

**Civic Government (Scotland) Act 1982
Temporary Licences
Surcharge for Late Applications**

Report by Director, Resources

1 Purpose of Report

The purpose of this report is to seek authority to apply a surcharge of 20% of the application fee when applicants apply for a temporary licence within 28 days of the proposed event.

2 Background

- 2.1** The Council administer temporary licences to permit one off events no more than 6 weeks in duration. Applicants are advised to apply at least three months prior to the event to ensure that the application can be fully processed and properly considered. Applications made within the three month period are submitted at the applicant's risk and no refund of the fee is made if the licence cannot be processed timeously.

There has recently been an increase in the number of applications received less than 28 days prior to the event. It is extremely challenging to process these applications timeously to allow the event to proceed. Council staff essentially have to provide an express service to accommodate these applications and other tasks have to be delayed

The Council has, to date, been able to process late applications properly however this cannot be guaranteed and if the number of late applications continues there is a risk that an event to be held in Midlothian will not be able to proceed with the resultant negative publicity.

It has been noted that some other Councils have introduced a 20% surcharge of the application fee when an application is submitted within this 28 day period in order to encourage timely applications.

Were such a policy to be introduced in Midlothian, fees for late temporary licence applications would be increased from £109 to £131.

3 Report Implications

3.1 Resource

There are no resource implications arising from this report. It is not intended that this policy would lead to additional revenue rather that it would result in temporary licence applications being made earlier.

3.2 Risk

There is a risk that a late application for an event cannot be processed in time leading to the event having to be cancelled. Whilst this would be at the applicant's risk, there would be negative publicity implications for the Council together with the loss of a public event.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- ☐ Community safety
- ☐ Adult health, care and housing
- ☐ Getting it right for every Midlothian child
- ☐ Improving opportunities in Midlothian
- ☐ Sustainable growth
- ☐ Business transformation and Best Value
- X None of the above

3.4 Key Priorities within the Single Midlothian Plan

Not applicable

3.5 Impact on Performance and Outcomes

Not applicable

3.6 Adopting a Preventative Approach

Not applicable

3.7 Involving Communities and Other Stakeholders

Not applicable

3.8 Ensuring Equalities

Not applicable

3.9 Supporting Sustainable Development

Not applicable

3.10 IT Issues

There are no IT issues arising from this report.

4 Recommendations

The Committee is asked to consider whether to agree to impose a 20% surcharge of the application fee for temporary licence applications submitted less than 28 days before the event in question.

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Background Papers: None