

This page is intentionally left blank

Forward Plan – Licensing Committee, 17 September 2026 - *Publication date: 9 September 2026*

Forthcoming meetings 2026: 10 December

	Subject	Purpose of report	Consultation	Report author(s)	Meeting date
1	Pleasure Boats and Boatpersons Licensing Policy	To consider the draft policy following public consultation. Amend policy as required and recommend to Council for adoption.	Harbour Master Public Consultation	Sarah Rogers, Principal Licensing Officer Ellie King, Licensing Officer	17 September

121

Committee Briefings and Training Sessions 2026

	Training / Briefing to be delivered	When / Where	Attendees	Suggested Delivery
1	World Cup extended opening hours	To take place after the meeting	All Licensing Committee Members	Nananka Randle to provide a verbal update.

This page is intentionally left blank