



WORTHING BOROUGH
COUNCIL

17 November 2023

Worthing Licensing and Control Committee

Date:	27 November 2023
Time:	6.30 pm
Venue:	Worthing Town Hall, Gordon Room

Committee Membership: Councillors Helen Abrahams, Mike Barrett, Henna Chowdhury (Chair), Russ Cochran, Dan Coxhill, Cathy Glynn-Davies, Claire Hunt, Charles James, Kevin Jenkins, Richard Mulholland (Vice-Chair), Dale Overton, Hilary Schan, Samuel Theodoridi, Andy Whight and Rosey Whorlow

Agenda

Part A

1. Declarations of Interest / Substitute Members

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

2. Public Question Time

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by **midday** on **Wednesday 22 November 2023**.

Where relevant notice of a question has not been given, the person presiding may either choose to give a response at the meeting or respond by undertaking to provide a written response within three working days.

Questions should be submitted to Democratic Services - democratic.services@adur-worthing.gov.uk

(Note: Public Question Time will last for a maximum of 30 minutes)

3. Members Questions

Pre-submitted Members questions are pursuant to rule 12 of the Council & Committee Procedure Rules.

Questions should be submitted by **midday** on **Wednesday 22 November 2023** to Democratic Services, democratic.services@adur-worthing.gov.uk

(Note: Member Question Time will operate for a maximum of 30 minutes.)

4. Confirmation of Minutes

To approve the minutes of the Licensing Committee held on 18 September 2023 and the Licensing Sub Committees on 5 September 2023, 13 September 2023, 18 October 2023 and 7 November 2023 which have been emailed to Members.

5. Items Raised Under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent

6. Re-adoption of Part II of the Local Government (Miscellaneous Provisions) Act 1976 (Pages 3 - 6)

A report by the Director for Sustainability & Resources, attached as item 6.

7. Approval of Licensing Fees 2024/25 (Pages 7 - 22)

A report by the Director for Sustainability & Resources, attached as item 7.

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Katy McMullan Democratic Services Officer 01903 221006 katy.mcmullan@adur-worthing.gov.uk	Shelley-Ann Flanagan Lawyer 01903 221095 Shelley-ann.flanagan@adur-worthing.gov.uk

Duration of the Meeting: Three hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.



Licensing & Control Committee

27 November 2023

Ward: All

Re-adoption of Part II of the Local Government (Miscellaneous Provisions) Act 1976

Report by the Director for Sustainability & Resources

1. Summary

- 1.1 The report provides details of a proposal to re-adopt the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 within the Borough Council's area. Part II of the 1976 Act contains provisions relating to the licensing of private hire and hackney carriage vehicles, drivers and operators. Although previously adopted a copy of the press notices is yet to be found by the Council.

2. Background

- 2.1 Part II of the 1976 Act contains provisions relating to the licensing of private hire and hackney carriage vehicles, drivers and operators. Adopting the 1976 Act therefore enables the Council's taxi licensing function to operate including the setting of fees and for carrying out its enforcement duties.
- 2.2 After the 1976 Act came into force, under the constitution in place at the time, the Committee resolved that the Council should adopt Part II of the 1976 Act. Following compliance with the statutory procedures this came into effect.
- 2.3 A routine review of the service has identified that the resolution of adoption of the Act can not be evidenced, unfortunately during the intervening 40 years the original press notices did not fully survive and therefore cannot be produced. Therefore in line with good practice it is proposed without prejudice to the Council's previous adoption, to re-adopt the 1976 Act.
- 2.4 Since records can now be scanned/duplicated and held electronically there is a significantly greater chance that the records of adoption will be traceable in the future.
- 2.5 There is no intention to change the existing position with respect to Part II of the 1976 Act therefore all policies, practices, conditions and delegations will continue unchanged where applicable.

3. Proposals

- 3.1 It is proposed that the Committee recommend to Council that authority be given for the provision of notice of the Council's intention to readopt the provisions of Part II of the 1976 Act. In accordance with the statutory requirements notice will consist of the publication of a notice of intention in a local newspaper for two consecutive weeks.
- 3.2 No further consultation is necessary as the re-adoption merely confirms the existing position with regard to private hire and hackney carriage licensing.
- 3.3 Re-adoption is without prejudice to the Council's previous adoption made pursuant to the Act.

4. Legal

- 4.1 Where the Town Police Clauses Act 1847 (relating to the licensing of hackney carriages) is in force throughout a Borough Council, section 45(3) of the 1976 Act provides that a Council may resolve that Part II of the Act is to apply in the area. The Council may not pass a resolution adopting Part II of the 1976 Act unless it has (a) published a notice of intention to pass the resolution in a local newspaper circulating in the area for two consecutive weeks.

5. Financial implications

- 5.1 There will be a cost implication relating to the publication of the statutory notice which will be met by existing budgets.

6. Recommendation

- 6.1 That the Licensing Committee approves the passing of a resolution to adopt, to the extent they are not already in force, the provisions of Part II of the 1976 Act in relation to the whole borough.
- 6.2 That adoption of Part II of the 1976 Act shall come into effect on 1 February 2024, this being a date not less than one-month after the day the resolution is passed.

Director for Sustainability & Resources
Paul Brewer

Contact Officer:

Ed Hele

Public Health and Regulation Manager - Tel: 01273263330 or ed.hele@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

1.1 Matter considered and will have a positive impact on Council Priorities.

2.0 Specific Action Plans

2.1 Matter considered and no significant issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no significant issues identified.

4.0 Equality Issues

4.1 Matter considered and no significant issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no significant issues identified.

6.0 Human Rights Issues

6.1 Matter considered within the body of the report.

7.0 Reputation

7.1 Matter considered within the body of the report.

8.0 Consultations

8.1 Matter considered and no consultation requirements identified

9.0 Risk Assessment

9.1 Matter considered and no significant issues identified

10.0 Health & Safety Issues

10.1 Matter considered and no significant issues identified

11.0 Procurement Strategy

11.1 Matter considered and no significant issues identified

12.0 Partnership Working

12.1 Matter considered and no significant issues identified

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WORTHING BOROUGH
COUNCIL

Licensing & Control Committee
27 November 2023
Item 7

Ward: All in Worthing

Key Decision: No - Not Executive

Approval of Licensing Fees 2024/25

Report by Director for Sustainability & Resources

1.0 Summary

- 1.1 Licensing Fees should be set by the Licensing & Control Committee as it is not an executive function of the Council.
- 1.2 Councillors are asked to approve the fees set out in Appendix 1 to apply from 1st April 2024.

2.0 Background

- 2.1 Councils are responsible for administering a range of licences and approvals relating to both national legislation and discretionary functions that are agreed locally. For the majority of these regimes the costs are recovered through fees set by each council and paid by the licence applicant or holder. It is an accepted principle in relation to these schemes that those who benefit from the system (e.g. licence holders) should cover the cost of it.
- 2.2 Fees for Licensing functions within Public Health and Regulation were reviewed last year and the costs of administering the licensing regimes have increased this year with staffing costs and materials rising with inflation. The licence fees have been reviewed with this in mind and some have gone up and some have stayed the same.
- 2.2 In order to ensure that council tax payers are not subsidising work concerning licensing administration, income is raised from licence fees with the aim of recovering the cost of administration of each regime within the constraints of regulation. Licence fees should not be used to raise surplus revenues.
- 2.3 There are licensing services such as the taxi licensing service which operate on a self financing, year-by-year basis, scrap metal licensing and animal welfare licensing operates on a similar basis. This means that the Council has the discretion to set fees for these services on a cost recovery basis with appropriate adjustments for any over or under spend from the previous year. In the event that any one of these best estimates proves to be too wide of the mark revised fees will

be calculated in order to comply with the statutory requirements and these would be brought back to the Licensing Committee.

- 2.4 There are also statutory services where fees and charges are prescribed by Government. Changes in the level of fees and charges set by Government are implemented as and when they are issued by the appropriate Department and communicated to service users through appropriate channels, e.g. through the Council's website.

3.0 Proposals

- 3.1 Costs incurred by the council in running the licensing service have increased since the fees were reviewed last year. On average all fees have increased after considering the Council's proposed inflation increase of 3% with the exception of Statutory Charges (set by Government).
- 3.2 Hackney carriage and private hire fees underwent a thorough cost analysis last year to ensure the costs of the licence reflect the cost of producing licences and administering the service. These have been revised this year with amended hourly rates which include oncosts and support costs. The revised fees can be found in Appendix 1. In addition the time allocation has been revised for vehicle and driver licences to reflect changes in regulations and safety requirements that take into account the increased officer time required to administer licences and the additional checks now necessary to ensure public safety. A breakdown of the taxi fee analysis can be found in Appendix 2.
- 3.3 Current Government guidance states that 3 year driver licences and 5 year operator licences should be provided except for in exceptional circumstances. By offering longer term licences this provides greater protection to licensees as it reduces the risk of licences expiring after a year. It was noted that the incorrect hourly rate applied to 1 year Operator Licences with 1-2 vehicles so this has been amended resulting in a £30 increase for a 5 year licence. Other Operator fees have not increased as it is too early to know the impact of these after only 1 year.
- 3.4 The Worthing Hackney Carriage and Private Hire account is currently operating on a deficit and it is anticipated that the reviewed fees should provide for cost recovery. The benefits of this will not be fully recognised year on year as the 3 and 5 year licences result in some years obtaining increased fees while others appear significantly lower.
- 3.5 The Hackney Carriage and Private Hire Summary Account can be found in Appendix 3.
- 3.6 Street Trading fees have been reviewed and these have increased to reflect additional time taken to undertake compliance visits and enquiries relating to street trading.
- 3.7 If Councillors are minded to change the Hackney Carriage & Private Hire and street trading fees as detailed in Appendix 1, the Council shall place a notice in a local newspaper setting out the changes to the street trading, hackney carriage and private hire vehicle and operator fees and inviting representations on those changes within 28 days. A copy of the notice shall also be available at Council Offices for inspection. Should objections be received the Council should consider these and set the fee with or without modification. It is proposed that the Public Health and Regulation Manager be delegated to set the fee in consultation with the Chair of the Licensing Committee not later than 2 months after the notice expires.

- 3.7 Animal Welfare Licensing fees have increased by approximately 3%.
- 3.8 Nationally there has been a transition of Gambling activities from the high street to online and it is likely we shall see this trend continue. The Council currently charges the statutory maximum fee for all Gambling activities.

4.0 Legal

- 4.1 The Council has powers under Section 65, Local Government (Miscellaneous Provisions Act) 1976 (“the Act”) to set a tariff for Hackney Carriages. It is important that the tariff set is consistent and unambiguous.
- 4.2 If Members are of a mind to provisionally approve the increase the suggested tariff must be advertised in a local paper giving the proposed variation in fares, a copy of the notice must be lodged at the Council offices, available for inspection by the public “at all reasonable hours”, and at least 14 days must be allowed after such publication for any objections.
- 4.3 If there are no objections, or any objections made are withdrawn, the new tariff may come into effect on a date which is not less than 14 days after the date of publication, or the date of withdrawal of the last objection, whichever is later.
- 4.4 If there are objections, the Council must consider them unless previously withdrawn. The new tariff, if imposed by Members after such consideration, will come into effect on a date set by the Committee, which is not more than two months after the first specified day.

5.0 Financial implications

- 5.1 Setting of discretionary fees and charges is delegated to the Head of Service in consultation with the Head of Finance and the Licensing & Control Committee.
- 5.2 The proposed changes to fees set out in Appendix 1 is expected to result in a small increase in annual discretionary fee income compared to 2023/24, in line with the inflationary increase to the budget. It is not expected that this review will have a significant impact on the number of discretionary licences in issue.

6.0 Recommendation

- 6.1 To approve the scale of licensing fees proposed within Appendix 1 to apply from 1 April 2024.
- 6.2 Should representations be received following the Council placing a notice in a local newspaper setting out the changes to the vehicle and operator fees and inviting representations on those changes within 28 days then these will be considered by the Public Health and Regulation Manager in consultation with the Chair of the Licensing Committee.

Background Papers:

[Open for business LGA guidance on locally set licence fees](#)

Contact Officer: Ed Hele Public Health and Regulation Manager Portland House Richmond Road Worthing BN11 1HS Tel: 01273263330 Email: ed.hele@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

1.1 Matter considered and will have a positive impact on Council Priorities.

2.0 Specific Action Plans

2.1 Matter considered and no significant issues identified.

3.0 Sustainability Issues

3.1 The proposal will result in a reduction in use of natural resources.

4.0 Equality Issues

4.1 Matter considered and no significant issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no significant issues identified.

6.0 Human Rights Issues

6.1 Matter considered within the body of the report.

7.0 Reputation

7.1 Matter considered within the body of the report.

8.0 Consultations

8.1 Matter considered and no consultation requirements identified

9.0 Risk Assessment

9.1 Matter considered and no significant issues identified]

10.0 Health & Safety Issues

10.1 Matter considered and no significant issues identified

11.0 Procurement Strategy

11.1 Matter considered and no significant issues identified

12.0 Partnership Working

12.1 Matter considered and no significant issues identified

Appendix 1 - Proposed Fees and Charges 2024-25

Worthing Borough Council Fees and Charges proposals 2023/2024						
VAT charge types: i = inclusive of VAT @ 20%, e = non-business or exempt from VAT, s = standard plus VAT @ 20%						
		2023/2024	Apr 2024	APPENDIX 1		
		Current	Proposed			
1	LICENSING	Charge	Charge	Increase	Increase %	
		£pence	£pence	VAT	£pence	
2	Street Trading Consents					
3	Individual Traders					
4	Street Trading Consents - Town Ctre (non Vehicles)	Day	53.00	60.00	e	7.00 13.21%
5	Street Trading Consents - Town Ctre (non Vehicles)	Week	130.00	150.00	e	20.00 15.38%
6	Street Trading Consents - Town Ctre (non Vehicles)	Annual	2,290.00	2,500.00	e	210.00 9.17%
7	Marine Crescent and Marine Drive (vehicles)	Annual	300.00	390.00	e	90.00 30.00%
8	Scrap Metal Dealers Act 2013	Site Licence	508.50	524.00	e	15.50 3.05%
9		Collector	324.00	334.00	e	10.00 3.09%
10		Change of name/address	40.00	42.50	e	2.50 6.25%
11		Licence Variation	117.50	123.50	e	6.00 5.11%
12		Copy of Licence	16.00	16.50	e	0.50 3.13%
13	TAXI LICENSING					
14	1 Year Hackney Carriage Vehicle		307.50	324.00	e	16.50 5.37%
15	1 Year Private Hire Vehicle		262.50	278.00	e	15.50 5.90%
16	Drivers Licence New Application Fee (inc 1st knowledge test)		122.50	137.25	e	14.75 12.04%
17	Hackney Drivers 3 Year Licence		282.50	291.50	e	9.00 3.19%
18	Private Hire Drivers 3 Year Licence		282.50	291.50	e	9.00 3.19%
19	1 Year Driver (extenuating circumstances)		120.00	130.00	e	10.00 8.33%
20	Private Hire Operator First Application Fee		110.00	124.50	e	14.50 13.18%
21	5 Year Private Hire Operator	1-2 vehicles	412.00	442.00	e	30.00 7.28%
22	5 Year Private Hire Operator	3-5 vehicles	877.00	877.00	e	0.00 0.00%
23	5 Year Private Hire Operator	6-10 vehicles	1,602.00	1,602.00	e	0.00 0.00%
24	5 Year Private Hire Operator	11-20 vehicles	3,632.00	3,632.00	e	0.00 0.00%
25	5 Year Private Hire Operator	21-30 vehicles	7,112.00	7,112.00	e	0.00 0.00%
26	5 Year Private Hire Operator	31+ vehicles	8,272.00	8,272.00	e	0.00 0.00%
27	1 Year Private Hire Operator (Exceptional Circumstances)	1-2 Vehicles	204.00	210.00	e	6.00 2.94%
28	1 Year Private Hire Operator (Exceptional Circumstances)	3-5 Vehicles	297.00	297.00	e	0.00 0.00%
29	1 Year Private Hire Operator (Exceptional Circumstances)	6-10 Vehicles	472.40	472.40	e	0.00 0.00%
30	1 Year Private Hire Operator (Exceptional Circumstances)	11-20 Vehicles	878.40	878.40	e	0.00 0.00%
31	1 Year Private Hire Operator (Exceptional Circumstances)	21-30 Vehilces	1,574.40	1,574.40	e	0.00 0.00%
32	1 Year Private Hire Operator (Exceptional Circumstances)	31+ Vehicles	1,776.00	1,776.00	e	0.00 0.00%
33	Rear Plate		25.60	26.20	e	0.60 2.34%
34	Door Signs Pair		30.80	31.60	e	0.80 2.60%
35	Door Sign Single		18.00	18.50	e	0.50 2.78%
36	Internal plate/sign		18.00	18.50	e	0.50 2.78%

37	Change of Vehicle			62.00	63.50	e	1.50	2.42%			
38	Copy of Licence			26.50	27.25	e	0.75	2.83%			
39	Temp Vehicle Hackney Carriage (3 Months)(Inc new plates, licence, materials, vehicle checks)			117.00	Remove	e					
40	Temp Vehicle Private Hire (3 Months)(Inc new plates, licence, materials, vehicle checks)			117.00	Remove	e					
41	Additional Knowledge Test each			55.00	65.00	e	10.00	18.18%			
42	Additional Drivers Licence (inc DBS/Medical check)			67.50	72.50	e	5.00	7.41%			
43	Replacement Badge			18.25	18.75	e	0.50	2.74%			
44	DBS			56.50	57.50	e	1.00	1.77%			
45	Child Exploitation Training (external)			25.00	25.00	e	0.00	0.00%			
46	ANIMAL WELFARE LICENSING	Part A	Part B	Total					Part A	Part B	
47	Dog (Home Boarding)	110.00	120.00	230.00	237.00	e	7.00	3.04%	113.00	124.00	237.00
48	Dog (Home Boarding) Franchise	78.00	86.00	164.00	169.00	e	5.00	3.05%	80.00	89.00	169.00
49	Dog (Day Care)	190.00	200.00	390.00	402.00	e	12.00	3.08%	196.00	206.00	402.00
50	Dog (Kennels)	190.00	200.00	390.00	402.00	e	12.00	3.08%	196.00	206.00	402.00
51	Cattery	154.00	162.00	316.00	325.00	e	9.00	2.85%	158.00	167.00	325.00
52	Dog Breeding*	150.00	148.00	298.00	306.00	e	8.00	2.68%	154.00	152.00	306.00
53	Exhibition of Animals*	150.00	148.00	298.00	306.00	e	8.00	2.68%	154.00	152.00	306.00
54	Hire of Horses* 1-10	170.00	179.00	349.00	359.00	e	10.00	2.87%	174.00	185.00	359.00
55	Hire of Horses* 11-20	190.00	200.00	390.00	402.00	e	12.00	3.08%	196.00	206.00	402.00
56	Hire of Horses* 21+	235.00	225.00	460.00	472.00	e	12.00	2.61%	241.00	231.00	472.00
57	Pet Vending	110.00	120.00	230.00	237.00	e	7.00	3.04%	113.00	124.00	237.00
58	<i>Secondary Activity</i>										
59	Dog (Home Boarding)	-	-	95.00	98.00	e	3.00	3.16%			
60	Dog (Day Care)	-	-	260.00	267.00	e	7.00	2.69%			
61	Dog (Kennels)	-	-	260.00	267.00	e	7.00	2.69%			
62	Cattery	-	-	185.00	190.00	e	5.00	2.70%			
63	Dog Breeding*	-	-	160.00	165.00	e	5.00	3.13%			
64	Exhibition of Animals*	-	-	160.00	165.00	e	5.00	3.13%			
65	Hire of Horses* 1-10	-	-	215.00	220.00	e	5.00	2.33%			
66	Hire of Horses* 11-20	-	-	265.00	273.00	e	8.00	3.02%			
67	Hire of Horses* 21+	-	-	330.00	340.00	e	10.00	3.03%			
68	Pet Vending	-	-	95.00	98.00	e	3.00	3.16%			
69	Variation to Licence	-	-	60.00	62.00	e	2.00	3.33%			
70	Re-inspection request for re-rating purposes			New	120.00	e					
71	* = plus vet fees (The Re- Rating request fee is the same as the Part B for the activity.)										
72	Dangerous Wild Animals										
73	Vertebrates - 1st species: one animal			766.50	790.00	e	23.50	3.07%			
74	Each additional species			454.50	468.00	e	13.50	2.97%			
75	Each additional animal			78.00	80.00	e	2.00	2.56%			
76	Invertebrates - 1st species up to 50 animals			454.50	465.00	e	10.50	2.31%			
77	Each additional species			43.00	44.00	e	1.00	2.33%			

78	Dangerous Wild Animals (Premises)*			312.50	322.00	e	9.50	3.04%		
79	Dangerous Wild Animals (Premises) Renewal *			279.50	288.00	e	8.50	3.04%		
80	* = plus vet fees									
81	Zoo			1,814.50	1,870.00	e	55.50	3.06%		
82	Misc Licensing									
83	Pleasure Boats			114.50	114.50	e	0.00	0.00%		
84	Sex Establishment Licence - New			3,266.00	3,266.00	e	0.00	0.00%		
85	Sex Establishment Licence - Renewal			1,702.00	1,702.00	e	0.00	0.00%		
86	Licensing Act 2003									
87	Premises Licence and Club Premises Certificates									
88	Statutory fees apply as shown below									
88	(Licence fees are linked to non-domestic rateable value of the premises)									
89	Application Fee									
90	Band A	Statutory Fee		100.00	100.00	e	0.00	0.00%		
91	Band B	Statutory Fee		190.00	190.00	e	0.00	0.00%		
92	Band C	Statutory Fee		315.00	315.00	e	0.00	0.00%		
93	Band D	Statutory Fee		450.00	450.00	e	0.00	0.00%		
94	Band E	Statutory Fee		635.00	635.00	e	0.00	0.00%		
95	Annual Charge									
96	Band A	Statutory Fee		70.00	70.00	e	0.00	0.00%		
97	Band B	Statutory Fee		180.00	180.00	e	0.00	0.00%		
98	Band C	Statutory Fee		295.00	295.00	e	0.00	0.00%		
99	Band D	Statutory Fee		320.00	320.00	e	0.00	0.00%		
100	Band E	Statutory Fee		350.00	350.00	e	0.00	0.00%		
101	Minor variation application	Statutory Fee		89.00	89.00	e	0.00	0.00%		
102	Dis Application DPS	Statutory Fee		23.00	23.00	e	0.00	0.00%		
103	Personal Licence	Statutory Fee		37.00	37.00	e	0.00	0.00%		
104	Tempory Event Notice	Statutory Fee		21.00	21.00	e	0.00	0.00%		
105	Theft, loss etc of premises licence summary	Statutory Fee		10.50	10.50	e	0.00	0.00%		
106	Application for a provisional statement where premises being built etc	Statutory Fee		315.00	315.00	e	0.00	0.00%		
107	Notice of change of name or address	Statutory Fee		10.50	10.50	e	0.00	0.00%		
108	Application to vary a licence to specify individual as Designated Premises Supervisor	Statutory Fee		23.00	23.00	e	0.00	0.00%		
109	Application for transfer of Premises Licence	Statutory Fee		23.00	23.00	e	0.00	0.00%		
110	Interim authority notice following death etc. of licence holder	Statutory Fee		23.00	23.00	e	0.00	0.00%		
111	Theft, loss etc. of certificate or summary	Statutory Fee		10.50	10.50	e	0.00	0.00%		
112	Notification of change of name or alteration of rules of club	Statutory Fee		10.50	10.50	e	0.00	0.00%		
113	Change of relevant registered address of club	Statutory Fee		10.50	10.50	e	0.00	0.00%		
114	Theft, loss etc. of Tempory Event Notice	Statutory Fee		10.50	10.50	e	0.00	0.00%		
115	Theft, loss etc. of Personal Licence	Statutory Fee		10.50	10.50	e	0.00	0.00%		
116	Duty to notify of change of name or address	Statutory Fee		10.50	10.50	e	0.00	0.00%		
117	Right of freeholder etc. to be notified of licensing matters	Statutory Fee		21.00	21.00	e	0.00	0.00%		

118	Premises Licenses Additional Fees - Where the number of people that the applicant allows on the premises at any one time is 5,000 or more an additional fee will be charged.																		
119	Gambling Act 2005																		
120	Bingo - New Application	Statutory Maximum Fee	3,500.00	3,500.00	e	0.00	0.00%												
121	Bingo - Annual fee	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%												
122	Bingo - Variation	Statutory Maximum Fee	1,750.00	1,750.00	e	0.00	0.00%												
123	Bingo - Transfer	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%												
124	Bingo - Reinstatement	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%												
125	Bingo - Provisional Statement	Statutory Maximum Fee	3,500.00	3,500.00		0.00	0.00%												
126	Adult Gaming Centre - New Application	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%												
127	Adult Gaming Centre - Annual fee	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%												
128	Adult Gaming Centre - Variation	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%												
129	Adult Gaming Centre - Transfer	Statutory Fee	1,200.00	1,200.00	e	0.00	0.00%												
130	Adult Gaming Centre - Reinstatement	Statutory Fee	1,200.00	1,200.00	e	0.00	0.00%												
131	Adult Gaming Centre - Provisional Statement	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%												
132	Family Entertainment Centre - New Application	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%												
133	Family Entertainment Centre - Annual fee	Statutory Maximum Fee	750.00	750.00	e	0.00	0.00%												
134	Family Entertainment Centre - Variation	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%												
135	Family Entertainment Centre - Transfer	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%												
136	Family Entertainment Centre - Reinstatement	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%												
137	Family Entertainment Centre - Provisional Statement	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%												
138	Betting Other - New Application	Statutory Maximum Fee	3,000.00	3,000.00	e	0.00	0.00%												
139	Betting Other - Annual fee	Statutory Maximum Fee	600.00	600.00	e	0.00	0.00%												
140	Betting Other - Variation	Statutory Maximum Fee	1,500.00	1,500.00	e	0.00	0.00%												
141	Betting Other - Transfer	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%												
142	Betting Other - Reinstatement	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%												
143	Betting Other - Provisional Statement	Statutory Maximum Fee	3,000.00	3,000.00	e	0.00	0.00%												
144	Betting Track - New Application	Statutory Maximum Fee	2,500.00	2,500.00	e	0.00	0.00%												
145	Betting Track - Annual fee	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%												
146	Betting Track - Variation	Statutory Maximum Fee	1,250.00	1,250.00	e	0.00	0.00%												
147	Betting Track - Transfer	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%												
148	Betting Track - Reinstatement	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%												
149	Betting Track - Provisional Statement	Statutory Maximum Fee	2,500.00	2,500.00	e	0.00	0.00%												
150	Notes: 1. First annual fee of a licence will be subject to a 25% discount. 2. All copy licences will be £25. 3. All notifications of change will be £50																		

151	Gambling Act 2005 – Permit Fees								
152	Family Entertainment Gamng Machine Permit - Application Fee	Statutory Fee	300.00	300.00	e	0	0.00%		
153	Family Entertainment Gamng Machine Permit - Renewal Fee	Statutory Fee	300.00	300.00	e	0	0.00%		
154	Prize Gaming Permit - Application Fee	Statutory Fee	300.00	300.00	e	0	0.00%		
155	Prize Gaming Permit - Renewal Fee	Statutory Fee	300.00	300.00	e	0	0.00%		
156	Alcohol Licensed Premises Notification of 2 or less machines - Application Fee	Statutory Fee	150.00	150.00	e	0	0.00%		
157	Alcohol Licensed Premises Notification of 2 or less machines - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%		
158	Club Gaming Permit - Application Fee	Statutory Fee	200.00	200.00	e	0	0.00%		
159	Club Gaming Permit - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%		
160	Club Gaming Permit - Renewal Fee	Statutory Fee	200.00	200.00	e	0	0.00%		
161	Club Gaming Machine Permit - Application Fee	Statutory Fee	200.00	200.00	e	0	0.00%		
162	Club Gaming Machine Permit - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%		
163	Club Gaming Machine Permit - Renewal Fee	Statutory Fee	200.00	200.00	e	0	0.00%		
164	Club Gaming Permit or Club Gaming Machine Permit fast track applications made by holders of LA 2003 Club Premises Certificates - Application Fee	Statutory Fee	100.00	100.00	e	0	0.00%		
165	Club Gaming Permit or Club Gaming Machine Permit fast track applications made by holders of LA 2003 Club Premises Certificates - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%		
166	Small Society Lottery Registration - Application Fee	Statutory Fee	40.00	40.00	e	0	0.00%		
167	Small Society Lottery Registration - Annual Fee	Statutory Fee	20.00	20.00	e	0	0.00%		
168	Permit Misc Fees								
169	FEC Permits - Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%		
170	FEC Permits - Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%		
171	Prize Gaming Permits - Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%		
172	Prize Gaming Permits - Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%		
173	Alcohol Licensed Premises – Notification of 2 or less machines	Statutory Fee	N/A	N/A					
174	Alcohol Licensed Premises – More than 2 machines Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%		
175	Alcohol Licensed Premises – More than 2 machines Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%		
176	Alcohol Licensed Premises – More than 2 machines Variation	Statutory Fee	100.00	100.00	e	0	0.00%		
177	Alcohol Licensed Premises – More than 2 machines Transfer	Statutory Fee	25.00	25.00	e	0	0.00%		
178	Club Gaming Permit Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%		
179	Club Gaming Permit Variation	Statutory Fee	100.00	100.00	e	0	0.00%		
180	Club Gaming Machine Permit Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%		
181	Club Gaming Machine Permit Variation	Statutory Fee	100.00	100.00	e	0	0.00%		
182	Small Society Lottery Registration	Statutory Fee	N/A	N/A					

Appendix 2 - Taxi Fee Calculations

Vehicle New	Time taken (hours)	Who (A/O/M)	Hourly Rate	Hours x Cost ph	Materials	Total Cost £	Hourly rate inc on costs & support costs	Original
Application received Assessed/Scanned/ IT /Directed to Licensing Team	1	A	£ 27.00	£ 27.00		£ 27.00	A Admin £ 27.00	£26.00
Process payment (Non online)	0.25	A	£ 27.00	£ 6.75		£ 6.75	O Officer £ 30.00	£29.00
Licensing Team Assess Application	0.25	A	£ 27.00	£ 6.75		£ 6.75	M Manager £ 46.00	£45.00
Mid Term vehicle inspection inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 27.00	£ 20.25		£ 20.25		
Assess Insurance docs inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 27.00	£ 20.25		£ 20.25		
Mid Term MOT inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 27.00	£ 20.25		£ 20.25		
Officer consideration, enquiries	0.5	O	£ 30.00	£ 15.00		£ 15.00		
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.5	O	£ 30.00	£ 15.00		£ 15.00		
Prepare and issue licence paperwork	0.5	A	£ 27.00	£ 13.50		£ 13.50		
10 year inspection, inputting Tascomi and letter to advise	1	M	£ 46.00	£ 46.00		£ 46.00		
Print and despatch all documents	0.25	A	£ 27.00	£ 6.75	£ 7.00	£ 13.75		
12mnths/Compliance monitoring and enforcement	2	O	£ 30.00	£ 60.00		£ 60.00		
Advise renewal required in writing 2 months prior to expiry	0.5	A	£ 27.00	£ 13.50		£ 13.50		
						Total £ 278.00		
	Total	9				PH £ 278.00		
Hackney Carriage Tariff Variation + Advert + Consultation = Meter adjustment	1	M	£ <u>46.00</u>	£ <u>46.00</u>		HC £ 46.00		
						Total £ <u>324.00</u>		
					Materials			
Rear Plate	0.6	A	£ 27.00	£ 16.20	£ 10.00	£ 26.20		
Door Signs Pair	0.8	A	£ 27.00	£ 21.60	£ 10.00	£ 31.60		
Door Sign Single	0.5	A	£ 27.00	£ 13.50	£ 5.00	£ 18.50		
Internal plate/sign	0.5	A	£ 27.00	£ 13.50	£ 5.00	£ 18.50		
Change of Vehicle	1.5	A	£ 27.00	£ 40.50	£ 23.00	£ 63.50		
Copy of Licence	0.75	A	£ 27.00	£ 20.25	£ 7.00	£ 27.25		
Temp Vehicle (3 Months)(Inc new plates, licence, materials, vehicle checks)	3	O	£ 30.00	£ 90.00	£ 30.00	£ 120.00		

	Time taken (hours)	Who (A/O/M)	Hourly rate	Hours x Cost ph	Materials	Cost £		Hourly rate inc on costs & support costs	Original
							A Admin	£ 27.00	£26.00
							O Officer	£ 30.00	£29.00
							M Manager	£ 46.00	£45.00
New Application					Materials				
First Application - Produce application form, process payment, post	1.5	A	£ 27.00	£ 40.50	£ 5.00	£ 45.50			
Printing and postage	0.25	A	£ 27.00	£ 6.75	£ 5.00	£ 11.75			
1st Knowledge Test	2	A/O	£ 30.00	£ 60.00	£ 5.00	£ 65.00			
					Total	£ 137.25			
Driver 3 Year									
Application Assessed/Scanned/ IT /Directed to Licensing Team	1	A	£ 27.00	£ 25.00					
Process payment (Non online)	0.25	A	£ 27.00	£ 6.75					
Licensing Team Assess Application	0.25	A	£ 27.00	£ 6.75					
Assess initial DBS inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 27.00	£ 20.25					
Assess References inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 27.00	£ 20.25					
6 mth DBS inc enqs for missing/incomplete docs update Tascomi etc (3 yr lic x 6)(1 yr = 60mins)	1.5	A	£ 27.00	£ 40.50					
Assess Medical inc enqs for missing/incomplete docs update Tascomi etc	1	A	£ 27.00	£ 27.00					
Officer consideration, enquiries , enforcement and administration post issue (1yr = 60 mins)	3	O	£ 30.00	£ 90.00					
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.25	A	£ 27.00	£ 6.75					
Prepare and issue licence paperwork	0.25	A	£ 27.00	£ 6.75	£ 5.00				
Advise renewal required in writing 2 months prior to expiry	0.5	A	£ 27.00	£ 13.50					
Taxi Supervisor Time - Determinations Advice etc 30mins	0.5	M	£ 46.00	£ 23.00					
Total	9.5								
					Cost of licence				
					Total	£ 291.50			
					Materials				
Additional Knowledge Test each	2	A/O	£ 30.00	£ 60.00	£ 5.00	£ 65.00			
Additional Drivers Licence (inc DBS/Medical check)	2.5	A	£ 27.00	£ 67.50	£ 5.00	£ 72.50			
Replacement Badge	0.25	A	£ 27.00	£ 6.75	£ 12.00	£ 18.75			
DBS	0.5	A	£ 27.00	£ 13.50	£ 44.00	£ 57.50			
Child Exploitation Training (external)	-	-	-	-	-	£ 25.00			
					Total	£ 238.75			
Application Assessed/Scanned/ IT /Directed to Licensing Team	0.75	A	£ 27.00	£ 20.25					
Process payment (Non online)	0.25	A	£ 27.00	£ 6.75					
Licensing Team Assess Application	0.25	A	£ 27.00	£ 6.75					
Assess initial DBS inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£ 27.00	£ 13.50					
Assess References inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£ 27.00	£ 13.50					
6 mth DBS inc enqs for missing/incomplete docs update Tascomi etc (3 yr lic x 6)(1 yr = 60mins)	0.5	A	£ 27.00	£ 13.50					
Assess Medical inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£ 27.00	£ 13.50					
Officer consideration, enquiries , enforcement and administration post issue (1yr = 60 mins)	1	O	£ 30.00	£ 30.00					
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.25	A	£ 27.00	£ 6.75					
Prepare and issue licence paperwork	0.25	A	£ 27.00	£ 6.75	£ 5.00				
Advise renewal required in writing 2 months prior to expiry	0.5	A	£ 27.00	£ 13.50					
Taxi Supervisor Time - Determinations Advice etc 30mins	0.5	M	£ 46.00	£ 23.00					
Total	5.75								
					Cost of licence				
					Total	£ 172.75	£ 172.75		
					Total Adj	£ 130.00			

1 Year Driver extenuating circumstances

Private Hire Operator Application	Time taken (hour)	Who (A/O/M)	Hourly rate	Hours x Cost ph	Materials	Cost £	Hourly rate inc on costs & support costs	Original	
First Application - Produce application form, process payment, post	1.25	A	£ 26.00	£ 32.50		£ 32.50	A Admin £ 26.00	£26.00	
Printing and postage					£ 5.00		O Officer £ 29.00	£29.00	
Assess DBS inc enqs for missing/incomplete docs update Tascomi etcs	1.5	O	£ 29.00	£ 43.50		£ 43.50	M Manager £ 45.00	£45.00	
Planning /call centre/address/site visit check/tax/processors	1.5	O	£ 29.00	£ 43.50		£ 43.50	OLD		
total	4.25				Total	£ 124.50		£110.00	
 Child Exploitation Training						£ 25.00	£25.00		
 Private Hire Operator									
Application received Assessed/Scanned/ IT /Directed to Licensing Team	1	A	£ 26.00	£ 26.00					
Process payment	0.25	A	£ 26.00	£ 6.50					
Licensing Team Assess Application	0.25	A	£ 26.00	£ 6.50					
Assess DBS inc enqs for missing/incomplete docs update Tascomi etcs	0.5	A	£ 26.00	£ 13.00					
Officer consideration, enquiries and arrange appt	1	O	£ 29.00	£ 29.00					
Grant/refuse (to include time for report writing and preparing reasons) update Tascomi etc	2	O	£ 29.00	£ 58.00					
Prepare and issue licence paperwork	0.25	A	£ 26.00	£ 6.50					
Advise renewal required in writing 2 months prior to expiry	0.25	A	£ 26.00	£ 6.50					
Total	5.5					£ 152.00			
 Post Issue Compliance Visits see categories below (5 year licence) inc 30 min e/w travel							Total £ Cost 5 yrs	Total £ Cost 1 yrs	Veh
1-2 Vehicles (+2 hr/12mnth x 5 yr monitoring and enforcent due to size)	10	O	£ 29.00	£ 290.00		£ 290.00	£ 442.00	£ 210.00	1-2
3-5 Vehicles (+5 hr/12mnth x 5 yr monitoring and enforcent due to size)	25	O	£ 29.00	£ 725.00		£ 725.00	£ 877.00	£ 297.00	3-5
6-10 Vehicles (+10 hr/12mnth x 5 yr monitoring and enforcent due to size)	50	O	£ 29.00	£ 1,450.00		£ 1,450.00	£ 1,602.00	£ 472.40	6-10
11-20 Vehicles (+20 hrs/12mth x 5 yr monitoring and enforcing due to size)	120	O	£ 29.00	£ 3,480.00		£ 3,480.00	£ 3,632.00	£ 878.40	11-20
21-30 Vehilces (+48hrs/12mth x 5 yr monitoring and enforcing due to size)	240	O	£ 29.00	£ 6,960.00		£ 6,960.00	£ 7,112.00	£ 1,574.40	21-30
31+ Vehicles (+56hr/12mth x 5 yr monitoring and enforcement due to size)	280	O	£ 29.00	£ 8,120.00		£ 8,120.00	£ 8,272.00	£ 1,776.00	31+

Appendix 3 - Hackney Carriage and Private Hire Summary Accounts

HACKNEY CARRIAGE & PRIVATE HIRE

WORTHING	2019-20	2020-21	2021-22	2022-23
Other Income	0	(597)	(597)	(1,194)
Reimbursements (DBS checks)	(1,772)	(1,760)	(4,856)	(2,508)
Licence Income	41,000	(41,055)	0	0
Marshall Fees	(1,327)	(63)	0	0
Hackney Driver Licence	(17,852)	(2,239)	(3,767)	(15,788)
Hackney Vehicle Licence	(17,832)	(15,395)	(14,541)	(13,269)
Private Hire Driver Licence	(49,238)	(8,363)	(7,159)	(39,726)
Private Hire Vehicle License	(41,523)	(35,043)	(29,977)	(32,257)
Private Hire Operator Licence	(8,763)	(4,582)	(4,438)	(3,812)
Income Total	(97,307)	(109,097)	(65,335)	(108,554)
Supplies and Services	10,505	5,926	6,834	12,645
Central Recharges	465	36,199	37,240	39,458
Departmental Recharges	71,129	77,145	111,704	117,395
Expenditure Total	82,099	119,270	155,778	169,498
Net (surplus)/deficit	(15,209)	10,173	90,443	60,944