



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](#)

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## **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%									
					<b>2023/2024</b>	<b>Apr 2024</b>	<b>APPENDIX 1</b>		
					<b>Current</b>	<b>Proposed</b>			
<b>1</b>	<b>LICENSING</b>				<b>Charge</b>	<b>Charge</b>		<b>Increase</b>	<b>Increase %</b>
					<b>£pence</b>	<b>£pence</b>	<b>VAT</b>	<b>£pence</b>	
<b>2</b>	<b>Street Trading Consents</b>								
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%
<b>13</b>	<b>TAXI LICENSING</b>								
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	<b>ANIMAL WELFARE LICENSING</b>	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	<b>Dangerous Wild Animals</b>										
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	<b>Misc Licensing</b>									
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	<b>Licensing Act 2003</b>									
87	<b>Premises Licence and Club Premises Certificates</b>									
88	<b>Statutory fees apply as shown below</b>									
88	<b>(Licence fees are linked to non-domestic rateable value of the premises)</b>									
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%		







## **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		
						<b>Total £ 278.00</b>		
	<b>Total</b>	<b>9</b>				<b>PH £ 278.00</b>		
Hackney Carriage Tariff Variation + Advert + Consultation = Meter adjustment	1	M	£ <u>46.00</u>	£ <u>46.00</u>		<b>HC £ 46.00</b>		
						<b>Total £ <u>324.00</u></b>		
						<b>Materials</b>		
Rear Plate	0.6	A	£ 27.00	£ 16.20	£ 10.00	£ <b>26.20</b>		
Door Signs Pair	0.8	A	£ 27.00	£ 21.60	£ 10.00	£ <b>31.60</b>		
Door Sign Single	0.5	A	£ 27.00	£ 13.50	£ 5.00	£ <b>18.50</b>		
Internal plate/sign	0.5	A	£ 27.00	£ 13.50	£ 5.00	£ <b>18.50</b>		
Change of Vehicle	1.5	A	£ 27.00	£ 40.50	£ 23.00	£ <b>63.50</b>		
Copy of Licence	0.75	A	£ 27.00	£ 20.25	£ 7.00	£ <b>27.25</b>		
Temp Vehicle (3 Months)(Inc new plates, licence, materials, vehicle checks)	3	O	£ 30.00	£ 90.00	£ 30.00	£ <b>120.00</b>		

	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
<b>New Application</b>					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			
					<b>Total</b>	<b>£ 137.25</b>			
<b>Driver 3 Year</b>									
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					
<b>Total</b>	<b>9.5</b>								
					Cost of licence				
					<b>Total</b>	<b>£ 291.50</b>			
					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			
					<b>Total</b>	<b>£ 238.75</b>			
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					
<b>Total</b>	<b>5.75</b>								
					Cost of licence				
					<b>Total</b>	<b>£ 172.75</b>	<b>£ 172.75</b>		
1 Year Driver extenuating circumstances					<b>Total Adj</b>	<b>£ 130.00</b>			

<b>Private Hire Operator Application</b>	<b>Time taken (hour)</b>	<b>Who (A/O/M)</b>	<b>Hourly rate</b>	<b>Hours x Cost ph</b>	<b>Materials</b>	<b>Cost £</b>	<b>Hourly rate inc on costs &amp; support costs</b>	<b>Original</b>	
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		
<b>total</b>	<b>4.25</b>				<b>Total</b>	<b>£ 124.50</b>		<b>£110.00</b>	
 Child Exploitation Training						<b>£ 25.00</b>	<b>£25.00</b>		
 <b>Private Hire Operator</b>									
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					
<b>Total</b>	<b>5.5</b>					<b>£ 152.00</b>			
 Post Issue Compliance Visits see categories below (5 year licence ) inc 30 min e/w travel							<b>Total £ Cost 5 yrs</b>	<b>Total £ Cost 1 yrs</b>	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)
<b>Income Total</b>	<b>(97,307)</b>	<b>(109,097)</b>	<b>(65,335)</b>	<b>(108,554)</b>
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
<b>Expenditure Total</b>	<b>82,099</b>	<b>119,270</b>	<b>155,778</b>	<b>169,498</b>
<b>Net (surplus)/deficit</b>	<b>(15,209)</b>	<b>10,173</b>	<b>90,443</b>	<b>60,944</b>