



Committee: LICENSING REGULATORY COMMITTEE

Date: THURSDAY, 24 MARCH 2016

Venue: LANCASTER TOWN HALL

Time: 1.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of the meeting held on 11 February 2016 (previously circulated).

3. **Items of Urgent Business authorised by the Chairman**

4. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register at this point in the meeting.

In accordance with Part B, Section 2 of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

Matters for Decision

5. **Review of Licensing Fees for Animal-related Licensing (Pages 1 - 5)**

Report of Chief Officer (Health & Housing)

Exclusion of the Press and Public

6. **Exempt Item**

The Committee is recommended to pass the following recommendation in relation to the following item:

“That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the ground that it could involve the possible disclosure of exempt information, as defined in paragraph 1 of Schedule 12A of that Act.”

7. **Existing Dual Driver's Licence - Mark Richardson** (Pages 6 - 8)

Report of the Licensing Manager

Public Items

The press and public will be readmitted to the meeting at this point.

8. **Hackney Carriage and Private Hire Vehicle Plates** (Pages 9 - 11)

Report of the Chief Executive

9. **Testing of Hackney Carriages and Private Hire Vehicles** (Pages 12 - 14)

Report of the Chief Executive

10. **Participation in Licensing Regulatory Committee Meetings** (Pages 15 - 17)

Report of the Chief Executive

11. **Local Government (Miscellaneous Provisions) Act 1976 - Proposed Variation of Hackney Carriage Fares** (Pages 18 - 24)

Report of the Licensing Manager

12. **Proposed Licensing Fees 2016/17** (Pages 25 - 37)

Report of the Licensing Manager

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Margaret Pattison (Chairman), Terrie Metcalfe (Vice-Chairman), Sheila Denwood, Charlie Edwards, Andrew Gardiner, Mel Guilding, Tim Hamilton-Cox, Colin Hartley and Robert Redfern

(ii) Substitute Membership

Councillors Sam Armstrong, Claire Cozler, Andrew Kay, Roger Mace, Rebecca Novell and John Wild

(iii) Queries regarding this Agenda

Please contact Jane Glenton, Democratic Services - telephone (01524) 582068, or email jglenton@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone (01524) 582170, or email democraticsupport@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Wednesday, 16 March 2016.

Licensing Regulatory Committee**Review of Licensing Fees for Animal-related Licensing
24 March 2016****Report of Chief Officer (Health & Housing)****PURPOSE OF REPORT**

To review the costs and licensing fees for animal-related licensing to enable Members to approve the level of fee for 2016/17.

This report is public.

RECOMMENDATIONS

- (1) **That the licensing fees for animal-related licences be determined for 2016/17 on consideration of the options contained in this report.**

1.0 Introduction

- 1.1 This report is concerned with the setting of the level of licence fees 2016/17 for :

- Commercial animal boarding establishments
- Home boarding establishments
- Dangerous wild animals
- Riding establishments
- Pet shops
- Dog breeding establishments
- Zoos

The setting of such fees is a non-executive function, and therefore a matter for this Committee.

- 1.2 Licensing fees for the premises under consideration and referenced as part of this review are set according to the legislation specific to those premises:

- Commercial animal boarding and home boarding establishments - Animal Boarding Establishments Act 1963
- Dangerous wild animals – Dangerous Wild Animals Act 1976 as amended.
- Riding establishments – Riding Establishments Act 1964
- Pet shops – Pet Animals Act 1951
- Dog breeding establishments – Breeding of Dogs Act 1973
- Zoos – Zoo Licensing Act 1981

- 1.3 It is currently assumed that there will be in the region of 60 animal related licenced premises during 2016/17.

2.0 Proposal Details

- 2.1 The council's Fees & Charges Policy states that when setting charges, the general aim is to cover the cost of the service, reflecting the full cost of provision including recharges. It is not lawful, however, for the council to seek to make a profit from licence fees that are within its discretion. The Fees & Charges Policy in relation to licensing fees offers a standard of good practice, although it is not binding on Licensing Regulatory Committee.
- 2.2 It is also a requirement of the council's Fees & Charges Policy that fees be reviewed annually. The animal licensing process involves processing of applications and payments, carrying out inspections and advice visits, and preparing licences, reports and letters, etc. The direct costs of this process therefore mainly consist of staffing resources and associated running costs. There are also indirect costs associated with animal related licensing, such as complaint investigation, enforcement, software maintenance, staff training, policy work and committee costs.
- 2.3 Although monitoring of indirect costs was commenced in 2015, further work is needed to determine the full impact of these. It is intended to continue monitoring indirect costs over the next few months, when a report will be brought to Licensing Regulatory Committee to decide whether to fully recover licensing costs when approving revised fees in future years.
- 2.4 Meanwhile, this review concludes that it is appropriate to increase by 1.5% the fees to be charged during 2016/17 in order to cover inflationary rises in line with other fees and charges applied during the current Budget process. The final amounts resulting from this increase would, as is normal, be appropriately rounded in line with Fees & Charges Policy. The recommended fees are attached in Appendix A.

3.0 Options and Options Analysis

- 3.1 The options proposed are:

Option 1: Approve a 1.5% increase (appropriately rounded in line with Fees & Charges Policy) with regard to animal welfare licences as set out in Appendix A.

Option 2: Approve a different level of percentage increase as decided by Committee.

Alternatively, it would be open to the Committee to consider alternative fee structures.

- 3.2 The Officer preferred option is option 1, i.e. a 1.5% increase (appropriately rounded) for animal related licences.

4.0 Conclusion

- 4.1 Other fees and charges within Health & Housing Services are being increased generally by 1.5%, therefore, approving Option 1 would be consistent with this position.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

This report relates to licensable businesses both small and large and this raises considerable complexity of affordability. This report endeavours to summarise licensing costs and fee setting options.

LEGAL IMPLICATIONS

There are no legal implications stemming from this report.

FINANCIAL IMPLICATIONS

Members are reminded that animal licensing is a statutory function legislated by the relevant Acts listed within the Report, although it is for the Local Authority to determine the appropriate charge.

The officer preferred option will generate a small additional income of £100 (rounded) compared to the current year fee income. The 2016/17 budget includes £7,600 (rounded) for licence fee income as demonstrated by the following table:

Licence Type	Licence No's	Current Fee income £	Proposed Fee Income at 1.5% £	Difference £
Horse Riding Establishments	7	998	1013	15
Dog Breeders Licence	4	570	578	8
Pet Shop Licence	11	1,627	1,651	24
Animal Boarding (Commercial)	10	1,479	1,501	22
Animal Boarding (Home)	27	2,630	2670	40
Zoo Licence	1	153	156	3
Total	60	7,457	7,569	112

Should Members opt for a different option/percentage, then subject to how material they are, these would need to be further appraised and fed into the budget process during the 2017/18 budget process.

The increase in fees does not fully recover the cost of issuing Licenses and the Council does not make a profit from the fees based on an initial 9 months of monitoring. The service requires a full 12 months of monitoring, which began in June 2015, to assess the increase to fully recover costs. A report in liaison with Financial Services will be brought back to the Licensing Regulatory Committee to enable fees to be set as per the legislative guidance and the Internal Fees & Charging Policy.

SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Lancaster City Council Fees & Charges

Contact Officer: Sue Clowes

Telephone: 01524 582740

E-mail: sclowes@lancaster.gov.uk

Policy

Animal Boarding establishments Act 1963

Dangerous Wild Animals Act 1976 as amended

Riding Establishments Act 1964

Pet Animals Act 1951

Breeding of Dogs Act 1973

Zoo Licensing Act 1981

Ref: LRC10

APPENDIX A

**MISCELLANEOUS LICENCES
PROPOSED FEES 2016/17**

Type of Licence	Current Licence Fee £	Proposed Licence Fee (1.5% increase, rounded appropriately) £
Horseriding Establishment + vet fees	142.60	144.70
Dangerous Wild Animals + vet fees	718.10	728.90
Dangerous Wild Animal + vet fees renewal	211.20	214.40
Animal Boarding (Home)	97.40	98.90
Animal Boarding (Commercial)	147.90	150.10
Pet Shop Licence	147.90	150.10
Zoo Licence + vet fees	153.20	155.50
Dog Breeding Licence + vet fees	142.60	144.70

Document is Restricted

LICENSING REGULATORY COMMITTEE**Hackney Carriage and Private Hire Vehicle Plates
24th March 2016****Report of the Chief Executive****PURPOSE OF REPORT**

To enable the Committee to consider an issue that was raised at a recent Taxi Surgery.

This report is public

RECOMMENDATIONS

(1) The Committee is asked to note the report.

1.0 Introduction

- 1.1 All licensed hackney carriages and private hire vehicles are required to display a licence plate. The only legal requirement with regard to vehicle plates is that they should display the licence number and passenger capacity of the vehicle. However, expiry dates are included on hackney carriage and private hire vehicle plates in order to improve public safety. Any member of the public, or a police officer or licensing enforcement officer can then see at a glance whether a licence is current or has expired.
- 1.2 All vehicles are subject to testing at the Council's vehicle maintenance unit (VMU) to ensure that they are safe and comfortable and suitable to be licensed or continue to be licensed as a hackney carriage or private hire vehicle. The frequency of the testing is dependent on the age of the vehicle and the testing is paramount to public safety. Vehicles less than two years old are tested annually, vehicles over two years old are tested six monthly, and vehicle over ten years old are tested every four months. The date displayed on the licence plate reflects the date by which the vehicle must be tested; otherwise the licence will expire.
- 1.3 The system currently works extremely efficiently as proprietors know that they must book the vehicle in for retest before the expiry date displayed on the plate. Historically, before dates were included on plates, proprietors were missing tests. The cost to the department to chase up any proprietor who had not presented the vehicle for test, if expiry dates were not displayed, would be significant, and this cost would have to be reflected in the licensing fee. There was a danger that if a proprietor missed the date of the test and then the vehicle was involved in an accident the Council could be criticised for not ensuring that the vehicle had been tested in order to protect the public.

- 1.4 However, at a recent Taxi Surgery, a member of the trade suggested that the plate should no longer bear an expiry date, and that there should rather be a disc displayed in the windscreen indicating the expiry date. This is an issue that has been raised at Taxi Forum meetings over a period of years, and officers have always advised members that, in their view, it is appropriate to include the expiry date on the plate itself, and that the interests of public safety outweigh the cost of changing the plate on expiry.
- 1.5 Currently, including Lancaster, 12 of the 14 Lancashire licensing authorities include expiry dates on their vehicle plates. Of the two that do not, it is understood that one is considering introducing expiry dates. One authority has indicated that it introduced the expiry date following criticism from the court when it prosecuted someone for using a vehicle with an expired licence.
- 1.6 Each plate currently costs the proprietor £6.40. Most vehicles require two per year, with only vehicle over ten years old requiring three. For the majority, the cost works out at 25p per week. The cost in relation to increased enforcement that would be required if expiry dates were not on plates would equate to much more than that, not to mention the danger of reputational damage to the Council if any of the vehicles were involved in an accident after missing a test.
- 1.7 Another danger to the public of issuing plates without expiry dates would be the possibility of a plate getting into the wrong hands. Currently when a vehicle licence expires, proprietors are asked to return the plate. However, sometimes for one reason or another, this does not happen. An example of this would be if the vehicle had been involved in an accident and towed to a scrap yard. Sometimes proprietors sell their vehicle on and do not remove the plate before it goes. The plate would then be available for anybody to take, and with no expiry date on could be used indefinitely by anyone. Although the plates do have the vehicle registration on, anyone who is unscrupulous would not have difficulty in obtaining false number plates to match the vehicle licence plate.
- 1.8 The licence plate is in effect evidence that a licence has been granted. The content, style or manufacture of the licence plate is an operational, service delivery matter, and not a condition of licence. Accordingly, if a member decision is required on the content of the plate, this is an executive rather than a regulatory matter, and is therefore for Cabinet rather than this Committee.

2.0 Conclusion

- 2.1 Officers would advise that the current plates are appropriate and consistent with best practice. However, it would be open to this Committee to refer the matter to Cabinet, if members were of the view that the content of plates should be changed.

CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None directly arising from this report.

LEGAL IMPLICATIONS

None directly arising from this report.

FINANCIAL IMPLICATIONS

None directly arising from this report.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

None

Property:

None

Open Spaces:

None]

SECTION 151 OFFICER'S COMMENTS

Consulted and no comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Contact Officer: Mark Cullinan
Telephone: 01524 582011
E-mail: chiefexecutive@lancaster.gov.uk
Ref: Committees/lrc/04

LICENSING REGULATORY COMMITTEE**Testing of Hackney Carriages and Private Hire
Vehicles
24th March 2016****Report of the Chief Executive****PURPOSE OF REPORT**

To provide information to the Committee about the arrangements for testing hackney carriages and private hire vehicles, in the light of a matter raised at the recent Taxi Surgery.

This report is public

RECOMMENDATIONS

- (1) **That the current arrangement for testing vehicles be noted and endorsed.**

1.0 Introduction

- 1.1 The Council directly operates a vehicle maintenance unit (VMU). In order to fulfil the vitally important role of ensuring the safety for the public of vehicles used as hackney carriages and private hire vehicles, vehicle tests are undertaken directly by the Council, and have been for at least the last twenty five years. The staff who test these vehicles are fully trained and are regularly checked by the DVSA (formerly VOSA). The actual test is more stringent than a standard MOT and covers both the safety of the vehicle and other licensing requirements. A vehicle that passes the test is issued with a Certificate of Compliance, rather than an MOT certificate.
- 1.2 A Certificate of Compliance exempts the vehicle from requiring an MOT: the two are different. The Council can define the time period for which a Certificate of Compliance is issued, up to the maximum of a year, whereas an MOT is issued for the full year.
- 1.3 Licensed vehicles up to two years old are tested annually. Vehicles more than two years old are tested every six months, and vehicles over ten years old are tested every four months. A Certificate of Compliance is issued to the date when the next test is due.
- 1.4 Besides testing the vehicles, the VMU inspectors liaise closely with licensing staff to report their findings, discuss concerns and address ongoing issues. This all gives additional assurance that the vehicles are suitable and safe for use by the public, reassurance which could not be provided if the vehicles

were permitted to be tested at any MOT testing station.

- 1.5 At a recent Taxi Surgery, a number of members of the trade requested that the Council issue an MOT certificate rather than a Certificate of Compliance. Their reasoning was that this would ensure that the history of the vehicle, its mileage and any test failures, was available online for future reference, and that it would enable licensed vehicles to be taxed online. It was also suggested that vehicles could be tested less frequently than at present.
- 1.6 The Council's Vehicle Maintenance Unit which issues the Certificates of Compliance is also an MOT testing centre. All MOTs are registered with DVSA (Driver and Vehicle Standards Agency) and are therefore logged on the DVSA database. However, if an MOT was issued in addition to the Certificate of Compliance, the actual administration of the MOT would mean the total amount of time required for the MOT and Certificate of Compliance would be greater than under the current system. This would increase the costs, as well as delaying drivers for longer at the VMU. If licensed vehicles were to be issued with an MOT, increased capacity at the VMU would be required.
- 1.7 Officers are satisfied that the current arrangements for testing vehicles, both in terms of frequency and rigour, are satisfactory to ensure high standards of safety for the public, and consistency between vehicles. There is nothing to prevent an individual proprietor obtaining an MOT certificate independently and separately from the Council's testing arrangements. However, if the VMU were to issue MOTs as well as Certificates of Compliance, additional staff would be required, and this would be a matter for Cabinet rather than this Committee, as it relates to the provision of services rather than the licensing of vehicles. If the Committee wished licensed vehicles to be issued with an MOT certificate as well as a Certificate of Compliance, it would need to ask Cabinet to consider this.

2.0 Recommendation

- 2.1 Officers would recommend that the current arrangements for testing licensed vehicles be noted and endorsed.

**CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None directly arising from this report.

LEGAL IMPLICATIONS

There are no direct legal implications arising from this report.

FINANCIAL IMPLICATIONS

If Cabinet were to consider increasing capacity at the VMU in order for MOTs to be issued in respect of licensed vehicles, the financial implications would be considered at that time.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

None

Property:

None

Open Spaces:

None

SECTION 151 OFFICER'S COMMENTS

Consulted and no comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Contact Officer: Mark Cullinan
Telephone: 01524 582011
E-mail: chiefexecutive@lancaster.gov.uk
Ref: committees/lrc/03

LICENSING REGULATORY COMMITTEE**Participation in Licensing Regulatory Committee
Meetings
24th March 2016****Report of the Chief Executive****PURPOSE OF REPORT**

To advise the Committee of an issue raised at a recent Taxi Surgery.

This report is public

RECOMMENDATIONS

(1) That the report be noted, and no further action taken.

1.0 Report

- 1.1 At a recent Taxi Surgery meeting, a hackney carriage proprietor expressed the view that a member of the trade should be permitted to sit with the Licensing Regulatory Committee and to join in the Committee's discussions. This report explains why, in the view of officers, that proposal would not be appropriate.
- 1.2 The purpose of this Committee is to exercise regulatory functions of the Council, with regard to the licensing of hackney carriages and private hire vehicles, their drivers and operators, and certain other miscellaneous licensing for which the Council is responsible.
- 1.3 The Committee's functions are in effect prescribed by law. Generally, all functions of the Council are, by default, executive functions to be undertaken by Cabinet. However, Regulations set out certain matters, including licensing functions, which are not to be exercised by the executive, and it is these matters which fall within the terms of reference of this Committee. In essence, the Committee's functions are to grant, refuse, suspend or revoke licences, to determine the conditions on which licences are granted, and to set the fees for licences.
- 1.4 Many of the matters considered by the Committee relate to individual applicants, where the matter is confidential to the individual applicant. Clearly, for such matters it would be inappropriate for any other member of the trade to be involved.
- 1.5 Other more general matters, such as the conditions applied to licences, the

enforcement policy and the licensing fees are considered in public. The Committee has established a procedure for public speaking, whereby any member of the public, including members of the trade, may address the Committee on an item of business that appears on the agenda. Speakers must register three working days before the meeting, and must provide a written version of their speech. The procedure allows for members of the Committee to ask questions of any public speaker. However, public speakers are not permitted to participate in the Committee's debate. That is consistent with the arrangements for public speaking at meetings of Council, Cabinet and Planning and Highways Regulatory Committee.

- 1.6 Public speaking is one mechanism whereby any member of the trade may express views on a matter that is to be discussed by the Committee. In addition, members of the trade are able to raise any issue with elected members at the Taxi Surgery meetings. Also, consultation is often undertaken before major decisions are taken by the Committee. Certain decisions, for example the variation of fees and the variation of hackney carriage fares have prescribed statutory procedures which enable representations and objections to be considered before decisions are taken. Thus, there is considerable opportunity for members of the trade to put forward their views on matters to be considered by the Committee. Indeed, this is in marked contrast to other businesses regulated by the Council, for example food businesses, where there is no mechanism for engagement between the businesses and elected members.
- 1.7 Members of this Committee, in making their decisions, receive professional advice from licensing and legal officers, who are experienced and knowledgeable in the area of taxi licensing. If members have questions about a particular report, or need further advice, then it is appropriate for them to seek the appropriate information from their officers. This ensures that the information before members is impartial and reflects best practice.
- 1.8 The decisions taken by the Committee are taken in order to regulate the trade and to protect the travelling public. Whilst the views of the trade are taken into account, as indicated above, it would be entirely inappropriate for those who are regulated to participate in the decision making process. There must be a clear distinction between the regulating authority and those whom it regulates as is the case in every other regulatory function of the council. Furthermore, in cases resulting in legal proceedings, the courts could take a view that the proceedings have been jeopardised by the blurring of lines between the regulator and those whom it regulates.

2.0 Conclusion

- 2.1 For the above reasons, therefore, the Committee is recommended not to explore further the suggestion that one or more members of the trade be permitted to participate in the Committee's formal discussions.
- 2.2 Should Committee wish this matter to be considered further, a report will be referred to the Council Business Committee.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None directly arising from this report.

LEGAL IMPLICATIONS

A regulatory Committee should be seen to be objective and unbiased in its decision making.

FINANCIAL IMPLICATIONS

None directly arising from this report.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

None

Property:

None

Open Spaces:

None

SECTION 151 OFFICER'S COMMENTS

Consulted and no comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer wishes to emphasise that it would be entirely inappropriate for any member(s) of the trade to be permitted to sit with the Licensing Regulatory Committee and join in the Committee's discussions, for the reasons clearly set out in this report. For similar reasons it would not be desirable for a Member of the Committee with close links to the taxi trade to serve on the Committee when discussing taxi matters, as it would frequently present a conflict of interests.

BACKGROUND PAPERS

Contact Officer: Mark Cullinan

Telephone: 01524 582011

E-mail: chiefexecutive@lancaster.gov.uk

Ref: Committees/lrc/02

LICENSING REGULATORY COMMITTEE**Local Government (Miscellaneous Provisions) Act 1976 -
Proposed Variation of Hackney Carriage Fares
24th March 2016****Report of Licensing Manager****PURPOSE OF REPORT**

The report is to enable Members to recommend for consultation with hackney carriage proprietors the proposed variation of the current level of hackney carriage fares in line with the current Retail Price Index (RPI) rate, and the further alternative proposal to add 10p to the flag falls on all Tariff rates.

This report is public.

RECOMMENDATIONS:

- 1. The Committee is requested to recommend for consultation with hackney carriage proprietors the 2 proposed variations of hackney carriage fares as set out in appendix 2 and 3 to the report**

1.0 Introduction

- 1.1 The current Hackney Carriage Table of Fares initially came into effect from 18th October 2013 with a slight amendment to allow booking fees coming into force on the 7th February 2014, a copy of the current fare card is attached as appendix 1 to this report. A copy of the proposed table of fares is attached at appendix 2 and 3 to this report.
- 1.2 At the meeting of the Licensing Regulatory Committee in February 2014 some members will recall that they approved an amendment to procedure in relation to the amendment of hackney carriage fares,
- 1.3 Members agreed that they would recommend a proposal taking account of the current annual RPI rate and that hackney carriage proprietors would then be asked to vote on whether an increase is required during the particular financial year. A copy of the report considered by committee is attached at appendix 4 to this report
- 1.4 With regard to the current rate of inflation, Financial Services have confirmed that the latest available (January) RPI rate is 1.3%.
- 1.5 Members will note from appendix 2 that the change would be minimal, however there was no increase last year as the RPI was so low that officers considered it to be appropriate this year to present this proposal for consideration.
- 1.6 Officers would recommend that an alternative proposal be consulted upon with the hackney trade for consideration. Officers recommend that a 10p increase be added to the flag fall rates. This is the rate that the meter starts at when a customer gets

into the vehicle. This would change the flag fall as set out below. Officers have calculated that this proposal has the potential to raise an extra £120 per year in revenue for a driver only taking 5 fares a day over a 5 day week, working 48 weeks of the year, whilst only adding 10p to the metered fare for passengers. Members should note that this is a very conservative estimate. It is also worthy of note that the cost of fuel has dropped considerably over the past year.

Tariff	Current Flag Fall	Proposed Flag Fall
1	£2.40	£2.50
2	£3.60	£3.70
3	£4.80	£4.90

1.7 The result of the hackney carriage proprietors' vote will be reported back to the Committee in June, and if the outcome is that members are minded to proceed with a variation, the statutory procedure will require a notice to be placed in a local newspaper to allow for objections to be made.

2.0 Conclusion

2.1 Members are asked to recommend the 2 proposed variations for consultation, in line with the procedures approved by this committee at the meeting in February 2014

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None applicable to this report.</p>	
<p>FINANCIAL IMPLICATIONS</p> <p>There are no financial implications to the Council as a result of this report.</p>	
<p>LEGAL IMPLICATIONS</p> <p>The legal requirement to advertise any proposed change is covered in the report.</p>	
<p>BACKGROUND PAPERS</p> <p>None.</p>	<p>Contact Officer: Wendy peck Telephone: 01524 582317 E-mail: wpeck @lancaster.gov.uk Ref: WP</p>

HACKNEY CARRIAGE TABLE OF FARES

Applicable from 7th February 2014



Promoting City, Coast & Countryside

Tariff 1

For hirings commenced between 07.01 and 23.59	
If the distance does not exceed 660 yards for the whole distance:	£2.40
For each of the subsequent 310 yards or uncompleted part thereof:	30p
Waiting Time: For each period of 40 seconds or uncompleted part thereof	10p

Tariff 2

For hirings commenced between midnight and 07.00 For hirings commenced between 19.00 and midnight on the 24 th December For hirings commenced between 19.00 and midnight on the 31 st December For hirings commencing on any Bank Holiday or Public Holiday	
If the distance does not exceed 660 yards for the whole distance:	£3.60
For each subsequent 220 yards or uncompleted part thereof:	30p
Waiting time: For each period of 40 seconds or uncompleted part thereof	10p

Tariff 3

For hirings commenced between 00.01 25 th December and 07.00 27 th December For hirings commenced between 00.01 1 st January and 07.00 2 nd January	
If the distance does not exceed 880 yards for the whole distance:	£4.80
For each subsequent 220 yards or uncompleted part thereof:	40p
Waiting time: For each period of 40 seconds or uncompleted part thereof	10p

For each passenger in excess of one [for the purpose two children aged 11 or under to count as one passenger for the whole distance]	20p
For each perambulator or article of luggage carried outside the passenger compartment of the vehicle	20p
Soiling Charge: A charge may be requested if the passenger[s] soils the vehicle. This will not exceed £75.00	

The driver may at his/her discretion require the payment of an agreed amount in advance of the journey. A receipt will be given. The amount will be set against the metered fare.

A booking fee up to a maximum of £4.00 may be charged where:

- (a) The Hackney carriage is booked in advance; and
- (b) (i) The Customer shall be told the cost of the booking fee at the time that the booking is taken and the amount recorded in the booking log; and
(ii) The customer shall be told that the booking fee is in addition to the fare for the journey; and
- (c) The hiring involves a separate journey of at least one mile, starting from the taxi rank or the operator's premises, to the pick up point.

Any complaints regarding the vehicle and/or driver should be addressed to the Licensing Section, Governance, Town Hall, Dalton Square, Lancaster, LA1

1PJ. Telephone [01524] 582033. Email licensing@lancaster.gov.uk

Sarah Taylor, Chief Officer, Governance

HACKNEY CARRIAGE TABLE OF FARES WITH 1.3% INCREASE



Promoting City, Coast & Countryside

Tariff 1

For hirings commenced between 07.01 and 23.59	
If the distance does not exceed 660 yards for the whole distance:	£2.43
For each of the subsequent 310 yards or uncompleted part thereof:	30p
Waiting Time: For each period of 40 seconds or uncompleted part thereof	10p

Tariff 2

For hirings commenced between midnight and 07.00 For hirings commenced between 19.00 and midnight on the 24 th December For hirings commenced between 19.00 and midnight on the 31 st December For hirings commencing on any Bank Holiday or Public Holiday	
If the distance does not exceed 660 yards for the whole distance:	£3.65
For each subsequent 220 yards or uncompleted part thereof:	30p
Waiting time: For each period of 40 seconds or uncompleted part thereof	10p

Tariff 3

For hirings commenced between 00.01 25 th December and 07.00 27 th December For hirings commenced between 00.01 1 st January and 07.00 2 nd January	
If the distance does not exceed 880 yards for the whole distance:	£4.86
For each subsequent 220 yards or uncompleted part thereof:	41p
Waiting time: For each period of 40 seconds or uncompleted part thereof	10p

For each passenger in excess of one [for the purpose two children aged 11 or under to count as one passenger for the whole distance]	20p
For each perambulator or article of luggage carried outside the passenger compartment of the vehicle	20p
Soiling Charge: A charge may be requested if the passenger[s] soils the vehicle. This will not exceed £75.00	

The driver may at his/her discretion require the payment of an agreed amount in advance of the journey. A receipt will be given. The amount will be set against the metered fare.

A booking fee up to a maximum of £4.00 may be charged where:

- (a) The Hackney carriage is booked in advance; and
- (b) (i) The Customer shall be told the cost of the booking fee at the time that the booking is taken and the amount recorded in the booking log; and
(ii) The customer shall be told that the booking fee is in addition to the fare for the journey; and
- (c) The hiring involves a separate journey of at least one mile, starting from the taxi rank or the operator's premises, to the pick up point.

Any complaints regarding the vehicle and/or driver should be addressed to the Licensing Section, Governance, Town Hall, Dalton Square, Lancaster, LA1

1PJ. Telephone [01524] 582033. Email licensing@lancaster.gov.uk

Sarah Taylor, Chief Officer, Governance

HACKNEY CARRIAGE PROPOSED TABLE OF FARES 2016/17



Promoting City, Coast & Countryside

Tariff 1

For hirings commenced between 07.01 and 23.59	
If the distance does not exceed 660 yards for the whole distance:	£2.50
For each of the subsequent 310 yards or uncompleted part thereof:	30p
Waiting Time: For each period of 40 seconds or uncompleted part thereof	10p

Tariff 2

For hirings commenced between midnight and 07.00 For hirings commenced between 19.00 and midnight on the 24 th December For hirings commenced between 19.00 and midnight on the 31 st December For hirings commencing on any Bank Holiday or Public Holiday	
If the distance does not exceed 660 yards for the whole distance:	£3.70
For each subsequent 220 yards or uncompleted part thereof:	30p
Waiting time: For each period of 40 seconds or uncompleted part thereof	10p

Tariff 3

For hirings commenced between 00.01 25 th December and 07.00 27 th December For hirings commenced between 00.01 1 st January and 07.00 2 nd January	
If the distance does not exceed 880 yards for the whole distance:	£4.90
For each subsequent 220 yards or uncompleted part thereof:	40p
Waiting time: For each period of 40 seconds or uncompleted part thereof	10p

For each passenger in excess of one [for the purpose two children aged 11 or under to count as one passenger for the whole distance]	20p
For each perambulator or article of luggage carried outside the passenger compartment of the vehicle	20p
Soiling Charge: A charge may be requested if the passenger[s] soils the vehicle. This will not exceed £75.00	

The driver may at his/her discretion require the payment of an agreed amount in advance of the journey. A receipt will be given. The amount will be set against the metered fare.

A booking fee up to a maximum of £4.00 may be charged where:

- (a) The Hackney carriage is booked in advance; and
- (b) (i) The Customer shall be told the cost of the booking fee at the time that the booking is taken and the amount recorded in the booking log; and
(ii) The customer shall be told that the booking fee is in addition to the fare for the journey; and
- (c) The hiring involves a separate journey of at least one mile, starting from the taxi rank or the operator's premises, to the pick up point.

Any complaints regarding the vehicle and/or driver should be addressed to the Licensing Section, Governance, Town Hall, Dalton Square, Lancaster, LA1

1PJ. Telephone [01524] 582033. Email licensing@lancaster.gov.uk

Sarah Taylor, Chief Officer, Governance

LICENSING REGULATORY COMMITTEE

Appendix 4

**Amendment to the Procedure for Varying the
Hackney Carriage Table of Fares
13 February 2014**

Report of Licensing Manager

PURPOSE OF REPORT

To enable Members to consider whether to introduce a new procedure in relation to the variation of the Hackney Carriage Table of Fares

This report is public.

RECOMMENDATIONS

Members are requested to approve the proposed amendment to the procedure in relation to the variation of the Hackney Carriage Table of Fares.

1.0 Report

- 1.1 This report has been brought as a result of a request from some members of the trade to reconsider the current procedure for amending the Hackney Carriage Table of Fares.
- 1.2 Currently fare proposals are received from hackney carriage proprietors at the beginning of the year. The proposals are collated and discussed at the Taxi and Private Hire Forum in April. The proposals are then considered by the Licensing Regulatory Committee, following which the statutory procedure is followed.
- 1.3 Members will recall that in 2012 this method caused problems in as much as there were conflicting views within the trade as to what had or should have been proposed. In any case it is very rare that all members of the trade will agree on any particular proposal
- 1.4 With the above in mind Members are asked to consider whether a more efficient method would be for the Council to recommend an annual increase in line with the Retail Price Index (RPI)
- 1.5 Officers propose that it would seem reasonable for a recommendation to come from the Licensing Regulatory Committee in March of each year, following which hackney carriage proprietors could be consulted on whether

an increase is required that year or not. It is envisaged that the question will require a yes or no answer.

- 1.6 The results could be reported back to the Committee in May. If the Committee are then minded to approve the increase, a notice could be placed in the newspaper outlining the proposed variation as required by the legislation. Members may recall that this Council would then allow a 21 day period in which objections could be made. If no objections were received or objections were received but then withdrawn the variation would be applied.

2.0 Conclusion

Members are asked to approve the change in procedure in relation to the variation of the Hackney Carriage table of Fares.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)	
The proposed changes do not have the potential to cause negative impact or discriminate against different groups in the community based on age, disability, gender, race/ethnicity, religion or religious belief (faith), sexual orientation, or rural isolation.	
FINANCIAL IMPLICATIONS	
There are no financial implications, other than advertising the notice of the changes and these costs would be met from existing advertising budgets. Finance would advise the Licensing department in relation to the prevailing RPI rate.	
LEGAL IMPLICATIONS	
There are no direct legal implications arising from this report.	
BACKGROUND PAPERS None.	Contact Officer: Wendy Peck Telephone: 01524 582317 E-mail: wpeck@lancaster.gov.uk Ref: WP

LICENSING REGULATORY COMMITTEE**Proposed Licensing Fees 2016/17
24th March 2016****Report of Licensing Manager****PURPOSE OF REPORT**

The report is to enable Members to consider the level of fees to be charged for 2016/17.

This report is public.

RECOMMENDATIONS

- (1) Members are recommended to approve an increase in the fees for hackney carriage and private hire licence fees for 2016/17 as set out in Appendix 1 and to authorise Officers to advertise the proposed increases for vehicle and operator licences in accordance with the statutory requirement.**
- (2) Members are recommended to approve an increase for miscellaneous licence fees for 2016/17, as set out in Appendix 2.**
- (3) Members are requested to approve the payment of the initial operator's licence and driver's licence renewal following the introduction of the new fees structure in 2 annual instalments.**

1.0 Introduction

- 1.1 The report is concerned with the setting of the licence fees for Hackney Carriage and Private Hire licences and miscellaneous licences issued by the Council. The setting of such fees is by law a non-executive function, and therefore a matter for this Committee. As Members will be aware, licences issued under the Licensing Act 2003 and the Gambling Act 2005 fall within the remit of the Licensing Act Committee and not this Committee, but in any event these fees are fixed or influenced by central Government.
- 1.2 As Members are aware, it has for many years been a policy aim of the Council for the licensing service to be self-financing. However, it has always been acknowledged that there are some licences or permits, for example street collection permits, where no fee may be charged. As a consequence, there will inevitably be a deficit in respect of these miscellaneous licences.
- 1.3 Further, it is not lawful for the Council to seek to make a profit from licence fees that are within its discretion. In particular, with regard to Hackney Carriage and Private Hire licensing, Section 70 of the Local Government (Miscellaneous Provisions) Act

1976 provides that a District Council may charge such fees for the grant of vehicle and operator licences as may be sufficient to cover in whole or in part the reasonable costs of carrying out inspections of Hackney Carriages and Private Hire vehicles, the reasonable costs of providing Hackney Carriage stands, and any reasonable administrative or other costs in connection with the control and supervision of Hackney Carriages and Private Hire vehicles. Fees charged for drivers' licences may be set at an appropriate level to cover the cost of issue and administration.

- 1.4 As Members are aware, whilst the setting of the fees is a matter for this Committee, the level of service provision, which directly influences the costs of the service, is a matter for Cabinet. At its meeting in September 2015, Cabinet resolved not to explore any options to reduce or increase the level of service provided by the Council with regard to the licensing of hackney carriages and private hire vehicles. This was on the basis that protecting the most vulnerable in our society is an underlying principle of the Council's Corporate Plan. Many taxi passengers are vulnerable persons and an effective licensing and enforcement regime is crucial for their protection and the safety of the public in general. Accordingly, the proposals for the licence fees for 2016/17 are set out below, and have been prepared on the basis of ensuring that the costs of the service are met, so far as is lawful, from the fee income.

2.0 Proposals

- 2.1 Following an ongoing assessment of time allocations for licensing staff, together with recharges from other Services, and other costs borne by the licensing service, the current cost of administering Hackney Carriages and Private Hire vehicle licensing and miscellaneous licensing has been reviewed. As a result of this exercise, the costs have been calculated as follows:

	16/17	17/18	18/19	19/20
Hackney Carriage/Private Hire				
Central Overhead	138,400	142,400	147,100	151,600
Misc. Licences				
Central Overhead	20,200	20,800	21,500	22,100

Recently a new time recording system has been implemented in the licensing department which has enabled officers to give a more accurate breakdown of time allocations to each separate licence as they have been issued. The results of that recording system have been analysed and a detailed breakdown of the actual cost of each licence associated with hackney carriage and private hire licensing is attached at Appendix 3 of this report along with proposed fees which would meet the actual cost of providing each individual licence.

- 2.2 Although the miscellaneous licence fees are based on officer time allocations it is intended to carry out a similar more detailed exercise in relation to miscellaneous licence fees during the next financial year as that carried out for hackney carriage and private hire licensing, and in the interim officers would recommend that a 5% increase be implemented for all miscellaneous licences as set out in Appendix 2 to this report.
- 2.3 It is of course impossible to estimate with any degree of certainty the amount of income from licence fees, given that some licence holders may decide not to renew their licence, and there may or may not be a number of new applications for licences.

However, on the basis of the best possible estimate of the average number of licences that will be issued in future years, it is estimated that, if the fees remained at the same levels as in 2015/16 (together with an annual inflation increase) income from hackney carriage and private hire licensing would be as follows:

	16/17	17/18	18/19	19/20
Hackney Carriage/Private Hire				
Licensing Income	(113,800)	(104,400)	(91,300)	(97,300)
Misc. Licences				
Licensing Income	(14,500)	(9,800)	(9,400)	(15,300)

- 2.4 The following table brings together the allocated staff costs (central overhead), other direct costs for vehicle inspections, DVLA check, printing and stationery, the above income projections and other income from vehicle inspections and the sale of badges and taxi plates. It should also be noted that there are non-recoverable costs shown in the table in relation to hackney carriage and private hire licensing in respect of driver enforcement. It is only legitimate for the Council to charge for the administration of drivers' licences and not enforcement of drivers. Likewise, in relation to miscellaneous licences non-recoverable costs have been deducted in respect of work on charitable licences.

Hackney Carriage/Private Hire	16/17	17/18	18/19	19/20
Central Overhead	138,400	142,400	147,100	151,600
Other Direct Costs	47,300	48,100	49,000	49,900
Licence Income	(111,700)	(102,300)	(89,100)	(95,000)
Other Income	(47,500)	(48,400)	(49,200)	(50,100)
Deficit	26,500	39,800	57,800	56,400
Less Non-Recoverable Costs	(15,800)	(16,000)	(16,200)	(16,400)
Revised Deficit	10,700	23,800	41,600	40,000
Average Deficit	29,025			
Misc. Licences				
	16/17	17/18	18/19	19/20
Central Overhead	20,200	20,800	21,500	22,100
Other Direct Costs	200	200	200	200
Licence Income	(14,500)	(9,800)	(9,400)	(15,300)
Deficit	5,900	11,200	12,300	7,200
Less Non-Recoverable Costs	(3,100)	(3,100)	(3,100)	(3,100)
Revised Deficit	2,800	8,100	9,200	4,100

- 2.5 The table shows that both functions are operating at a deficit. For Hackney Carriage and Private Hire on average this is £29K. An average position is shown due to the fluctuations in the number of renewals and the introduction of 3 and 5 year licences. The deficit on miscellaneous licences ranges from £3K to £9K.

- 2.6 Members may recall that as a result of the Deregulation Act 2015, private hire operator licences must be issued for 5 years and driver licences must be issued for 3 years, although individual circumstances may be considered.
- 2.7 The proposed fees therefore set out the default position, which is the cost of a 5 and 3 year licence respectively, and also include the cost of a 1 year licence should individual circumstances justify the grant of a licence for 1 year.
- 2.8 Circumstances it is envisaged where requests may be made for a 1 year licence would be, for instance, when an operator or driver is reaching retirement age and would not require a 5 year licence, or where a new operator may request a 1 year licence so that they can determine whether operating a vehicle is a viable business for him/her. It is recommended that these requests are dealt with by officers.
- 2.9 Officers recognise that the sudden introduction of a 5 year fee may cause some financial hardship for some of the smaller operators. It is therefore proposed that to ease the burden initially, there should be an option allowing for the first licence to be paid for in 2 yearly instalments. This would then give the operator 3 years free of paying a fee to save up to pay the full amount when the licence becomes due again.
- 2.10 Likewise, officers acknowledge that in order to recover the full cost of the driver licence fee, the increase would be substantial, and it is proposed that the same provision is made for payment of the initial fee for renewal should the proposed fees be approved. However Members should note that if the proposal set out in the report in relation to the rise in the Hackney Carriage flag fall are approved, this would generate more than enough income to cover the proposed increase in the cost of the licence.
- 2.11 The control of Hackney Carriage and Private Hire vehicles, and operators, is a time consuming and costly exercise, and it is quite legitimate for a local authority to recover as much of their costs as they are able to in relation to this in accordance with the provisions of the 1976 Act.

3.0 Options and Analysis

- 3.1 The options are as follows:-

Members approve the proposed fees in relation to hackney carriage and private hire licensing, as set out in Appendix 1 of this report, and the deficit in relation to hackney carriage and private hire licensing is removed with the exception of driver enforcement that is not recoverable.

Members approve the fees for miscellaneous licences, as set out in Appendix 2 to this report.

Alternatively, it would be open to the Committee to consider alternative fee structures.

- 3.2 Officers could not recommend an alternative fee structure at this stage, Officers' preferred option would be that the proposed fees are accepted, as the Council should aim to recover as much of its costs in relation to licensing as possible. Based on the suggested fees, the deficit would be minimised as shown below:

Hackney Carriage/Private Hire	16/17	17/18	18/19	19/20
Central Overhead	138,400	142,400	147,100	151,600
Other Direct Costs	47,300	48,100	49,000	49,900
Licence Income	(122,600)	(126,400)	(130,300)	(134,400)
Other Income	(47,500)	(48,400)	(49,200)	(50,100)
Deficit	15,600	15,700	16,600	17,000
Less Non-Recoverable Costs	(15,800)	(16,000)	(16,200)	(16,400)
Revised Deficit	(200)	(300)	400	600
Average Deficit	125			

- 3.3 If Members do not approve the proposed increases, the shortfall in licensing fees would have to be met by council tax payers. Those involved in the Hackney Carriage and Private Hire trades are in a business and it would be difficult to justify an approach whereby a local authority subsidises private enterprise by failing to recover as much of the costs associated with its statutory duties as it is legally able to. Particularly, Members should note that if the increase in the flag fall/Hackney Carriage table of fares is approved, as set out in a previous report considered by this committee, the additional income generated would more than cover the proposed increases in fees.
- 3.4 If Members are minded to approve the fee structure, as set out in relation to Private Hire operators, and the renewal of Hackney Carriage and Private Hire drivers (this will include dual licences), it is recommended that an option should be given upon first renewal to pay the fee in 2 yearly instalments, thus allowing a period when no fee is payable to save for the next licence fee which would then be paid in full.

4.0 Conclusion

- 4.1 Members are requested to consider the licence fees for 2016/17. The legislation requires any increase in the licence fees in respect of Private Hire operators and Hackney Carriage and Private Hire vehicles to be advertised, and a period of 28 days allowed for objections, which must then be considered. Members are therefore recommended to authorise Officers to advertise their proposed increases as required by statute.
- 4.3 Members are reminded that if the fees are not increased to the proposed level there would be an average shortfall in relation to Hackney Carriage and Private Hire licensing of £29K, which could lawfully be recovered through the fees, but which would in fact have to be met by council tax payers.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

FINANCIAL IMPLICATIONS

The licensing section has monitored the costs of issuing the licences attached and calculated an average cost per licence based on these estimates. Some, such as the Private Hire Operator Licence is a new 5 year licence and the cost has been calculated for these. Others, such as the Drivers Licences and Vehicle Licences and Scrap Metal Dealer Licences have been recalculated and the costs are shown for each, together with the cost of producing the licence.

The revised income figures above are based on an average of £122K/annum, inflated at a 3.1% and results in average annual increase of £29K for hackney carriage and private hire with Miscellaneous Licences increasing income by £2,600 in 2016/17 and 2019/20 and a smaller £300 in other years - and if approved future years budgets will need to be updated as part of the budget process.

LEGAL IMPLICATIONS

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

MONITORING OFFICERS COMMENTS

The Monitoring Officer has been consulted and has no further comments.

S.151 OFFICERS COMMENTS

The Deputy Section 151 Officer has been consulted. He advises that, in making their decision, Members give due consideration to:

- Cabinet's decisions regarding the level of service to be provided;
- the work undertaken by Officers to assess the costs of providing the services;
- the legal framework concerning the recovery of costs; and
- the implications for the District's Council Tax payers of setting fees at a level below those proposed.

BACKGROUND PAPERS

None

Contact Officer: Wendy Peck

Telephone: 01524 582317

E-mail: wpeck@lancaster.gov.uk

Ref: WP

Type of licence	Current Fee £	Proposed Fee £
Hackney Carriage Licence (annual)	200.40	245.00
Hackney Carriage Licence (6 monthly)	100.20	123.00
Hackney Carriage Licence (4 monthly)	66.80	82.00
HC/PH Drivers Licence Renewal (annual)	58.90	120.00
HC/PH Drivers Licence Renewal (3 yearly)	109.60	221.00
HC/PH Drivers Licence Grant (3 yearly)	N/A	292.00
HC/PH Drivers Licence Grant (annual)	64.80	191.00
Private Hire Vehicle Licence (annual)	200.40	189.00
Private Hire Vehicle Licence (6 monthly)	100.20	95.00
Private Hire Vehicle Licence (4 Monthly)	66.80	63.00
Duplicate Badge	11.75	11.75
Online drivers licence checks	5.90	5.90
Private Hire operator's Licence Current		
0-10 Vehicles (annual)	117.80	
11-25 Vehicles (annual)	150.10	
26 and over (annual)	200.30	
Private hire Operator's Proposed		
1 vehicle (annual)		134.00
1 vehicle (5 yearly)		419.00
2 – 10 vehicles (annual)		155.00
2 – 10 vehicles (5 Yearly)		523.00
11 – 25 vehicles (annual)		190.00
11 – 25 vehicles (5yearly)		697.00
26 vehicles and over (annual)		263.00
26 vehicles and over (5 yearly)		1064.00

Figures in bold indicate the default licence length with corresponding fee as introduced by the Deregulation Act.

Type of Licence	Current Fee £	Proposed Fee £
Boatman's licence	52.50	55.00
Scrap Metal Dealer Mobile	157.60	165.00
Scrap Metal Dealer Site	157.60	260.00
Pleasure Boat Licence	95.40	100.00
Registration in Skin Piercing/Tattooing (Persons)	72.90	77.00
Registration in Skin Piercing/Tattooing (Premises)	160.80	169.00
Registration of dealer in second hand goods	160.80	169.00
Registration of dealer in second hand goods – market stalls	48.20	51.00
Sex shops grant/renewal	515.00	541.00
SEV's	5384.32	5654.00
Street Cafe Licence	268.90	282.00

Breakdown of Cost – Renewal of Drivers Licence

Proposed renewal of a 3 year drivers licence = £221

Proposed renewal of a 1 years drivers licence = £120

1. Badge = **£10**
2. Preparing and sending renewal = 10 mins = **£5.66¹**
3. Receiving and checking application = 20 mins = **£11.31²**
4. DBS identity check and officer verification = 20 mins = **£11.31³**
5. DVLA licence check = 15 mins = £8.48 per check x 3 = **£25.44⁴**
6. Receiving and checking medical plus follow up = 20 mins = **£11.31**
7. Taking telephone payment = 10 mins = **£5.66**
8. Issuing licence plus data input = 20 mins = **£11.31**
9. Policy and service development, Taxi Forum, training, consultation = 30 mins manager per year (90 mins total) +20 mins enforcement/admin officer per year (60 mins total) = **£111.46**
10. Printing and postage cost = **£3⁵**
11. Committee = **£3.42⁶**
12. Setting of fees = **£1.29⁷**
13. Additional items during the period of the licence = **£9.98⁸**

Actual cost for a 3 year licence = **£221.15**

Actual cost of a 1 year licence = **£120.19**

Note: a 1 year licence would be £100.96 cheaper because 5, 9, 11, 12 and 13 would be divided by 3

¹ Printing and sending out all renewal paperwork

² Checking application, requesting any corrections and additional information, approving issue of licence, input of data.

³ Checking/copying ID, completing/sending verification.

⁴ Sending mandates, requesting codes, checking codes, further verification if required

⁵ For licences and correspondence, DBS requests.

⁶ Allowances for 9 "fit and proper" hearings per year = 27 every three years (data taken from 2012, 2013 and 2014), to include time spent by licensing manager (27 hours) and enforcement officers (15 hours) in delivering 1 hour hearing plus preparation = £1921.11 among 561 drivers = £3.42 per licence

⁷ 14 manager hours per year at £723.52 divide by 3 licence types (driver, vehicle, operator) = £241.17 among 561 drivers = £0.43 per licence per year x 3 = £1.29

⁸ Change of address 156hrs (£5294.64), replacement licences 9 hours (£305.46) among 561 drivers = £9.98 per licence.

Breakdown of Cost of Private Hire Operators Licence

Proposed grant or renewal of private hire operator's licence (5 Years):

1 Vehicle = **£419**; 2 to 10 vehicle = **£523**; 11 to 25 vehicles = **£697**; 26 vehicles and over = **£1064**

Proposed grant or renewal of private hire operator's licence (1 year)

1 Vehicle = **£134**; 2 to 10 vehicles = **£155**; 11 to 25 vehicles = **£190**; 26 vehicle and over = **£263**;

1. Preparing and receiving applications = 25 mins = **£14.14¹**
2. Data input = 20 mins = **£11.31**
3. Issuing licence = 15 mins = **£8.48**
4. Printing and postage costs = **£3²**
5. Taking telephone payments = 10 mins = **£5.66**
6. Complaints, inspections, suspensions of vehicles, committee:
 - 1 Vehicle – 2.5 hours enforcement officer + 1 hour manager over 5 years = **£139.31**
 - 2 to 10 vehicles – 4 hours enforcement officer + 2 hour manager over 5 years = **£243.56**
 - 11 to 25 vehicles - 7.5 hours enforcement officer + 3 hours manager time over 5 years = **£417.92**
 - 26 vehicles an over – 15 hours enforcement officer time + 5 hours manager time over 5 years = **£784.15**
7. Policy and service development, taxi forum, training, consultation = 30 mins manager per year (150 mins total) + 20 mins enforcement/admin per year (100 mins total) = **£185.77**
8. Setting fees = **£31.02³**
9. Additional items during period of licence = **£20⁴**

Actual cost for 5 year licence:

1 vehicle = **£418.69**; 2 to 10 = **£522.94**; 11 to 25 = **£697.30**; Over 26 = **£1063.53**

Actual cost for 1 year licence:

1 vehicle = **133.81**; 2 to 10 = **£154.66**; 11 to 25 = **£189.53**; 26 and over = **£262.78**

Note 1 year licence would be cheaper because 6, 7 and 8 would be divided by 5

¹ Printing renewal paperwork and posting. Checking and receiving paperwork, scanning paperwork

² For licence and correspondence

³ 14 manager hours per year at £723.52 plus £300 advertisement costs = £1023.52 divided by 3 licence types (driver, vehicle and operator) = £341.17 divided by 55 operators = £6.20 x 5 = £31.02

⁴ Change of ownership, change of address = £20 per licence.

Breakdown of Cost – Grant of Drivers Licence

Proposed Grant of a 3 year driver licence = £292

Proposed Grant of a 1 year driver licence = £191

1. Badge and clip = **£10**
2. Making up pack, issuing and receiving application = 90 mins = **£50.91¹**
3. Receiving and checking application = 20 mins = **£11.31²**
4. DBS identity checks = 20 mins = **£11.31³**
5. DVLA checks = 15 mins = £8.48 per check x 3 = **£25.44⁴**
6. Receiving and checking medical plus follow up = 20 mins = **£11.31**
7. Administering Knowledge test = 90 mins = £50.91 less £20 paid directly by applicant = **£30.91⁵**
8. Issuing licence plus data input = 20 mins = **£11.31**
9. Policy and service development, Taxi Forums, training, Consultation = 30 mins manager per year (90 mins total)+ 20 mins enforcement/admin officer per year (60 mins total) = **£111.46**
10. Printing and postage cost = **£3⁶**
11. Committee = **£3.42⁷**
12. Setting of fees = **£1.29⁸**
13. Additional items during period of licence = **£9.98⁹**

Actual cost for 3 year licence = **£291.65**

Actual cost for a 1 year licence = **£190.69**

Note: a one year licence would be £100.96 cheaper because 5, 9, 11, 12 and 13 would be divided by 3.

¹ Making an appointment, meeting applicant, taking payment, explaining application process, advising requirements.

² Checking application, requesting any corrections and additional information, approving issue of licence, input of data.

³ Meeting applicant, taking payment, checking/copying ID, completing sending verification.

⁴ Sending mandates, requesting codes, checking codes, further verification if required

⁵ £20 per test paid directly by applicant

⁶ For licences and correspondence, DBS requests.

⁷ Allowances for 9 "fit and proper" hearings per year = 27 every three years (data taken from 2012, 2013 and 2014), to include time spent by licensing manager (27 hours) and enforcement officers (15 hours) in delivering 1 hour hearing plus preparation = £1921.11 among 561 drivers = £3.42 per licence

⁸ 14 manager hours per year at £723.52 divide by 3 licence types (driver, vehicle, operator) = £241.17 among 561 drivers = £0.43 per licence per year x 3 = £1.29

⁹ Change of address 156hrs (£5294.64), replacement licences 9 hours (£305.46) among 561 drivers = £9.98 per licence.

Breakdown of Cost – renewal of Hackney carriage Vehicle Licence

Proposed fee for renewal of hackney carriage vehicle licence = **£245** per year.

1. Sending out renewal papers and receiving application = 40 mins = **£22.63¹**
2. Issuing licence = 10 mins = **£5.66**
3. Printing and postage cost including tariff card = **£5²**
4. Administration of vehicle tests = 40 mins = **£22.63³**
5. Complaints, inspections, suspensions, committee = 60 mins enforcement officer plus 15 mins manager plus committee time as set out in calculations below = **£58.44⁴**
6. Court = **£23.75⁵**
7. Policy and service development, consultation, unmet demand survey = 60 mins manager + 40 mins enforcement/admin = **£74.31**
8. Setting Fees = **£1.06⁶**
9. Additional items during period of licence = **£32⁷**

Actual cost for one year = **£245.48**

See footnote for calculations

¹ Sending out pre populated renewal papers, checking application and taking payment

² For sending out application forms and other communication

³ Admin work includes communication with garage, booking vehicle tests, receiving and matching compliance certificates, data input and subsequent referral to enforcement in event of failures.

⁴ Enforcement officer work = 394 hours on vehicle inspection approximately 60 minutes per vehicle. Manager approximately 50 hours = 15 minutes per vehicle (based on 214 private hire vehicle and 108 hackney carriage vehicles). = £47.97. Plus allowances for 6 committee reports based on an average from the past 3 years relating to fares, ranks and the control and supervision of ranks to include time spent by licensing manager (12hours) and enforcement officers (6 hours) in delivering hearing and preparing paperwork = 830.46 plus £300 to advertise tariff change = £1130.46 divided by 108 vehicles = £10.47. Both together total £58.44

⁵ Allowance for 13 court cases in relation to the control and supervision of ranks. 32 manager hours = £1653.76 plus 26 enforcement officer hours = £911.30 divided by 108 hackney carriage proprietors =£23.75

⁶14 manager hours per year at £723.52 plus £300 advertisement costs = £1023.52 divide by 3 licence types (driver, operator and vehicle) = £341.17 divided by 322 vehicles = £1.06

⁷ Change of ownership, change of address, chasing up to date insurance policies.

Breakdown of Cost – renewal of Private Hire Vehicle Licence

Proposed fee for renewal of private hire vehicle licence = £189 per year.

1. Plates and door signs = 25 mins = **£14.14¹**
2. Sending out renewal papers and receiving application = 40 mins = **£22.63²**
3. Issuing licence = 10 mins = **£5.66**
4. Printing and postage cost including tariff card (not required but always requested) = **£5³**
5. Administration of vehicle tests = 40 mins = **£22.63⁴**
6. Complaints, inspections, suspensions, committee = 60 mins enforcement officer plus 15 mins manager = £47.95 plus committee time as set out in calculations below = £1.21 total **£49.18⁵**
7. Policy and service development, consultation, = 30 mins manager 20 mins enforcement/admin = **£37.15**
8. Setting Fees = **£1.06⁶**
9. Additional items during period of licence = **£32⁷**

Actual cost for one year = £189.45

See footnote for calculations

¹ Making plates and door signs if required

² Sending out pre populated renewal papers, checking application and taking payment

³ For sending out application forms and other communication

⁴ Admin work includes communication with garage, booking vehicle tests, receiving and matching compliance certificates, data input and subsequent referral to enforcement in event of failures.

⁵ Enforcement officer work = 394 hours on vehicle inspection approximately 60 minutes per vehicle. Manager approximately 50 hours = 15 minutes per vehicle (based on 214 private hire vehicle and 108 hackney carriage vehicles). = £47.97 plus 5 hours manager time preparing reports and presenting to committee in relation to suitability of vehicle = 258.40 divided by 214 private hire vehicles = £1.21 makes a total of £49.18

⁶ 14 manager hours per year at £723.52 plus £300 advertisement costs = £1023.52 divide by 3 licence types (driver, operator and vehicle) = £341.17 divided by 322 vehicles = £1.06

⁷ Change of ownership, change of address, chasing up to date insurance policies.