



ADUR DISTRICT
C O U N C I L

Licensing Committee

13 November 2023

Item 7

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 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 significant 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 Adur Hackney Carriage and Private Hire account is currently operating on a deficit and it is anticipated that the review 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 If Councillors are minded to change the Hackney Carriage and Private Hire fees as detailed in Appendix 1, the Council shall place 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. 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

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

Adur District Council Fees and Charges proposals 2024/2025												
VAT charge types: i = inclusive of VAT @ 20%, e = non-business or exempt from VAT, s = standard plus VAT @ 20%												
					2023/2024	Jan 2024	APPENDIX 1					
					Current	Proposed						
					Charge	Charge		Increase	Increase %			
					£pence	£pence	VAT	£pence				
1	LICENSING											
2	Scrap Metal Dealers Act 2013		Site Licence		508.50	524.00	e	15.50	3.05%			
3			Collector		324.00	334.00	e	10.00	3.09%			
4			Change of name/address		41.00	42.25	e	1.25	3.05%			
5			Licence Variation		120.00	123.50	e	3.50	2.92%			
6			Copy of Licence		16.00	16.50	e	0.50	3.13%			
7												
8	TAXI LICENSING											
9	1 Year Hackney Carriage Vehicle				307.50	324.00	e	16.50	5.37%			
10	1 Year Private Hire Vehicle				262.50	278.00	e	15.50	5.90%			
11	Drivers Licence New Application Fee (inc 1st knowledge test)				122.50	137.25	e	14.75	12.04%			
12	Hackney Drivers 3 Year Licence				282.50	291.50	e	9.00	3.19%			
13	Private Hire Drivers 3 Year Licence				282.50	291.50	e	9.00	3.19%			
14	1 Year Driver (extenuating circumstances)				120.00	130.00	e	10.00	8.33%			
15	Private Hire Operator First Application Fee				110.00	124.50	e	14.50	13.18%			
16	5 Year Private Hire Operator		1-2 Vehicles		412.00	442.00	e	30.00	7.28%			
17	5 Year Private Hire Operator		3-5 Vehicles		877.00	877.00	e	0.00	0.00%			
18	5 Year Private Hire Operator		6-10 Vehicles		1,602.00	1,602.00	e	0.00	0.00%			
19	5 Year Private Hire Operator		11-20 Vehicles		3,632.00	3,632.00	e	0.00	0.00%			
20	5 Year Private Hire Operator		21-30 Vehicles		7,112.00	7,112.00	e	0.00	0.00%			
21	5 Year Private Hire Operator		31+ Vehicles		8,272.00	8,272.00	e	0.00	0.00%			
22	1 Year Private Hire Operator (Exceptional Circumstances)		1-2 Vehicles		204.00	210.00	e	6.00	2.94%			
23	1 Year Private Hire Operator (Exceptional Circumstances)		3-5 Vehicles		297.00	297.00	e	0.00	0.00%			
24	1 Year Private Hire Operator (Exceptional Circumstances)		6-10 Vehicles		472.40	472.40	e	0.00	0.00%			
25	1 Year Private Hire Operator (Exceptional Circumstances)		11-20 Vehicles		878.40	878.40	e	0.00	0.00%			
26	1 Year Private Hire Operator (Exceptional Circumstances)		21-30 Vehicles		1,574.40	1,574.40	e	0.00	0.00%			
27	1 Year Private Hire Operator (Exceptional Circumstances)		31+ Vehicles		1,776.00	1,776.00	e	0.00	0.00%			
28	Rear Plate				25.60	26.20	e	0.60	2.34%			
29	Door Signs Pair				30.80	31.60	e	0.80	2.60%			
30	Door Sign Single				18.00	18.50	e	0.50	2.78%			
31	Internal plate/sign				18.00	18.50	e	0.50	2.78%			
32	Change of Vehicle				62.00	63.50	e	1.50	2.42%			
33	Copy of Licence				26.50	27.25	e	0.75	2.83%			
34	Temp Vehicle Hackney Carriage (3 Months)(Inc new plates, licence, materials, vehicle checks)				117.00	Remove	e					

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

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

110	Theft, loss etc. of Personal Licence	Statutory Fee	10.50	10.50	e	0.00	0.00%
111	Duty to notify of change of name or address	Statutory Fee	10.50	10.50	e	0.00	0.00%
112	Right of freeholder etc. to be notified of licensing matters	Statutory Fee	21.00	21.00	e	0.00	0.00%
113	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.						
114	Gambling Act 2005						
115	Bingo - New Application	Statutory Maximum Fee	3,500.00	3,500.00	e	0.00	0.00%
116	Bingo - Annual fee	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%
117	Bingo - Variation	Statutory Maximum Fee	1,750.00	1,750.00	e	0.00	0.00%
118	Bingo - Transfer	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%
119	Bingo - Reinstatement	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%
	Bingo - Provisional Statement	Statutory Maximum Fee	3,500.00	3,500.00	e	0.00	0.00%
120	Adult Gaming Centre - New Application	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%
121	Adult Gaming Centre - Annual fee	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%
122	Adult Gaming Centre - Variation	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%
123	Adult Gaming Centre - Transfer	Statutory Fee	1,200.00	1,200.00	e	0.00	0.00%
124	Adult Gaming Centre - Reinstatement	Statutory Fee	1,200.00	1,200.00	e	0.00	0.00%
125	Adult Gaming Centre - Provisional Statement	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%
126	Family Entertainment Centre - New Application	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%
127	Family Entertainment Centre - Annual fee	Statutory Maximum Fee	750.00	750.00	e	0.00	0.00%
128	Family Entertainment Centre - Variation	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%
129	Family Entertainment Centre - Transfer	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%
130	Family Entertainment Centre - Reinstatement	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%
131	Family Entertainment Centre - Provisional Statement	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%
132	Betting Other - New Application	Statutory Maximum Fee	3,000.00	3,000.00	e	0.00	0.00%
133	Betting Other - Annual fee	Statutory Maximum Fee	600.00	600.00	e	0.00	0.00%
134	Betting Other - Variation	Statutory Maximum Fee	1,500.00	1,500.00	e	0.00	0.00%
135	Betting Other - Transfer	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%
136	Betting Other - Reinstatement	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%
137	Betting Other - Provisional Statement	Statutory Maximum Fee	3,000.00	3,000.00	e	0.00	0.00%
138	Betting Track - New Application	Statutory Maximum Fee	2,500.00	2,500.00	e	0.00	0.00%
139	Betting Track - Annual fee	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%
140	Betting Track - Variation	Statutory Maximum Fee	1,250.00	1,250.00	e	0.00	0.00%
141	Betting Track - Transfer	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%

142	Betting Track - Reinstatement	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%
143	Betting Track - Provisional Statement	Statutory Maximum Fee	2,500.00	2,500.00	e	0.00	0.00%
144	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						
145	Gambling Act 2005 – Permit Fees						
146	Family Entertainment Gamng Machine Permit - Application Fee	Statutory Fee	300.00	300.00	e	0	0.00%
147	Family Entertainment Gamng Machine Permit - Renewal Fee	Statutory Fee	300.00	300.00	e	0	0.00%
148	Prize Gaming Permit - Application Fee	Statutory Fee	300.00	300.00	e	0	0.00%
149	Prize Gaming Permit - Renewal Fee	Statutory Fee	300.00	300.00	e	0	0.00%
150	Alcohol Licensed Premises Notification of 2 or less machines - Application Fee	Statutory Fee	150.00	150.00	e	0	0.00%
151	Alcohol Licensed Premises Notification of 2 or less machines - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%
152	Club Gaming Permit - Application Fee	Statutory Fee	200.00	200.00	e	0	0.00%
153	Club Gaming Permit - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%
154	Club Gaming Permit - Renewal Fee	Statutory Fee	200.00	200.00	e	0	0.00%
155	Club Gaming Machine Permit - Application Fee	Statutory Fee	200.00	200.00	e	0	0.00%
156	Club Gaming Machine Permit - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%
157	Club Gaming Machine Permit - Renewal Fee	Statutory Fee	200.00	200.00	e	0	0.00%
158	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%
159	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%
160	Small Society Lottery Registration - Application Fee	Statutory Fee	40.00	40.00	e	0	0.00%
161	Small Society Lottery Registration - Annual Fee	Statutory Fee	20.00	20.00	e	0	0.00%
162	Permit Misc Fees						
163	FEC Permits - Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
164	FEC Permits - Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
165	Prize Gaming Permits - Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
166	Prize Gaming Permits - Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
167	Alcohol Licensed Premises – Notification of 2 or less machines		N/A	N/A			
168	Alcohol Licensed Premises – More than 2 machines Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
169	Alcohol Licensed Premises – More than 2 machines Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%

170	Alcohol Licensed Premises – More than 2 machines Variation	Statutory Fee	100.00	100.00	e	0	0.00%
171	Alcohol Licensed Premises – More than 2 machines Transfer	Statutory Fee	25.00	25.00	e	0	0.00%
172	Club Gaming Permit Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
173	Club Gaming Permit Variation	Statutory Fee	100.00	100.00	e	0	0.00%
174	Club Gaming Machine Permit Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
175	Club Gaming Machine Permit Variation	Statutory Fee	100.00	100.00	e	0	0.00%
176	Small Society Lottery Registration	Statutory Fee	40.00	40.00		0	0.00%
177	Small Society Lottery Registration Annual Fee	Statutory Fee	20.00	20.00		0	0.00%

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				
						PH				
	Total	9				£ 278.00				
Hackney Carriage Tariff Variation + Advert + Consultation = Meter adjustment	1	M	£ <u>46.00</u>	£ <u>46.00</u>		HC £ 46.00				
						Total				£ 324.00
						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	
1 Year Driver extenuating circumstances					Total Adj	£ 130.00	£		

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
First Application - Produce application form, process payment, post	1.25	A	£ 26.00	£ 32.50		£ 32.50	A	Admin £ 26.00
Printing and postage					£ 5.00		O	Officer £ 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
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

Suggested categories						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+

HACKNEY CARRIAGE & PRIVATE HIRE

A

	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