



ADUR DISTRICT
C O U N C I L

1 March 2024

Adur Licensing Committee	
Date:	11 March 2024
Time:	7.00 pm
Venue:	QEII Room Shoreham Centre

Committee Membership: Councillors Catherine Arnold, Vee Barton (Vice-Chair), , Robina Baine, Tony Bellasis, Ann Bridges, Mandy Buxton (Chair), Jim Funnell, Jude Harvey, Paul Mansfield, Julian Shinn and Julia Watts

Agenda

Part A

1. Declaration of Interests / 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 **Tuesday 5 March 2024**.

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 **Tuesday 5 March 2024** to Democratic Services, democratic.services@adur-worthing.gov.uk

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

4. Minutes

To approve the minutes of the Licensing Committee meeting held on **11 September 2023** and the Licensing Sub Committee meetings held on **13 November and 5 December 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. Adur Fees and Charges Consultation Committee Report (Pages 5 - 12)

To consider a report by the Director for Sustainability & Resources, attached as item 6.

Part B - Not for publication - Exempt Information Reports

None.

Recording of this meeting

Please note that this meeting is being audio live streamed and a recording of the meeting will be available on the Council's website. This meeting will be available on our website for one year and will be deleted after that period. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

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 Solicitor 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.



ADUR DISTRICT
COUNCIL

Adur Licensing Committee
11 March 2024
Item 6

Ward: All in Adur

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 Committee as it is not an executive function of the Council.
- 1.2 Councillors are asked to note that no responses were 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.
- 1.3 The Licensing Committee is requested to recommend to Council that it formally ratifies the fees.

2.0 Content

- 2.1 The Committee approved the fees and charges on 13th November 2023 and it was agreed that the Council would place a notice in a local newspaper setting out the changes to the vehicle and operator fees and invite representations on these.
- 2.2 No representations were received following the advertisement in the local newspaper.
- 2.3 The proposed fee increases can be seen at Appendix 1 for Hackney Carriage and Private Hire. The yearly increases for hackney carriages and private hire vehicles respectively are £16.50 (5.37%) and £15.50 (5.9%) respectively and three year driver licences have increased by £9.00 (3.19%). Prior to last year there had been no review in fees for a number of years and following an increase in costs the summary account has resulted in a net budget deficit of £60,131 which is required to be recovered. Summary account information can be found at Appendix 2.
- 2.5 The proposed fee increases are considered to be moderate and it is anticipated that without the fee increase the net deficit will increase meaning

that the taxi licensing service is not operating on a self financing, year-by-year basis. 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.

3.0 Legal

3.1 Licensing fees must be charged in accordance with the requirements of the particular legislation and the relevant case law.

4.0 Financial implications

4.1 Setting of discretionary fees and charges is delegated to the Head of Service in consultation with the Head of Finance and the Licensing Committee.

4.2 The proposed change to fees set out in Appendix 1 is expected to result in a small increase in annual discretionary fee income compared to 2023/24. This is in line with the inflationary increase to the budget and with the intention of beginning to recover the net budget deficit outlined at paragraph 2.4.

5.0 Recommendation

5.1 Note that no responses were 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.

5.3 The Licensing Committee is requested to recommend to Council that it formally ratifies the fees and that they shall come into effect on 1 April 2024.

Background Papers:

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

[Licensing Committee Report and Minutes 13 November 2023](#)

Appendices

Appendix 1 - Adur Hackney Carriage and Private Hire Fees 2024/25

Appendix 2 - Adur Hackney Carriage & Private Hire Summary Accounts

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

			2023/2024	2024/2025		APPENDIX 1	
			Current	Proposed			
1	LICENSING		Charge	Charge		Increase	Increase %
			£pence	£pence	VAT	£pence	
2	TAXI LICENSING						
3	1 Year Hackney Carriage Vehicle		307.50	324.00	e	16.50	5.37%
4	1 Year Private Hire Vehicle		262.50	278.00	e	15.50	5.90%
5	Drivers Licence New Application Fee (inc 1st knowledge test)		122.50	137.25	e	14.75	12.04%
6	Hackney Drivers 3 Year Licence		282.50	291.50	e	9.00	3.19%
7	Private Hire Drivers 3 Year Licence		282.50	291.50	e	9.00	3.19%
8	1 Year Driver (extenuating circumstances)		120.00	130.00	e	10.00	8.33%
9	Private Hire Operator First Application Fee		110.00	124.50	e	14.50	13.18%
10	5 Year Private Hire Operator	1-2 Vehicles	412.00	442.00	e	30.00	7.28%
11	5 Year Private Hire Operator	3-5 Vehicles	877.00	877.00	e	0.00	0.00%
12	5 Year Private Hire Operator	6-10 Vehicles	1,602.00	1,602.00	e	0.00	0.00%
13	5 Year Private Hire Operator	11-20 Vehicles	3,632.00	3,632.00	e	0.00	0.00%
14	5 Year Private Hire Operator	21-30 Vehicles	7,112.00	7,112.00	e	0.00	0.00%
15	5 Year Private Hire Operator	31+ Vehicles	8,272.00	8,272.00	e	0.00	0.00%
16	1 Year Private Hire Operator (Exceptional Circumstances)	1-2 Vehicles	204.00	210.00	e	6.00	2.94%
17	1 Year Private Hire Operator (Exceptional Circumstances)	3-5 Vehicles	297.00	297.00	e	0.00	0.00%
18	1 Year Private Hire Operator (Exceptional Circumstances)	6-10 Vehicles	472.40	472.40	e	0.00	0.00%
19	1 Year Private Hire Operator (Exceptional Circumstances)	11-20 Vehicles	878.40	878.40	e	0.00	0.00%
20	1 Year Private Hire Operator (Exceptional Circumstances)	21-30 Vehicles	1,574.40	1,574.40	e	0.00	0.00%
21	1 Year Private Hire Operator (Exceptional Circumstances)	31+ Vehicles	1,776.00	1,776.00	e	0.00	0.00%
22	Rear Plate		25.60	26.20	e	0.60	2.34%
23	Door Signs Pair		30.80	31.60	e	0.80	2.60%
24	Door Sign Single		18.00	18.50	e	0.50	2.78%
25	Internal plate/sign		18.00	18.50	e	0.50	2.78%
26	Change of Vehicle		62.00	63.50	e	1.50	2.42%
27	Copy of Licence		26.50	27.25	e	0.75	2.83%
28	Temp Vehicle Hackney Carriage (3 Months)(Inc new plates, licence, materials, vehicle checks)		117.00	Remove	e		
29	Temp Vehicle Private Hire (3 Months)(Inc new plates, licence, materials, vehicle checks)		117.00	Remove	e		
30	Additional Knowledge Test each		55.00	65.00	e	10.00	18.18%
31	Additional Drivers Licence (inc DBS/Medical check)		67.50	72.50	e	5.00	7.41%
32	Replacement Badge		18.25	18.75	e	0.50	2.74%
33	DBS		56.50	57.50	e	1.00	1.77%
34	Child Exploitation Training (external)		25.00	25.00	e	0.00	0.00%

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APPENDIX 2

HACKNEY CARRIAGE & PRIVATE HIRE

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	2019/20	2020/21	2021/22	2022/23
ADUR				
Other Income	0	(597)	(597)	(1,194)
Reimbursements (DBS checks)	(1,672)	(1,276)	(3,696)	(2,329)
Licence Income	46,593	(41,350)	0	0
Hackney Driver Licence	(11,584)	(726)	(2,134)	(9,094)
Hackney Vehicle Licence	(21,169)	(16,183)	(15,239)	(17,784)
Private Hire Driver Licence	(27,652)	(6,479)	(3,668)	(21,208)
Private Hire Vehicle License	(26,668)	(18,698)	(19,695)	(20,325)
Private Hire Operator Licence	(4,933)	(4,283)	(5,901)	(8,951)
Income Total	(47,085)	(89,592)	(50,930)	(80,885)
Supplies and Services	(2,980)	1,541	5,031	5,124
Central Recharges	390	34,119	35,330	37,354
Departmental Recharges	59,932	64,687	94,948	98,538
Expenditure Total	57,343	100,347	135,308	141,016
Net (surplus)/deficit	10,258	10,755	84,378	60,131
	2019/20	2020/21	2021/22	2022/23

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