



Committee: LICENSING COMMITTEE
Date: THURSDAY, 6 FEBRUARY 2025
Venue: MORECAMBE TOWN HALL
Time: 1.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

To receive as a correct record the Minutes of meeting held on 21st November 2024 (previously circulated).

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

4. **Declarations of Interest**

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

Councillors 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 9 and in the interests of clarity and transparency, Councillors 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, Councillors 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. **Taxi and Private Hire Liaison Group - Appointment** (Pages 3 - 5)

Report of the Licensing Manager

6. **Proposed Licensing Fees 2025/26** (Pages 6 - 23)

Report of the Licensing Manager

Published 4th February 2024.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Paul Tynan (Chair), Margaret Pattison (Vice-Chair), Louise Belcher, Gerry Blaikie, Martin Bottoms, Claire Cozler, Maria Deery, Andrew Gardiner, John Hanson and Sally Maddocks

(ii) Queries regarding this Agenda

Please contact Sarah Moorghen, Democratic Support - email smoorghen@lancaster.gov.uk.

(iii) Changes to Membership, or apologies

Please contact Democratic Support, telephone 582000, or alternatively email democracy@lancaster.gov.uk.

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

Published on 29th January 2025.

LICENSING COMMITTEE

Taxi and Private Hire Liaison Group – Appointment

6 February 2025

Report of the Licensing Manager

PURPOSE OF REPORT

Due to amendments in the membership of the Licensing Committee, the Taxi and Private Hire Liaison Group requires the appointment of its Chairman (usually Chair of Licensing Committee) and extend the invite for all members to attend and contribute to future meetings of the group.

This report is public.

Recommendations.

- (1) **That the Chairman of Licensing Committee be appointed as Chair of the Taxi and Private Hire Liaison Group.**
- (2) **All members of Licensing Committee are appointed to the Taxi and Private Hire Liaison Group and are invited to attend all future meetings.**

Report

- 1.1 The taxi and private hire liaison group (formerly taxi working party) was designed to bring together individuals, including elected members, stakeholders and Council Officers who possess the relevant knowledge and skills of the subject area, who will act collectively to undertake assigned tasks and activities to achieve the project's objectives; in this case ensuring the continued review, development and improvement of the Councils taxi and private hire services.
- 1.2 The last meeting of the group was held on 19 September 2024, the notes of that meeting are attached at **Appendix 1**.
- 1.3 Meetings have been held every 3-4 months, attendance from members of the taxi and private hire trade has been consistent, with a cross section of interested parties, attendees have been insightful and have provided learned experience when discussing matters effecting the local trade.
- 1.4 At its next meeting, members of Licensing Committee will be discussing the Licensing Service workplan for the coming financial year 2025/26, this will provide a pragmatic and structured approach to tasking the taxi and private hire liaison group.

CONCLUSION OF IMPACT ASSESSMENT

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

None

FINANCIAL IMPLICATIONS

None

LEGAL IMPLICATIONS

None

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

None

Property:

None

Open Spaces:

None

S151 OFFICER'S COMMENTS

None.

MONITORING OFFICER'S COMMENTS

None.

BACKGROUND PAPERS

None

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Ref: JCTWG2025/26

**TAXI AND PRIVATE HIRE
LIAISON GROUP**

10.30 A.M.

19TH SEPTEMBER 2024

PRESENT:- Councillors Sally Maddocks (Chair), Martin Bottoms, Tim Hamilton-Cox,
John Hanson and Margaret Pattison

Officers in attendance:-

Jennifer Curtis Licensing Manager
Sarah Moorghen Democratic Services Officer

Also in attendance: (Trade Members)

Mark Booth
Alan Knowles
Robin Mitchell
Steven Towers

5 HACKNEY CARRIAGE ROOF-SIGNS

The Licensing Manager provided a briefing note and brought an example roof sign to the meeting for members of the Group to view.

The Group discussed the pros and cons of the standardised roof signs. The Group was advised that drivers had already paid for the signs through their Licensing fees and that there would be no mechanism for refunds. Any recalculation of the fees would be done through the budget process in February.

Action:

That the Licensing Committee be recommended to make the roof signs optional.

6 ANY OTHER BUSINESS

The Group discussed wheelchair accessible Taxi's, particularly the difficulties faced by members of the public when pre-booking.

The Group agreed that the current system was unsatisfactory and considered the need for the Council to subsidise accessible taxis. The Group also discussed additional disability and awareness training for drivers.

Action:

Licensing Manager to contact the Chief Officer – Environment and Place and the Community Protection Team Leader for an update on DEFRA Grants.

(The meeting ended at 11.30 a.m.)

**Any queries regarding these Minutes, please contact
Sarah Moorghen, Democratic Support - email smoorghen@lancaster.gov.uk**

LICENSING COMMITTEE

PROPOSED LICENSING FEES 2025/26

6 February 2025

Report of the Licensing Manager

PURPOSE OF REPORT

To provide members with the necessary information to enable the setting of licence fees for 2025/26 (Taxi, Private Hire and Miscellaneous licences).

This report is public.

RECOMMENDATIONS

That the licensing fees for Taxi, Private Hire and Miscellaneous licences be determined for 2025/26 on consideration of the information and options contained in this report.

1.0 Introduction

1.1 This report is concerned with the setting of licence fees for the following licences.

- Driver, Vehicle and Operator Licences (Taxi and Private Hire)
- Transfer of Ownership and Change of Vehicle Licences
- Scrap Metal Dealers (Mobile and Site)
- Skin Piercing Registration (Personal and Premises)
- Sexual Entertainment Venues
- Sex Shops
- Boatman and Pleasure boats
- Second-hand goods dealer/Market trader
- Pavement Licences

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

1.2 Licensing fees for taxi/private hire and miscellaneous licensing are considered and set under the following legislation.

- Local Government Miscellaneous Provision Act 1976
- Local Government Miscellaneous Provision Act 1982
- Scrap Metal Dealers Act 2013
- County of Lancashire Act 1984
- Public Health Acts amended Act 1907

- The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- Business and Planning Act 2020

2.0 Setting Fees

2.1 The Council's Fees & Charges Policy states that when setting discretionary charges, the general aim is to cover the cost of the service, accurately reflecting the full cost of provision including recharges. However, fees must be reasonable and proportionate. The fees and charges policy in relation to licensing fees offers a standard of good practice, although it is not legally binding on Licensing Committee.

2.2 It is also a requirement of the Council's fees & charges policy that fees be reviewed annually to ensure that costs are appropriately recovered. It is not lawful however, for the council to seek to make a profit from licence fees that are within its discretion.

The Council's fees and charges policy is attached at **Appendix 1**.

2.3 A full and detailed review of Licensing fees and charges has been undertaken in conjunction with financial services. This has included time/task analysis for each licence type, scrutiny of application data and consideration of the operational changes within the Licensing service.

3.0 Method of Fee Construction

3.1 Traditionally the fees charged for licences have included the costs of the administration and issue of the licence, the costs of monitoring compliance, and the costs of enforcing against those unlicensed and licensed.

However, the case of *Hemmings v Westminster City Council* has clarified the costs that local authorities can include when setting licence fees. Local Authorities can no longer reflect costs of addressing unlicensed business activity when setting fees. They can however recover inspection costs and monitoring compliance relating to those already licensed.

3.2 Therefore, time spent by the Licensing Service investigating unlicensed or alleged illegal activity has not been included in any time/task analysis.

Taxi and Private Hire Licences

3.2 The power to charge a fee for a driver's licence (both Hackney Carriage and Private Hire) is found in section 53(2) of the Local Government (Miscellaneous Provisions) Act 1976, which provides that:

- *Notwithstanding the provisions of the Act of 1847, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.*

3.3 Therefore the fee must reflect the costs for the administration and issue of hackney carriage or private hire drivers licences.

3.4 The power to levy a fee for vehicle and operator's is contained within s.70:

- *Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—*

(a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed;

(b) the reasonable cost of providing hackney carriage stands; and

(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.

Therefore, the fee must reflect the costs of providing hackney carriage stands, control and supervision of licensed vehicles operating in the district, carrying out vehicle inspections and the administration and issue of hackney carriage or private hire vehicle and operator licences.

3.5 A licensing authority is entitled to set either the same or different fee levels for different types of applications: i.e. grant, renewal, variation, alteration or transfer.

4.0 Proposed Fees

4.1 The Licensing service has historically been running at a deficit. It should be noted that not all time can be recovered so there will always be an overall deficit on Licensing for this. At present the fees for Licensing Act 2003 are set by central Government so we are unable to recover any potential losses. e.g. The cost of a temporary event notice is £21.00, the processing of this notification involves a consultation process and potentially may involve Licensing Sub-Committee hearings, all time and associated costs cannot be recovered.

4.2 A thorough costing exercise has been undertaken on taxi and miscellaneous licences, with a view to returning to full cost recovery where possible, attached at **Appendix 2** are the proposed fees for 2025/26; It is not proposed to seek to recover the losses from previous years.

4.3 It is important to highlight some of fees, the reason for their adjustment (increase/decrease).

- At a previous meeting of the Licensing Committee members agreed the use of a third party to manage the disclosure and barring application and interim check process. The cost of Interim checks is £7 per driver, per year, which is a direct cost that has to be passed to individual applicants/drivers. (£21.00 - 3-year licence)
- Reduction in cost of Hackney Carriage Vehicle Licence - £31.00 per year removed as a direct cost as a result of the Licensing Committee decision to make the prescribed roof-sign optional, the loss of income was accepted at the time.
- Pavement licence fees are maintained at maximum as determined by Licensing Committee (June 2024). Licensing and administrative officers are spending a significant proportion of time responding to non-compliance (from those licensed).

During the summer months licence-holders require significant monitoring, particularly in the town centres of Lancaster and Morecambe.

- Sexual entertainment venues (SEVs) and sex shops has seen a minor decrease in fees, Lancaster City Council do not have any licensed SEVs and has minimal administration and monitoring of the 1 licensed sex shop in the district.
- Other fees have seen a minor increase due to the review of the task/time analysis.

4.4 In line with Cabinet's recent endorsement of the latest version of the fees and charges policy and proposed inflationary uplift, the Animal Licence fees will be increased by 2.6% from 1st April 2025. Attached at **Appendix 3**.

5.0 Options

The options available to members are:

- a. To maintain current fees and charges
- b. Adjust fees as proposed at **Appendix 2**.
- c. Amend any individual licence/registration fee, and
- d. Advertise the updated fees as required by s70 of Local Government Miscellaneous Provisions Act 1976.

6.0 Conclusions

6.1 A thorough costings review has been undertaken, the Officer activity to administer and monitor individual licences has been scrutinised. The digitalisation of the taxi application processes is yet to be accurately reflected in licensing fees as the project still requires significant Officer time and resources, particularly for miscellaneous licences (digitalisation not yet implemented).

6.2 It is recommended that members set the fees for hackney carriage, private hire and miscellaneous licences for 2025/26, in accordance with the statutory provisions.

6.3 Should members decide to introduce a different fee structure then this will need to be proposed and agreed prior to advertisement.

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

None.

FINANCIAL IMPLICATIONS

The fees proposed in this report will have no overall impact on the budget, with the total income remaining roughly in line with the total income budgets recommended as part of the 2025/26 budget report to be presented to Council 26th February 2025 due to some increases and some decreases based on current costs.

LEGAL IMPLICATIONS

Legal Services have been consulted and have no adverse comments to make regarding the content of the report.

BACKGROUND PAPERS

None

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Ref: Fees 2025/26



LANCASTER CITY COUNCIL
Promoting City, Coast & Countryside

APPENDIX A

FEES AND CHARGES POLICY

January 2025

1 INTRODUCTION

- 1.1 The decisions made by councils about charging for local public services affect everyone. Where councils charge for services, users pay directly for some or all of the costs of the services they use. Where no charges are made, or where charges do not recover the full cost of providing a service, council taxpayers subsidise users.
- 1.2 Fees and charges represent an important source of income, providing finance to help achieve the corporate objectives of the City Council. The purpose of this policy is to set out a clear framework within which fees and charges levied by the Council are agreed and regularly reviewed.
- 1.3 The decisions on whether to make a charge (and the amount to charge) are not always within the control of the Council. Where they are controlled locally, however, it is important that the implications of the charging decisions being taken are fully understood and that the appropriate information is available to make informed decisions.
- 1.4 This policy therefore provides clear guidance to service managers on:
- the setting of new fees and the policy context within which existing charges should be reviewed;
 - how fees and charges can assist in the achievement of corporate priorities;
 - the Council's approach to cost recovery and income generation from fees and charges; and
 - eligibility for concessions.
- 1.5 The policy supports the Council in having a properly considered, consistent and informed approach to all charges it makes for its services. This will, in turn, support the delivery of corporate objectives.

2 GENERAL POLICY

- 2.1 This policy relates to fees and charges currently being levied by the Council and those which are permissible under relevant legislation, including the wider general powers to provide and charge for discretionary services included within the Local Government Act 2003.
- 2.2 Statutory charges also fall within the scope of the policy, even though their level may not be determined by the Council. This ensures clarity and consistency and allows subsequent reviews of the policy to be comprehensive. It also enables changes to the national legislative charging framework, and any other situations that may arise in the future, to be addressed.

Council policies, strategies and priorities

- 2.3 Specific decisions and charging policies should support delivery of the council's Corporate Plan and other local strategies and service objectives. Charging decisions will take account of the council's corporate priorities and have regard for the potential impact on other service areas.

Basis of Charging Decisions

- 2.4 The council will charge for all services where it is appropriate and cost-effective to do so, unless there are contrary policies, legal or contractual reasons that state otherwise.
- 2.5 When discretionary charges are set, the general aim will be to cover the cost of the service or, where legally possible, the council may charge on a commercial basis. Charges will reflect the full cost of provision, unless covered by subsidies/concessions designed to meet corporate priorities or there are contrary policies or legal reasons.

Subsidies and/or Concessions

- 2.6 Subsidies and concessions may be used to help achieve specific targets or objectives. Concessions should be awarded and reviewed in relation to each service. Where subsidies and concessions are applied, there should be a proportionate evaluation process in place to measure levels of success in meeting these objectives. Definitions and qualifying criteria for concessionary target groups should be consistent across the Council.
- 2.7 Any reference to the setting or review of fees and charges within this policy should be taken to include/cover any relevant subsidies or concessions also.

Surplus Income

- 2.8 Income derived from charging will be used to offset the costs of providing the service being charged for, including support service costs. Where a surplus, over budget, is generated in-year, its use shall be determined in accordance with the Council's Financial Regulations (in particular, the virement scheme as set out in the Medium Term Financial Strategy (MTFS)). This is on the provision that this is not prohibited by other statutory requirements or government guidance.
- 2.9 It is acknowledged that the ability to use charges to deliver the corporate priorities of the Council requires a degree of freedom; corporate controls should avoid imposing unnecessary restrictions, but also the Council's future budgetary challenges need to be addressed.
- 2.10 Any proposals for generating any additional income (over and above normal budgetary provisions) to be raised from charging in the expansion and development of a particular service will be considered as part of the budget and planning process, and in line with the approved Medium Term Financial Strategy. Each proposal will therefore be considered on its own merits and in light of financial planning processes and other pressures.

Efficient Administration

- 2.11 Arrangements for charging and collecting fees should be efficient, practical and simple to understand by users, and meet any other requirements of the Council's Financial Regulations and supporting processes. The reasons behind any significant changes to charges should be communicated to residents and service users. The impact of charging decisions on service users and local residents will need to be taken into account.

Regular Review

- 2.12 Charges, and decisions not to charge, will be reviewed annually in sufficient time for the impact of any revisions to be included in the budget setting process. This ensures that they fit within the approved budget framework, as determined by full Council.

Policy Implementation

- 2.13 This policy encompasses decisions made as part of the annual fees and charges review process, where new charges are introduced or where existing charges are removed or amended.
- 2.14 It supports the Council’s Financial Regulations, which are part of the Constitution. Under the Regulations, Chief Officers and others designated by them are responsible for collecting budgeted income, and maximising such income in accordance with this policy and any other relevant supporting policies.
- 2.15 Furthermore, under the Scheme of Delegation to Officers, which is also included in the Constitution, such Officers have authority to set fees and charges in accordance with relevant legislation and any charging policy set by Cabinet (as long as they fit with the approved budget framework).

3 DETERMINING SPECIFIC CHARGING POLICY (CASE BY CASE)

- 3.1 Each fee or charge (or group of similar charges) should be linked to one of the categories in the following table and the appropriate charging policy adopted in establishing and reviewing charging rates for that particular service or activity. Where new charges are being introduced or changes in charging policy are proposed, the charging policy should be made clear as part of the decision-making process.
- 3.2 In all cases, in determining an appropriate charging policy proper consideration should be given to the wider equality implications that could affect accessibility of council services to any groups.

CHARGING POLICY	POLICY OBJECTIVE
Full commercial	The council seeks to maximise revenue within an overall objective of generating as large a surplus (or a minimum loss) from this service.
Full commercial with discounts	As above, but with discounted concessions being given to enable disadvantaged groups to access the service.
Fair charging	The council seeks to maximise income but subject to a defined policy constraint. This could include a commitment made to potential customers on an appropriate fee structure. Alternatively, a full commercial rate may not be determinable or the council may be a monopoly supplier of services.

Cost recovery	The council wishes to make the service generally available, but does not wish to allocate its own resources to the service.
Cost recovery with discounts	As above, but the council is prepared to subsidise the service to ensure disadvantaged groups have access to the service.
Subsidised	Council policy is to make the service widely accessible, but believe users of the service should make some contribution from their own resources. Could also be due to the adverse impact a cost recovery or commercial charging policy would have on other council services.
Nominal	The council wishes the service to be fully available, but sets a charge to discourage frivolous usage.
Free	Council policy is to make the service fully available.
Statutory	Charges are set in line with legal obligations.

3.3 In applying the appropriate charging policy, as well as equality considerations typically the issues that may need to be considered in setting the level of fee and charge for any particular service include those set out below:

CHARGING POLICY	POLICY OBJECTIVE
Full commercial	<ul style="list-style-type: none"> • Are the charges high enough for the service to be profitable? If not, consider whether the service should be provided. • Are competitors charging similar prices? • Does the council offer any premium in terms of service levels that customers would be prepared to pay more for? • How would changes in pricing structures affect demand for the service and potentially its profitability? • How does the proposed fee structure fit in with the long-term business plan for the service?
Fair charging	<ul style="list-style-type: none"> • How do the charges compare to other providers of similar services? • Has the loss of income from not charging on a commercial basis been evaluated? • Is the policy constraint justifying this charging policy still valid?
Cost recovery	<ul style="list-style-type: none"> • Do charges recover the full costs, including overheads, capital charges and recharges? • Is it possible to charge on a full commercial basis and if so has the loss of income from not charging on a full commercial basis been evaluated? • Are Members aware of the effect on demand for this service from this charging policy? • What would be the effect of changing the policy to a different one e.g. subsidised?
Subsidised	<ul style="list-style-type: none"> • Has the cost of the subsidy been evaluated?
Nominal	<ul style="list-style-type: none"> • What has been the impact on demand and on service levels from adopting this approach?
Free	<ul style="list-style-type: none"> • Does this approach fit in with the requirements of other funding streams i.e. grants? • Is this approach legally required? • Is there a potential problem from frivolous use of the service?
Statutory	<ul style="list-style-type: none"> • Are charges in line with statutory requirements? • Are they set at the maximum permitted levels?

4 **SUBSIDIES AND CONCESSIONS**

4.1 It may be appropriate to consider subsidising some services, particularly if this helps to achieve corporate priorities and supports local strategies and policies. The main reasons for charging less than full cost are set out below:

- There is a sound financial and policy justification for the council tax payers subsidising this service.
- The desire to encourage particular sections of the community to use specific services and they could not afford, or might otherwise be deterred by, full cost charges.
- Charging full cost discourages or prevents uptake, which may have a detrimental impact on the council's finances in the long run.
- Use of the service is sensitive to a change in price – an increase in charges reduces demand and income.
- The council incurs higher costs than other providers because the service is provided in a way that is appropriate and accessible for all sectors of the community.

4.2 When considering using a subsidy, the following points should be taken into account:

- It must clearly and directly support a corporate priority, objective, or policy.
- There is evidence to suggest that the impact of the policy can be measured.
- The cost of the subsidy can be estimated and can be accommodated within the council's budget, making it affordable.
- The proposal is the most effective approach available to deliver the policy objective, and so can be judged to give value for money.

4.3 It is recognised that in some circumstances discounts may not be appropriate and that, in all cases, it will be necessary to carefully consider the impact on income before introducing discounts or concessions to service areas which do not currently offer them.

5 **NEW FEES AND CHARGES**

5.1 Proposals for new discretionary fees and charges must be considered within the annual budget process or alternatively, if appropriate, submitted to Cabinet initially for approval as an in-year change. Should any proposed change fall outside of the budget and policy framework, it would also require referral to Council.

5.2 Proposals for new fees and charges should be analysed using the guidance in the appendix to this policy. This effectively provides a brief rationale and business case for the proposed charge.

5.3 The effects of any new charge on service usage and income generated will be monitored regularly over the first 12 months and formally reviewed as part of the following budget process.

- 5.4 Where new statutory fees and charges are to be introduced, or when changes have been notified, ideally Cabinet and/or Council should be advised of any significant budgetary or policy implications prior to their implementation by Officers, should timescales allow; this may be done through the budget process. Alternatively, any implications should be reported retrospectively through usual quarterly monitoring arrangements.

6 REVIEWING FEES AND CHARGES

- 6.1 Chief Officers and designated staff must consider charging policies and current levels of charge each year as part of the budget and service planning process.
- 6.2 The general assumption (where the Council has control) is that the value of fees and charges will be maintained in real terms over time and increased annually in line with estimated inflation, as determined through the budget. Clearly this assumption changes, if the adopted charging policy for a particular activity determines otherwise.
- 6.3 Additionally, Cabinet may decide to set income targets for specific service areas as part of an effort to identify efficiencies and/or generate additional income.
- 6.4 Separate to the annual budgeting exercise, if there are any significant matters arising during the course of a year, such as in cost, market forces or service levels, which materially affect current service costs and revenues, then relevant fees and charges should be reviewed. If it is reasonable for them to be adjusted in year, to keep within the budget framework, then the Chief Officer has delegated authority to do so, as long as any fee or charge under question was not explicitly approved by Members during the last budget process. Any such changes must be reported to Cabinet retrospectively as part of usual quarterly monitoring arrangements.
- 6.5 In all other cases (except for statutory fee change notifications covered in 5.4), any proposals to change fees, and/or any expected income budget shortfalls, must be reported initially for Cabinet's consideration. Referral to Council may also follow, depending on circumstances. Any proposal to amend significantly an existing fee or charge will require a full explanation and justification to be provided.

7 COLLECTION OF FEES AND CHARGES

- 7.1 Fees and charges income should be collected and accounted for in accordance with the Council's Financial Regulations and any supporting instructions, procedures and guidance. Wherever it is reasonable to do so, charges should be collected either in advance or at the point of service delivery. Where charges are to be collected after service delivery has commenced, invoices will be issued promptly, and appropriate collection and recovery procedures followed.

8 PUBLICATION OF FEES AND CHARGES

- 8.1 Each service should maintain a schedule of fees and charges levied. This schedule should include, but identify separately, those charges where there are national / external procedures or other specific procedures for determining and reviewing rates of charge.
- 8.2 Generally the Council's fees and charges should be set prior to the start of each financial year. They should be widely published, including through the council's website.
- 8.3 Reasonable notice should be given to service users before any decisions to amend or introduce new fees and charges are implemented, together with clear advice on VAT, and information on any discounts or concessions available. In the absence of any specific requirements, reasonable notice is defined broadly as one calendar month.

GUIDANCE FOR NEW FEES AND CHARGES

Charging Policy

The charging policy objectives must be stated here, together with why this policy (Full Commercial or Fair Charging etc.) has been adopted. The intended aims of the charges should also be clearly thought out and explained. Any legal issues should be identified.

Comparative Information

Include here details of comparative information collected from other authorities or competitors etc.

Financial

Information Required	Description
Level of charge	Recommended or proposed new level of charge.
Start date	Proposed implementation date for new level of charge, although it could be related to a future event.
Budgeted income	Level of income to be generated from the new charge.
Surplus / deficit as a percentage of cost	The total cost of supplying the service (including recharges and other overheads) should be calculated and deducted from the income generated. This surplus or deficit should then be compared to the total cost as a percentage. Calculating total cost may require the use of judgement and reasonable assumptions. This is acceptable, so long as a clear audit trail of those assumptions is maintained.
Surplus / deficit per usage	The difference between income generated and the total cost of providing that service, divided by the expected number of users of that service.

Impact Assessment

Any proposals must identify likely impact on the service's users including; who currently benefits from the service, the effects on them of any changes and who will benefit from new exemptions and discounts together with how demand and usage is expected to change. Equality issues must specifically be considered and reported.

Impact on Other Areas

The likely consequences in terms of reduced or increased demand for other council services must be identified here as well as any extra costs to other services. Equality issues must specifically be considered and reported.

Method of Collection

Proposals for new charges must identify what collection methods will be used. If this is a change in current arrangements it will need to identify the following:

- What the likely impact is on the rate and costs of collection;
- What account has been taken of how low income users can pay; and
- How cost effective will the new methods be?

Alternatives

Explain here the other measures that have been considered instead of, or as well as, the proposed charge (cost cutting, reducing charges, sponsorship etc.).

Consultation

Include here the extent of consultation conducted, which will be dependent upon the impact of fee and/or charge, and the results of that consultation.

Licensing Fees 2025/26

Taxi and Private Hire	Current Fee 2024/25	Proposed Fee 2025/26
Dual/PH/HC Driver's Licence Renewal (annual)	£157.30	£130.00
Dual/PH/HC Driver's Licence Renewal (3 yearly)	£312.40	£336.00
Dual/PH/HC Driver's Licence New (annual)	£192.50	£139.00
Dual/PH/HC Driver's Licence New (3 yearly)	£348.70	£354.00
Duplicate Driver's Badge	£15.40	£17.00
Licensed Vehicle Test Fee (Hackney Carriage or Private Hire)	£64.00	£64.00
Hackney Carriage Licence (annual)	£289.30	£254.00
Hackney Carriage Licence (6 monthly)	£145.20	£127.00
Hackney Carriage Licence (4 monthly)	£96.80	£85.00
Licence Plate/Door-Sign (Hackney Carriage or Private Hire)	£8.80	£10.00
Private Hire Vehicle Licence New (annual)	£198.00	£217.00
Private Hire Vehicle licence New (6 monthly)	£99.00	£109.00
Private Hire Vehicle Licence New (4 monthly)	£66.00	£72.00
Private Hire Vehicle Licence Renewal (annual)	-	£209.00
Private Hire Vehicle licence Renewal (6 monthly)	-	£105.00
Private Hire Vehicle Licence Renewal (4 monthly)	-	£70.00
Change of Vehicle	£68.20	£59.00
Transfer of Ownership	£45.10	£44.00
Administration Fee	£45.10	£50.00
Private Hire Operators Licence	1 year / 5 year	1 year / 5 year
1 Vehicle	£165.00/£707.30	£192.00/£820.00
2-10 Vehicles	£225.50/£876.70	£230.00/£937.00
11-25 Vehicles	£297.00/£1170.40	£278.00/£1237.00
26 Vehicles and over	£413.60/£1683.00	£374.00/£1679.00
Misc Licences	Fee 2024/25	Fee 2025/26
Boatman's Licence	£85.80	£122.00
Scrap Metal Dealers Mobile Licence (3 yearly)	£308.00	£335.00
Scrap Metal Dealer Site Licence (3 yearly)	£481.80	£497.00
Pleasure Boat Licence	£183.70	£215.00
Registration in Skin Piercing/Tattooing (Persons)	£146.30	£167.00
Registration in Skin Piercing/Tattooing (Premises)	£212.30	£210.00
Registration of dealer in second-hand goods	£64.90	£97.00
Registration of dealer in second-hand goods - market stalls	£64.90	£97.00
Sex Shop	£231.00	£218.00
Sex Shop renewal	£231.00	£218.00
Sexual Entertainment Venue	£413.60	£352.00
Pavement Licence	£350.00/£500.00	£350.00/£500.00

New application.				
Type of Licence	Period in Years	Part A	Part B	Cost
A- Selling Animals	1	£ 298	£ 115	£ 412
A- Selling Animals	2	£ 298	£ 301	£ 598
HB-Home Boarding	1	£ 298	£ 115	£ 412
HB-Home Boarding	2	£ 298	£ 301	£ 598
DD-Dog Daycare	1	£ 298	£ 115	£ 412
DD-Dog Daycare	2	£ 298	£ 301	£ 598
CCK-Commercial Cattery / Kennel	1	£ 298	£ 115	£ 412
CCK-Commercial Cattery / Kennel	2	£ 298	£ 301	£ 598
B-Breeding Dogs	1	£ 309	£ 115	£ 424
B-Breeding Dogs	2	£ 309	£ 277	£ 586
B-Breeding Dogs	3	£ 309	£ 451	£ 760
H-Hiring Horses	1	£ 298	£ 115	£ 412
H-Hiring Horses	2	£ 298	£ 316	£ 614
D-Dangerous Wild Animals	1	£ 321	£ 52	£ 373
E-Exhibiting Animals	3	£ 392	£ 269	£ 661
Operating a Zoo	4			£ 1,173

Renewal application.				
Type of Licence	Period in Years	Part A	Part B	Cost
A- Selling Animals	1	£ 223	£ 115	£ 338
A- Selling Animals	2	£ 223	£ 277	£ 500
A- Selling Animals	3	£ 223	£ 426	£ 648
HB-Home Boarding	1	£ 198	£ 115	£ 313
HB-Home Boarding	2	£ 198	£ 277	£ 475
HB-Home Boarding	3	£ 198	£ 439	£ 637
DD-Dog Daycare	1	£ 198	£ 115	£ 313
DD-Dog Daycare	2	£ 198	£ 277	£ 475
DD-Dog Daycare	3	£ 198	£ 439	£ 637
CCK-Commercial Cattery / Kennel	1	£ 223	£ 115	£ 338
CCK-Commercial Cattery / Kennel	2	£ 223	£ 301	£ 523
CCK-Commercial Cattery / Kennel	3	£ 223	£ 487	£ 710
B-Breeding Dogs	1	£ 198	£ 115	£ 313
B-Breeding Dogs	2	£ 198	£ 277	£ 475
B-Breeding Dogs	3	£ 198	£ 464	£ 662
H-Hiring Horses	1	£ 246	£ 115	£ 361
H-Hiring Horses	2	£ 246	£ 337	£ 583
H-Hiring Horses	3	£ 246	£ 424	£ 670
D-Dangerous Wild Animals	1	£ 270	£ 77	£ 347
E-Exhibiting Animals	3	£ 293	£ 345	£ 638
Operating a Zoo	6			£ 1,344

Miscellaneous Fees.

Request
Pre-inspection visit (on request)
Appeal against a rating
Re-inspection
Variation of a Licence

Cost
£ 169
£ 169
£ 102
£ 45