

Committee: Licensing and Environmental Health Committee

Date:
18th October 2022

Title: Fees for Drivers, Hackney Carriage and Private Hire Vehicles and Private Hire Operators

Report Author: Russell Way, Licensing and Compliance Manager

Summary

1. The purpose of this report is to inform Members of the Licensing and Environmental Health Committee of the consultation to take place prior to the setting of the 2023-24 fees.

Recommendation

2. To note the consultation detailed in Appendix A.

Financial Implications

3. There are cost implications to the Council in undertaking this legal duty and this is recognised in the legislation which gives provision for the Council to recover the costs of administering the scheme.

Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection:

Appendix

A – Proposed fees from 1st April 2023

B - Recoverable administration costs and income for Taxi licensing

C - Movement on Licensing reserve

Impact

- 5.

Communication/Consultation	Operators and Hackney Carriage proprietors and Trade Association will have the opportunity to take part in a
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	consultation and face to face meeting with officers. Adverts will be placed in Newspapers and communication using websites and social media will also be used.
Community Safety	Uttlesford Licensing Committee have agreed to meet the Governments Standards.
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	This is a proportionate document to ensure licensing authorities including Uttlesford carry out their due diligence.
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

Situation

- It is a statutory requirement for this Committee to review and approve the licence fees each financial year.

The Council is legally entitled to charge a fee for licences, at a level that will permit recovery of the costs incurred in the issuing of licences and the administration of the licensing service.

Under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 the cost of a licence must be related to the cost of the licensing scheme itself. It is therefore appropriate for a local authority to recover their administrative and other associated costs.

The fees for Hackney Carriage, Private Hire and Operator Licences are reviewed by the Council on an annual basis to determine whether the income received from the previous year has been in line with the cost of delivering the service. The basis of the costing review for licences fees consists of an analysis of the time taken and/or cost for each element of the licensing process.

The increase in licence fees is required in order to fully recover the underlying costs associated with the issue and recoverable administration costs of each licence type is shown below.

Risk Analysis

7.

Risk	Likelihood	Impact	Mitigating actions
<p>3 = Significant risk or impact – action required</p> <p>There is a need for the council to ensure its fees are accurate and recover the costs of running the service</p>	<p>2 = Some risk or impact – action may be necessary.</p>	<p>3 = Significant risk or impact – action required</p>	<p>3 = Significant risk or impact – action required</p>

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Appendix A : Proposed changes in Taxi licensing fees from 1st April 2023

PROPOSED CHANGE IN TAXI LICENSING FEES

		2022/23	2023/24	%
	Notes		Proposed	Increase
Driver - 3 years		£213.0	£228.5	7.28%
- 2 years		£199.0	£213.5	7.29%
- 1 year		£186.0	£199.5	7.26%
Vehicles	1	£149.0	£145.0	-2.68%
Transfer fee		£108.0	£116.5	7.87%
Operator		£508.0	£549.5	8.17%

Notes

1. The vehicle proposed fee for 2023/24 includes a discount of £16 which reflects a balance of £29,000 that the Council has overcharged for vehicle licenses in since April 2021. With this discount in place it is anticipated that this balance will be eliminated in 2023/24.

Appendix B : Recoverable costs and income associated with Taxi licensing service

TAXI LICENSING INCOME AND EXPENDITURE ACCOUNT - 3 YEAR VIEW

	Notes	2021/22 Actuals	2022/23 Forecast	2023/24 Forecast
<u>Costs</u>				
Licensing staffing		209,788	201,050	207,100
Admin costs	1	6,469	5,200	5,350
Materials & driver checks		75,109	61,650	63,500
Management		33,296	26,850	27,650
Accounting		2,767	2,250	2,300
Internal audit		1,757	1,400	1,450
HR		10,983	8,850	9,100
Mail/Printing		9,962	8,050	8,250
Customer services	2	42,818	34,500	35,550
ICT		49,210	39,650	41,250
Accommodation		5,419	4,350	4,500
Legal		10,124	8,400	8,650
Committee services		7,037	5,750	5,950
Safeguarding		18,671	15,500	16,000
Income		513,016	404,350	407,600
Net surplus/(deficit)		29,606	(19,100)	(29,000)

Notes:

1. Travel and staff training
2. Customer services costs are allocated out according to the % of time staff spend on Taxi licensing related issues

Appendix C : Movement on the licensing reserve

MOVEMENT ON THE LICENSING RESERVE

	2021/22	2022/23	2023/24
Opening balance as at 1/4	34,507	64,113	45,013
Expenditure	483,410	423,450	436,600
Income	513,016	404,350	407,600
Closing balance as at 31/3	<u>64,113</u>	<u>45,013</u>	<u>16,013</u>