

Monday, 1 December 2025

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LICENSING COMMITTEE

You are summoned to a meeting of the Licensing Committee which will be held in Committee Room 2, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB on **Tuesday, 9 December 2025 at 10.00 am.**



Giles Hughes
Chief Executive

To: Members of the Licensing Committee

Councillors: Mark Walker (Chair), David Jackson (Vice-Chair), Sandra Cosier, Jane Doughty, Edward James, Andrew Lyon, Paul Marsh, Martin McBride, David Melvin, Sandra Simpson and Tim Sumner

Recording of Proceedings – The law allows the public proceedings of Council, Executive, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Apologies for Absence and temporary appointments**
To receive any apologies for absence
2. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting
3. **Minutes of the Previous Meeting (Pages 3 - 6)**
To approve the minutes of the previous meetings held on 21 May 2025
4. **Public Participation**
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure, anyone who lives in the district or who pays council tax or business rates to the Council is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission of no more than 750 words to democratic.services@westoxon.gov.uk, by no later than 10.00am on the working day before the meeting.
5. **New Fee for Primate Licences (Pages 7 - 12)**
Purpose of Report
To seek approval to implement a fee for private licensing applications
Recommendations
That the Committee:
 - (i) Note the contents of the report and the implications of the Animal Welfare (Primate Licences) (England) Regulations 2024 on the Council; and
 - (ii) Recommend to Council that the fees applicable to Primate Keeper Licence applications are set as detailed in paragraph 3.9

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the

Licensing Committee

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB
at 2.03 pm on **Wednesday, 21 May 2025**

PRESENT

Councillors: David Jackson (Vice-Chair), Jane Doughty, Edward James, Dan Levy, Andrew Lyon, Paul Marsh, Martin McBride, David Melvin, Sandra Simpson and Tim Sumner.

Officers: Giles Hughes (Chief Executive Officer), Andrea McCaskie (Director of Governance), Frank Wilson (Group Finance Director - Publica), Phil Martin (Director of Place), Andrew Brown (Head of Democratic and Electoral Services), Ana Prelici (Senior Democratic Services Officer), Anne Learmonth (Democratic Services Officer) and Mathew Taylor (Democratic Services Officer).

I Election of Chair

The Chair of the Council, Councillor Andrew Coles, opened the meeting.

The Licensing Committee would be comprised of the following Members:

- David Jackson
- David Melvin
- Paul Marsh
- Tim Sumner
- Sandra Cosier
- Jane Doughty
- Edward James
- Martin McBride
- Mark Walker
- Andrew Lyon
- Sandra Simpson

The Chair of the Council, Councillor Andrew Coles requested nominations for position of the Chair of the Licensing Committee. Councillor Mark Walker was proposed as the Chair of the Licensing Committee and the vote was carried.

The Licensing Committee **Resolved** to:

I. Appoint Councillor Mark Walker to the position of the Chair of Licensing Committee for the municipal year 2025 -2026.

2 Election of Vice Chair

In the absence of the Chair of the Licencing Committee, the Chair of the Council, Councillor Andrew Coles, requested nominations for the position of the Vice Chair of the Licensing Committee. Councillor David Jackson was proposed as the Vice Chair of the Licensing Committee and the vote was carried.

The Licensing Committee **Resolved** to:

- I. Appoint Councillor David Jackson to the position of the Vice Chair of the Licensing Committee for the municipal year 2025 - 2026.

3 Apologies for Absence

Apologies were received from Councillors Mark Walker and Sandra Simpson.

4 Declarations of Interest

Councillor Andrew Lyon declared an interest of holding a Hackney Carriage licence and felt that this was relevant due to attending the miscellaneous licensing committees.

5 Minutes of Previous Meeting

Councillor Andrew Lyon proposed that the minutes of the previous meeting Tuesday 19 November 2024 be agreed as a true and accurate record. This was seconded by Councillor Tim Sumner was put to the vote and was agreed unanimously by the Committee

The Licensing Committee Resolved to:

- I. Agree the minutes of the previous meeting held on Tuesday 19 November 2024.

6 Appointment of Licensing Sub Committees

The Vice-Chair of the Committee, Councillor David Jackson, proposed that the Licensing Committee agree the appointments to the Miscellaneous Licencing Sub – Committee and it was unanimously agreed by the Licensing Committee.

The Licensing Committee **Resolved** to:


- I. Appoint the following Councillors to the Miscellaneous Licensing Sub– Committee:
 - David Jackson
 - David Melvin
 - Edward James
 - Andrew Lyon
 - Sandra Simpson

2. Note that the Licensing Panel membership would comprise of the Chair or Vice Chair of the Licensing Committee and two other Members of the Licensing Committee drawn on an alphabetical rota basis from the remaining Members of the Licensing Committee (subject to their availability and completion of licensing training prior to participation in a Licensing Panel meeting).

The Meeting closed at 2.10 pm

CHAIR

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 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>LICENSING COMMITTEE – 9 DECEMBER 2025</p>
<p>Subject</p>	<p>NEW FEE FOR PRIMATE LICENCES</p>
<p>Wards affected</p>	<p>All</p>
<p>Accountable member</p>	<p>Cllr Lidia Arciszewska – Executive Member for Environment Email: Lidia.arciszewska@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Jon Dearing – Executive Director Email: democratic.services@westoxon.gov.uk</p>
<p>Report author</p>	<p>Mandy Fathers – Business Manager for Environment, Welfare and Revenues Email: democratic.services@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To seek approval to implement a fee for primate licensing applications</p>
<p>Annexes</p>	<p>N/A</p>
<p>Recommendation(s)</p>	<p>That the Committee:</p> <ol style="list-style-type: none"> 1. Note the contents of the report and the implications of the Animal Welfare (Primate Licences) (England) Regulations 2024 on the Council; and, 2. Recommend to Council that the fees applicable to Primate Keeper Licence applications are set as detailed in paragraph 3.9
<p>Corporate priorities</p>	<ul style="list-style-type: none"> • Working Together for West Oxfordshire • Putting Residents First • Creating a Better Environment for People and Wildlife
<p>Key Decision</p>	<p>NO</p>
<p>Exempt</p>	<p>NO</p>
<p>Consultees/ Consultation</p>	<p>Chief Executive, Director of Finance, Director of Governance and Regulatory, Director of Place, Head of Legal, Executive Member, Managing Director (Publica Ltd), Executive Director (Publica Ltd),</p>

	Executive Member for Environment, Head of Finance.
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I. EXECUTIVE SUMMARY

- I.1** This report is to propose the introduction of new fees in respect of Primate licensing applications.

I. BACKGROUND

- I.1** In 2024, the Department for Environment, Food and Rural Affairs (Defra), through regulations made under the Animal Welfare Act 2006, introduced the Animal Welfare (Primate Licences) (England) Regulations 2024. The licensing authority for the purposes of the regulations is the local authority in whose area the premises at which a primate is kept or is to be kept are situated.

2. MAIN POINTS

- 2.1** The regulations introduce a licensing scheme, setting strict rules to ensure that only private keepers, who can provide zoo-level welfare standards, will be able to keep primates.
- 2.2** Primates include:
- Marmosets
 - Tamarins
 - Squirrel Monkeys
 - Spider Monkeys
 - Capuchin Monkeys
 - Lemurs
 - Lorises (also known as bush babies)
- 2.3** The regulations came into force on 6 April 2025, at which time existing private primate keepers and people proposing to keep primates will be required to hold a licence.
- 2.4** From 6 April 2026 it will become an offence to keep a primate in England without a licence. The only exemptions to the requirement to hold a licence will be where the primates concerned are being kept in a licensed zoo or a place specified in a licence under section 2C of the Animal (Scientific Procedures) Act 1986.
- 2.5** The regulations set out the application process and the conditions that must be placed on the licence if granted. Further conditions may be stipulated in the statutory guidance.
- 2.6** An inspection must be carried out prior to an application being determined, and a further inspection is required on at least one occasion during the duration of the licence. These inspections must be conducted by a "suitable person" which is defined by the regulations as being:
- a) A veterinarian; or
 - b) Any other person who, in view of the local authority, is suitably qualified and competent to carry out the inspection.

- 2.7** A licence must be granted for a period of three years or where the applicant has requested a licence for a period of less than three years, for such shorter period that the applicant has requested.
- 2.8** There are also provisions in the regulations for the holder of a primate licence to request to vary or surrender the licence as well as provisions for the licensing authority to revoke or vary the primate licence.
- 2.9** An application fee may be charged, and a fee can be charged in respect of any inspections. The proposed fees in the table estimate the cost recovery of undertaking this licensing function and is in line with fees already in place for Horse Riding establishments, which is similar in the application/administration process. These fees will be reviewed annually when all discretionary licensing fees are reviewed.

Application for the grant of a licence	£574
Application for renewal of a licence	£330
Application for variation of a licence	£33
Inspection Fees (VET)	Any VET fees that are incurred will be recharged to the applicant

3. FINANCIAL IMPLICATIONS

- 3.1** Local authorities can charge a fee in respect of any application relating to a primate licence and can also charge a fee in respect of any inspection which it must or may arrange under the regulations. Licence fees should be calculated on cost recovery and will be reviewed annually to ensure they are set at the right level.

4. LEGAL IMPLICATIONS

- 4.1** The Animal Welfare (Primate Licences) (England) Regulations 2024 have been made under section 13 of the Animal Welfare Act 2006 and place powers and responsibilities on the Council in respect of the licensing of those that keep primates in their area.

5. RISK ASSESSMENT

- 5.1** The 2024 Regulations allow licensing authorities to set a fee to undertake this licensing function. Fees can be challenged by an applicant or licence holder, meaning the impact of a successful legal challenge is possible. The proposed fees estimate the cost recovery of undertaking this licensing function.

6. EQUALITIES IMPACT

6.1 These are statutory functions and are applied nationally.

7. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

7.1 None.

8. ALTERNATIVE OPTIONS

8.1 None.

9. BACKGROUND PAPERS

10.1 None

(END)

