



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	FULL COUNCIL – 31 JULY 2024
Subject	BUSINESS AND PLANNING ACT 2020 – UPDATE TO PAVEMENT LICENSING REGIME
Wards affected	All
Accountable member	Councillor Juliet Layton Cabinet Member for Planning and Regulatory Services Email: juliet.layton@cotswold.gov.uk
Accountable officer	Jon Dearing – Assistant Director for Resident Services Email: democratic.services@cotswold.gov.uk
Report author	Mandy Fathers – Business Manager for Environmental, Welfare and Revenues Email: democratic@cotswold.gov.uk
Summary/Purpose	For Full Council to consider the draft Pavement License Policy document for approval following the Levelling Up and Regeneration Act making permanent the pavement licensing regime.
Annexes	Annex A – Copy of draft Pavement Licensing Policy
Recommendation(s)	That Full Council resolves to: I. Approve the draft Pavement Licensing Policy and Fees, attached at Annex A.
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services• Supporting the Economy
Key Decision	YES
Exempt	No
Consultees/ Consultation	Planning and Licensing Committee at its meeting on 12 June 2024 approved to recommend the policy and fees to Full Council.



1. EXECUTIVE SUMMARY

- 1.1** This report introduces an amended Pavement Licensing Policy following The Levelling Up and Regeneration Act making the temporary pavement licensing regime permanent. Any new or existing applications made after 31 March 2024 must be dealt with under the new regime.

2. BACKGROUND

- 2.1** The Business and Planning Act 2020 (“the Act”) was introduced in 2020 to support various business sectors including hospitality. This Act included numerous temporary relaxations to existing legislations including the introduction of the Pavement Licensing regime which permitted businesses to apply to the Local Authority for a licence to use outside space to extend the trading area available for consumption of food and drink during the pandemic.
- 2.2** The Levelling Up and Regeneration Act now makes permanent the Pavement Licensing regime under the Business and Planning Act 2020.
- 2.3** Cotswold District Council currently has a total of 12 licences across the District.

3. MAIN POINTS

- 3.1** Amendments have been made to the draft Policy to reflect the changes in legislation. These changes include:
- Increasing the minimum consultation period from 14 days to 28 days.
 - Expanding the licence validation from 12 months to 24 months.
 - Increasing the capped fees for a new licence from £100 to £500.
 - Introducing a renewal fee, capped at £350.
 - Enforcement powers to give notice to businesses without the required licence and enable the Council to remove and store furniture from the relevant highway and recover the costs from the business.
 - The ability to amend a licence in certain circumstances with the licence holder’s consent.
- 3.2** For those licences already granted prior to 30 March 2024, these will remain valid until their expiration date on the licence of 30th September 2024. Once expired, businesses will need to apply for a new licence. If the application is made by the same licence-holder, in respect of the same premises, and is on the same terms as the expired licence, the Council will treat this as a renewal application.



3.3 To ensure that the Council is reimbursed for the administration of this service a cost analysis has been undertaken. Proposals for the new costs for this service is as follows:

- New Licence Fee £185.00
- Renewal Fee £150.00

4. ALTERNATIVE OPTIONS

4.1 There are no alternative options.

5. FINANCIAL IMPLICATIONS

5.1 The licensing service should set fees on a cost recovery basis. The Council will not be reimbursed for any costs if no fee is set. Therefore, if the Committee determines to not charge a fee the work will need to be subsidised by the Council. Given the small number of licences issued by the Council, the increase in fee will not have a significant impact on forecast licensing income scheduled in the 2024/25 Budget and Medium-Term Financial Strategy

6. LEGAL IMPLICATIONS

6.1 The legal implications are contained within the body of this report. The Planning and Licensing Committee holds the delegated powers for the amendment of the Policy and fee.

7. RISK ASSESSMENT

7.1 No risks have been identified.

8. EQUALITIES IMPACT

8.1 Not directly applicable to this decision.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 There are no direct climate change implications arising directly from this report.

10. BACKGROUND PAPERS

- None

(END)