



Committee: LICENSING COMMITTEE

Date: THURSDAY, 10 APRIL 2025

Venue: MORECAMBE TOWN HALL

Time: 1.00 P.M.

A G E N D A

1. **Apologies for Absence**
2. **Items of Urgent Business authorised by the Chair**
3. **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

4. **Proposed Licensing Fees 2025/26 – Consultation Responses (Pages 3 - 20)**

Report of the Licensing Manager

Exclusion of the Press and Public

5. **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.”

Councillors are reminded that, whilst the following item has been marked as exempt, it is for the Committee to decide whether or not to consider it in private or in public. In making the decision, Councillors should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion, Councillors should also be mindful of the advice of Council officers.

6. **Existing Dual Drivers Licence Holder (Hackney Carriage/Private Hire)** (Pages 21 - 103)

Report of the Licensing Enforcement Officer

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 2nd April 2025.

LICENSING COMMITTEE**PROPOSED LICENSING FEES 2025/26 –
Consultation Responses****10 April 2025****Report of the Licensing Manager****PURPOSE OF REPORT**

For members to consider responses to the public consultation for proposed licence fees for the coming year and set such fees with or without modification. (Taxi, Private Hire and Miscellaneous licences).

This report is public.

RECOMMENDATIONS

That the licensing fees for Taxi, Private Hire and Miscellaneous licences be set for 2025/26 on consideration of the public consultation responses.

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
- Business and Planning Act 2020

2.0 Consultation Details

- 2.1 At a previous meeting of this Committee on 6 February 2025 members considered a report in relation to licence fees for the coming financial year 2025/26 (Taxi, Private Hire and Miscellaneous licences).
- 2.2 As required by legislation, the proposed fees have been subject to public consultation. The consultation period ran from Thursday 13 February 2025 to Friday 14 March 2025, the fees, by way of public notice were advertised in the Lancaster Guardian and also displayed at Lancaster and Morecambe Town Hall(s) and made available for inspection, without charge throughout the consultation period.
- 2.3 Although not legislatively required, an email was sent to all current taxi and private hire licence-holders, setting out the proposed fees and inviting comments for consideration as part of the consultation.
- 2.4 2 consultation responses were received as part of the process, both from existing licence holders, one was which was submitted via an elected member.

Attached at **Appendix 1** are the consultation responses.

- 2.5 In summary the responses relate to the following;
- The difference between Hackney Carriage and Private Hire Vehicle fees, with a suggestion that the disparity is “unfair”.
 - Feelings of disappointment that fees are to rise, given the digitalisation of the taxi/PH application processes and the perception that there is a reduction on office workload due to the process updates.
 - Comparisons are made with other Licensing Authorities fee structures in the surrounding area.

Officer Consideration of Responses

- 2.6 The reason for the difference between the cost of Hackney Carriage and Private Hire Vehicle fee is clear. The legislation relating to fees requires that each licence type is considered in isolation, and that one area or licence type cannot subsidise another.

As such, when undertaking the fee setting process, the Licensing Manager and Service Accountant break down each licence into an activity log and record time/task analysis against permitted activity to be charged for. Eg. not enforcement.

It is also important to highlight that the cost of a Hackney Carriage roof-sign was removed as a direct cost, approx. £30 per year.

This information has been relayed to the individual making representation, no further comments for consideration have been received in response.

- 2.7 The perception that any savings in relation to digitalisation should be immediate would not accurately reflect the Officer/Manager time currently spent. Whilst front end information and application documents are readily available with little Officer

involvement, the number of back-office checks, including DVLA/HMRC/NR3 and DBS checks remain mandatory as part of the driver process.

Additionally, Officers and Service Manager time spent on the digitalisation is significant, including but not limited to, digital drop-in sessions, system troubleshooting, rectifying applicant errors or oversights and streamlining processes further. Eg, Development of text reminder services.

There is still work to do before the impact of the digitalisation can be accurately assessed.

- 2.8 Licensing Authorities have the flexibility to set the fees they charge licence holders at a local level. The fees charged must cover the cost of the administration and monitoring of the licensing regime, the fees therefore must not create a surplus or deficit of the overall costs of delivering the Licensing Service.

Each Licensing Service is different, numbers of administrative staff, Officer and Managerial structures vary from Council to Council.

Additionally, locally set standards may lead to variances in fees, vehicle testing and inspection regimes, numbers of Officer interactions, creation and work of liaison groups and the accessibility of the service all factors for consideration as part of the fee setting process.

It is also not clear when fees in neighbouring Licensing Authorities were last reviewed or updated, each will be different. Lancaster City Council conduct an annual review to accurately reflect the process, this may not be the case elsewhere. Members will note the variance in charges and costs applied for activities undertaken.

- 2.9 Members of Licensing Committee are asked to consider the consultation representations received and Officer context in response to the comments received.

A copy of the proposed fees is attached to the report at **Appendix 2**.

3.0 Options

The options available to members are:

- a. To set proposed fees and charges as advertised
- b. Amend any individual licence/registration fee, and
- c. Set the date the updated licence fees will take effect.

4.0 Conclusion

- 6.1 The proposed fees set by Licensing Committee on 6 February have been the subject to a public consultation. As part of the 28-day consultation 2 responses were received, they must be considered by Licensing Committee prior to updated fees taking effect, with or without modification.
- 6.2 Members are asked to set the date the updated fees will take effect; legislatively this must be within 2 months of the original date (end date of consultation).

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 agreed as part of the 2025/26 budget 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

Contact Officer: Jennifer Curtis

Telephone: 01524 582732

E-mail: jcurtis@lancaster.gov.uk

Ref: Fees(2) 2025/26



Re: Licensing Fees 2025/26 - Consultation

From [REDACTED]
 Date Mon 2025-02-24 10:26
 To licensing <licensing@lancaster.gov.uk>

This email is from an external email address
 Do not click any links or open attachments unless you know the content is safe.
 Never disclose your password to anyone.

Why is Hackney prices down and privet hire up?

W dniu pon., 24 lut 2025 o 09:23 licensing <licensing@lancaster.gov.uk> napisał(a):

Good morning,

There is currently an active public consultation regarding Licensing Fees.

Please see attached the proposed taxi, private hire and miscellaneous fees for the coming year.

The fees accurately reflect the cost of administration and monitoring of each individual licence, plus direct costs.

If you have any objections to the proposed fees, please submit comments to licensing@lancaster.gov.uk before Friday 14th March 2025.

Thank you,

Jen

Jennifer Curtis | Licensing Manager | Governance | Lancaster City Council | Morecambe Town Hall | Marine Road East | Morecambe | LA4 5AF

✉: licensing@lancaster.gov.uk | ☎: 01524 582033 | 🌐: www.lancaster.gov.uk



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An Investor in People/Positive about Disabled People.

[DISCLAIMER:](#)



Re: Licensing Fees 2025/26 - Consultation

From [REDACTED]
Date Mon 2025-02-24 10:26
To licensing <licensing@lancaster.gov.uk>

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It's not fair

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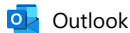
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FW: Licensing Fees 2025/26 - Consultation

From Maddocks, Sally Ann Shelley <smaddocks@lancaster.gov.uk>
Date Thu 2025-03-06 15:13
To licensing <licensing@lancaster.gov.uk>
Cc Curtis, Jennifer <jcurtis@lancaster.gov.uk>; Tynan, Paul <ptynan@lancaster.gov.uk>

Hi

Please could you feed this into our consultation process , please .

The deadline for this consultation is the 14th March. When are we taking it to Cabinet ?

Many thanks

Sally

Councillor Sally Ann Shelley Maddocks BA (Hons) (1st)
Ellel Ward Councillor Green Party
Green Group Manager

Cabinet Member for Corporate Services

Member of Licencing, Planning Committee , People and OD
Member of Lancashire Police and Crime Board

From: Maddocks, Sally Ann Shelley
Sent: 06 March 2025 15:10
To: [REDACTED]
Subject: RE: Licensing Fees 2025/26 - Consultation

Hi [REDACTED]

Thanks for this information. I will send it through as part of the Licencing fees consultation.

I can meet next week for a chat and coffee on Friday 14th March at 11.30 -11.45 at the Stork. Does that suit you?

Kind Regards

Sally

Councillor Sally Ann Shelley Maddocks BA (Hons) (1st)
Ellel Ward Councillor Green Party
Green Group Manager

Cabinet Member for Corporate Services

Member of Licencing, Planning Committee , People and OD
Member of Lancashire Police and Crime Board

From: [REDACTED]
Sent: 24 February 2025 23:40
To: Maddocks, Sally Ann Shelley <smaddocks@lancaster.gov.uk>
Subject: Fwd: Licensing Fees 2025/26 - Consultation

This email is from an external email address
Do not click any links or open attachments unless you know the content is safe.
Never disclose your password to anyone.

Dear Sally

I'm disappointed that fees in Lancaster will rise again. I feel we should take into account that the new online application systems are reducing work in the office which makes rises even less palatable.

I will attach fees from other boroughs around us who in the main now issue 12 month vehicle licenses.

23:17

 new.fylde.gov.uk


Taxi charges

Application type	Fee
Drivers Badge New Application 1 year licence	£1
Drivers Badge New Application 3 year licence	£2
Drivers Badge Renewal 1 year licence	£8
Drivers Badge Renewal 3 year licence	£1
Combined driver new 1 year licence	£1
Combined driver new 3 year licence	£2
Combined driver renewal 1 year licence	£9
Combined driver renewal 3 year licence	£1

Drivers Badge Replacement	£1
CRB Disclosure	£4
Knowledge Test	£2
Vehicle Licence	£2
Transfer of vehicle licence	£3

Private Hire Operator - 5 year licences

Application type	Fee
1 - 5 Vehicles	£333.00
6 - 10 Vehicles	£355.00
Over 11 Vehicles	£382.00

23:25  new.fylde.gov.uk

Taxi charges

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Combined driver new 3 year licence	£2
Combined driver renewal 1 year licence	£9
Combined driver renewal 3 year licence	£1

Drivers Badge Replacement	£1
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Knowledge Test	£2
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Transfer of vehicle licence	£3

Private Hire Operator - 5 year licences

Application type	Fee
1 - 5 Vehicles	£333.00
6 - 10 Vehicles	£355.00
Over 11 Vehicles	£382.00



23:30


 blackburn.gov.uk

Apply for a vehicle licence and book a taxi test

Re-tests

- Less than 10 days since first test - book a 30 minute re-test
- 10 days or more since first test - book a 1 hour re-test

Fees

Test	Cost
Taxi test	£10
Taxi re-test 1 hour	£10
Taxi re-test 30 minutes	£5
Taxi test cancellation fee	£5
Lifting a suspension	£10

Private hire or hackney carriage vehicle licence	Cost for electric vehicle	Cost for hybrid vehicle	Cost for petrol or diesel vehicle
6 months	£49	£78	£97
12 months	£75	£119	£149

Other	Cost
Plate	£25
Door stickers (pair)	£10

Website feedback



barrowbc.gov.uk

[Hackney Carriage/Private Hire Licences](#) | [Street Trading Consents](#) | [Boat and Boatmen Licences](#) | [Cleansing, Miscellaneous and Registration Fees.](#)

Fees as from 1st January 2022

Hackney Carriage/Private Hire Licences

DBS Application (3 yearly)	£38.00
Driver Licence Check	£ 3.50
Dual Drivers Licence (3 year licence) NEW APPLICATION	£331.00
Driver Dual Licence - (3 year licence) RENEWAL APPLICATION	£334.00
Hackney Carriage Vehicle (NEW AND RENEWAL)	£189.00
Private Hire Vehicle (NEW AND RENEWAL)	£168.00
Private Hire Operator (5 year licence) NEW AND RENEWAL	£554.00

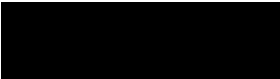


wyre.gov.uk

Taxis

Type of licence	Price
Dual Driver licence (3 year) - New	£251
Dual Driver licence (3 year) - Renewal	£191
Dual Driver licence (1 year) - New	£176
Dual Driver licence (1 year) - Renewal	£125
Replacement Driver badge	£15
Driver knowledge test	£25
Hackney Carriage Vehicle (*including £20.00 unmet demand surcharge)	£195
Private Hire Vehicle	£168
Private Hire door stickers (pair)	£16
Plates (pair)	£25
Private Hire Operator (5 year)	£455

Kind regards



Begin forwarded message:

From: licensing <licensing@lancaster.gov.uk>
Date: 24 February 2025 at 09:23:27 GMT
To: licensing <licensing@lancaster.gov.uk>
Subject: Licensing Fees 2025/26 - Consultation

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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

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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