

LICENSING REGULATORY COMMITTEE

Proposed Licensing Fees 2018/19 22nd March 2018

Report of Commercial Protection Manager

PURPOSE OF REPORT

The report provides detailed budget information for the Licensing services and sets out proposed fee levels to enable Members to consider setting fees for 2018/19

This report is public.

RECOMMENDATIONS

That for the financial year 2018/19, there be no increase in the fees charged by the Council for fees relating to hackney carriages and private hire vehicles, and miscellaneous licences.

1.0 Introduction

1.1 The Breakdown of costs for the Licensing function covering the years 2016/17 and 2017/18 together with forward estimates for 2018/19 through to 2020/21 are outlined in this report

2.0 Budget analysis

2.1 The net costs for the Licensing function covering Hackney Carriages, Private Hire Vehicles and Miscellaneous licenses for the years 2016/17 (outturn) and 2017/18 (projected outturn) are set out in the table below. The analysis also contains an updated projection for future years up to 2020/21, as operator licences were set on a 5 year basis by this committee on the 24th March, 2016

2.2 Members will recall that whilst fee charging is designed to recover costs of administration and management of the Licensing function, full cost recovery is not achievable under the current framework. This is because not all licences are charged for and the Council is limited to cost recovery only for those licences that do attract a fee.

Hackney Carriage/Private Hire	2016/17 Actual £	2017/18 Forecast £	2018/19 Forecast £	2019/20 Forecast £	2020/21 Forecast £
Central Overhead	141,900	134,700	146,300	154,900	161,700
Other Direct Costs	53,300	49,100	49,700	59,200	51,700
Licence Income	(129,100)	(131,900)	(122,900)	(128,100)	(135,800)
Other Income	(54,200)	(48,900)	(49,900)	(59,500)	(52,200)
Deficit	11,800	3,000	23,200	26,500	25,400
Less Non-Recoverable Costs	(15,800)	(16,000)	(16,200)	(16,400)	(16,600)
Revised Deficit/(Surplus)	(4,000)	(13,000)	7,000	10,100	8,800
Average Revised Deficit	1,800				
Miscellaneous Licences	2016/17 Actual £	2017/18 Revised £	2018/19 Forecast £	2019/20 Forecast £	2020/21 Forecast £
Central Overhead	20,600	19,600	21,300	22,500	23,500
Licence Income	(12,600)	(9,100)	(8,100)	(13,000)	(9,700)
Deficit	8,000	10,500	13,200	9,500	13,800
Average Deficit	11,000				

- 2.3 The remainder of this report is concerned with the setting of the licence fees for Hackney Carriage and Private Hire licences and miscellaneous licences issued by the Council. Members are reminded that for the purpose of the 2016/17 budgetary process the Council approved substantial increases of some hackney carriage and private hire fees following a time monitoring exercise which was undertaken by the former Licensing Manager. This was to ensure that the actual cost of the service could be met. No significant changes have occurred in the way licences are processed since this exercise was undertaken as demonstrated by the table above.
- 2.4 The summary of the fee charges arising from the time monitoring exercise is outlined in Appendix A to this report.
- 2.5 The controls on charging and cost recovery, and in particular with regard to hackney carriage and private hire licensing, is outlined in Section 70 of the Local Government (Miscellaneous Provisions) Act 1976. This provides that a District Council may charge such fees for the grant of vehicles and operators licences as may be sufficient to cover in whole or in part the reasonable costs of administration and regulation of the service.
- 2.6 Members may also recall that all drivers' licences could be issued for 3 years and private hire operator licences could be issued for 5 years if desired. Whilst annual reconsideration of fees and charges is necessary, a fuller review is proposed by officers every 3 years for driver licence fees and every 5 years for operator licences, with this in mind it is proposed that a review is carried out in 2018/19 and reported back to members to inform future fee setting.
- 2.7 With regard to hackney carriage and private hire licensing, future income from licence fees will depend on whether or not licence holders decide to renew their licences and

on how many new applications for licences are received. There is no indication of significant variance in the number of Licenses in operation in recent years.

- 2.8 Miscellaneous licensing shows an average deficit of £11,000. It is considered that this sum properly reflects the work undertaken in respect of licences where a fee cannot be recovered, (e.g. street collection and house to house collections). The present fees in relation to miscellaneous licensing are listed in Appendix B.

3.0 Conclusions

- 3.1 The analysis of the budget carried out by the former Licensing Manager, in conjunction with the finance officer, indicates that the proposed fees will continue to allow for full cost recovery where permissible.
- 3.2 Members are recommended to approve that there be no increase in the fees either for hackney carriage and private hire licensing or for miscellaneous licences for 2018/19 as the existing fees reflect the cost of providing the service, in accordance with the statutory provisions on licence fees.
- 3.3 Should members decide to introduce a different fee structure then this will need to be proposed and agreed.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)
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None.

FINANCIAL IMPLICATIONS

Financial Services have been consulted and assisted the Principal Licensing Officer and Commercial Protection Manager in the preparation of the report. For information, the 2018/19 budget was agreed at Budget Council on 28th February 2018, i.e. before the review was concluded and as a result has been set at £3,300 lower than the figures shown in the main body of the report. The fees income for the current year will also be reviewed as part of the closure of accounts and the Council's usual monitoring arrangements and if appropriate be updated as part of the mid-year budget strategy review.

LEGAL IMPLICATIONS

Legal Services have been consulted and their comments have been incorporated in the report.

BACKGROUND PAPERS	Contact Officer: Steve Sylvester
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None

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Hackney Carriage and Private Hire Vehicle Licensing Fees

TYPE OF LICENCE	COST PER LICENCE £	CODE	VAT
HC/PH/Dual Driver's Licence (annual)	120.00	L2000/I8501	OS
HC/PH/Dual Driver's Licence (3 yearly)	221.00	L2000/I8501	OS
HC/PH/Dual Driver's Licence (new annual))	191.00	L2000/I8501	
HC/PH/Dual drivers Licence (New 3 yearly)	292.00	L2000/I8501	
Duplicate Driver's Badge	11.75	L2000/I8501	OS
HC Vehicle Test Fee	53.00	L2000/I8502	OS
Hackney Carriage Licence (annual)	245.00	L2000/I8500	
Hackney Carriage Licence (6 monthly)	123.00	L2000/I8500	
Hackney Carriage Licence (4 month)	82.00	L2000/I8500	
Private Hire - Vehicle test fee	53.00	L2000/I8513	OS
Private Hire Vehicle Licence (annual)	189.00	L2000/I8512	OS
Private hire vehicle licence (6 monthly)	95.00	L2000/I8512	OS
Private Hire Vehicle Licence (4 monthly)	63.00	L2000/I8512	
Private Hire Operators Licence			
1 vehicle (annual)	134.00		
1 vehicle (5 yearly)	419.00		
2-10 Vehicles (annual)	155.00		
2- 10 vehicles (5 Yearly)	523.00	L2000/I8510	OS
11-25 vehicles (annual)	190.00		
11-25 vehicle (5 yearly)	697.00		
26 vehicle and over (annual)	263.00		
26 vehicles and over (5 yearly)	1064.00		
Licence Plate - Private Hire (each)	6.40	L2000/I8517	ST
Licence Plate - Hackney Carriage	6.40	L2000/I8505	ST
Enhanced CRB Check (Fee set by CRB)	44.00	L9000/LP232	OS
Door Signs - (each)	6.40	L2000/8505 L2000/8517	ST
Online Drivers Licence Check	5.90	L2000/I8511/01	OS
Administration fee (where applicable)	42.00		

MISCELLANEOUS LICENCES

Type of Licence	Cost per Licence £	Code	VAT
Boatman's Licence	55.00	L2001/I8496	OS
Scrap Metal Dealers Mobile Licence	157.60	L2001/I8496	OS
Scrap Metal Dealer Site Licence	260.00	L2001/I8496	
Pleasure Boat Licence	100.00	L2001/I8497	OS
Registration in Skin Piercing/Tattooing (Persons)	77.00	L2001/I8488	OS
Registration in Skin Piercing/Tattooing (Premises)	169.00	L2001/I8488	OS
Registration of dealer in second-hand goods	169.00	L2001/I8495	OS
Registration of dealer in second-hand goods - market stalls	51.00	L2001/I8495	OS
Sex Shop	541.00	L2001/I8494	OS
Sex Shop renewal	541.00	L2001/I8494	OS
SEV's	5654.00		
Street Café Licence	282.00	L9000/LP263	OS