



Ward: All in Adur

Key Decision: No - Not Executive

## Approval of Licensing Fees 2023/24

### Report by Director for Communities

#### 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 consider the fees set out in Appendix 1 to apply from 1st April 2023.
- 1.3 Councillors are requested to approve the scale of fees proposed within Appendix 1 to apply from 1st April 2023.

#### 2.0 Background

- 2.1 Fees for Licensing functions within Public Health and Regulation have not been reviewed for a number of years and it is appropriate that these are now reviewed.

#### 3.0 Proposals

- 3.1 The table below summarises the estimated indicative forecast income for 2023/24 after considering change in volumes and financial impact of the fees proposed to apply from April 2023 as detailed in Appendix 1.

Adur District Council	Budgeted income for 2022/23 £	Forecast income for 2022/23 £	Indicative forecast income for 2023/24 £
<b>Discretionary Charges (i.e. where fees are set by Adur District Council)</b>			
Taxi Licensing	77,460	77,460	79,000
Misc Licensing (Scrap Metal, Pavement, Animal Welfare, Street Trading)	2,610	1,300	1,455
Total Discretionary Charges	80,070	78,760	80,455
<b>Statutory charges (i.e. where fees are prescribed by Government)</b>			
Licensing Act 2003	44,980	31,640	31,640
Gambling Act 2005	1,650	4,000	4,000
Total Prescribed Charges	46,630	35,640	35,640
Total income Estimates	126,700	114,400	116,095

- 3.2 The Committee are reminded that the taxi licensing service operates on a self financing, year-by-year basis. Scrap metal 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.
- 3.3 The table above also lists those 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.
- 3.4 The pandemic has affected businesses within the licensing regime with a reduction in the number of licences renewed and new applications. To date in 2022 we are starting to see the numbers of licences recover although the speed of this is likely to be affected by the current cost of living crisis.
- 3.5 Costs incurred by the council in running the licensing service have increased since the fees were last reviewed. On average all fees have increased after considering

the Council's proposed inflation increase of 2% with the exception of Statutory Charges (set by Government) and Hackney Carriage and Private Hire licence fees.

- 3.6 Hackney Carriage and Private Hire fees have undergone a thorough cost analysis to ensure the costs of the licence reflect the cost of producing and administering the service. A breakdown of the taxi fee analysis can be found in Appendix 2.
- 3.7 The in-depth cost analysis of the Hackney Carriage and Private Hire fees has resulted in some fees going up, some going down and some staying the same. However these fees have been calculated to reflect the cost in administering and issuing each of the licences.
- 3.8 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. Hackney Carriage and Private Hire fees have been amended to reflect this guidance.
- 3.9 The categories of operators have also been expanded from 21+ vehicles to 21-30 vehicles and 31+ vehicles to reflect the increased work involved with larger operators.
- 3.10 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. Future adjustments will be made for any over or under spend in future years.
- 3.11 The Hackney Carriage and Private Hire Summary Account can be found in Appendix 3.
- 3.12 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.
- 3.13 Animal Welfare Licensing fees have increased by approximately 20%. Since the introduction in the new licensing regime it is apparent that fees were originally set to low and the fees have been increased to reflect actual costs of running the service.
- 3.14 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 with the exception of the transfer and reinstatement of Adult Gaming Centre fees. These have been increased to the statutory maximum.

## **4.0 Legal**

- 4.1 Licensing authorities may only set fees which are reasonable and proportionate to the cost of the licensing process and the issuing of the licence. (R(Hemming) v Westminster City Council (2017)). Further, licensing authorities' entitlement to recover from the licensing fee the costs of the licensing regime are governed by the empowering statutes, often limited to cost recovery only, or a reasonable amount. If any set fees are considered unreasonable, the Council could be liable to challenge by way of Judicial Review.

## **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 relevant [Executive Member/Committee].
- 5.2 The proposed changes to fees set out in Appendix 1 is not expected to result in a significant variation in annual discretionary fee income compared to 2022/23. It is not expected that this review will have a significant impact on the number of discretionary licences in issue. Adur licencing income as a whole is currently underachieving against annual budget by around £12,000 but this is largely due to a reduction in the number of statutory set licences in issue.

## **6.0 Recommendation**

- 6.1 To approve the scale of licensing fees proposed within Appendix 1 to apply from 1 April 2023.
- 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:**

None

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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



34	Vertebrates - 1st species: one animal			751.00	766.50	e	15.50	2.02%		
35	Each additional species			445.50	454.50	e	9.00	1.98%		
36	Each additional animal			76.50	78.00	e	1.50	1.92%		
37	Invertebrates - 1st species up to 50 animals			445.50	454.50	e	9.00	1.98%		
38	Each additional species			42.00	43.00	e	1.00	2.33%		
39	Dangerous Wild Animals (Premises)*			306.00	312.50	e	6.50	2.08%		
40	Dangerous Wild Animals (Premises) Renewal *			274.00	279.50	e	5.50	1.97%		
41	* = plus vet fees									
42	Zoo*			1,778.00	1,814.50	e	36.50	2.01%		
43	<b>Misc Licensing</b>									
44	Pleasure Boats			112.00	114.50	e	2.50	2.18%		
45	Sex Establishment Licence - New			3,201.50	3,266.00	e	64.50	1.97%		
46	Sex Establishment Licence - Renewal			1,668.00	1,702.00	e	34.00	2.00%		
47	<b>Total Estimated Annual Income (Misc Licensing)</b>			<b>1,300.00</b>	<b>1,455.00</b>		Ave	11.94%		
48	<b>TAXI LICENSING</b>									
49	1 Year Hackney Carriage Vehicle			365.00	307.50	e	(57.50)	-18.70%		
50	1 Year Private Hire Vehicle			264.00	262.50	e	(1.50)	-0.57%		
51	Drivers Licence New Application Fee (inc 1st knowledge test)			85.00	122.50	e	37.50	30.61%		
52	Hackney Drivers 3 Year Licence			270.00	282.50	e	12.50	4.42%		
53	Private Hire Drivers 3 Year Licence			270.00	282.50	e	12.50	4.42%		
54	1 Year Driver (extenuating circumstances)			90.00	120.00	e	30.00	25.00%		
55	Private Hire Operator First Application Fee			88.00	110.00	e	22.00	20.00%		
56	1 Year Private Hire Operator	1-2 Vehicles		105.00	See New	e	-			
57	1 Year Private Hire Operator	3-5 Vehicles		210.00	See New	e	-			
58	1 Year Private Hire Operator	6-10 Vehicles		422.00	See New	e	-			
59	1 Year Private Hire Operator	11-20 Vehicles		825.00	See New	e	-			
60	1 Year Private Hire Operator	21+ Vehicles		1,688.00	See New	e	-			
61	5 Year Private Hire Operator	1-2 Vehicles		525.00	See New	e	-			
62	5 Year Private Hire Operator	3-5 Vehicles		1,050.00	See New	e	-			
63	5 Year Private Hire Operator	6-10 Vehicles		2,110.00	See New	e	-			
64	5 Year Private Hire Operator	11-20 Vehicles		4,125.00	See New	e	-			
65	5 Year Private Hire Operator	21+ Vehicles		8,440.00	See New	e	-			
66	New 5 Year Private Hire Operator	1-2 Vehicles		New	412.00	e	-			
67	New 5 Year Private Hire Operator	3-5 Vehicles		New	877.00	e	-			
68	New 5 Year Private Hire Operator	6-10 Vehicles		New	1,602.00	e	-			



69	New 5 Year Private Hire Operator	11-20 Vehicles	New	3,632.00	e	-		
70	New 5 Year Private Hire Operator	21-30 Vehilces	New	7,112.00	e	-		
71	New 5 Year Private Hire Operator	31+ Vehicles	New	8,272.00	e	-		
72	New 1 Year Private Hire Operator (Exceptional Circumstances)	1-2 Vehicles	New	204.00	e	-		
73	New 1 Year Private Hire Operator (Exceptional Circumstances)	3-5 Vehicles	New	297.00	e	-		
74	New 1 Year Private Hire Operator (Exceptional Circumstances)	6-10 Vehicles	New	472.40	e	-		
75	New 1 Year Private Hire Operator (Exceptional Circumstances)	11-20 Vehicles	New	878.40	e	-		
76	New 1 Year Private Hire Operator (Exceptional Circumstances)	21-30 Vehilces	New	1,574.40	e	-		
77	New 1 Year Private Hire Operator (Exceptional Circumstances)	31+ Vehicles	New	1,776.00	e	-		
78	Rear Plate		25.50	25.60	e	0.10	0.39%	
79	Door Signs Pair		25.50	30.80	e	5.30	17.21%	
80	Door Sign Single		25.50	18.00	e	(7.50)	-41.67%	
81	Internal plate/sign		12.00	18.00	e	6.00	33.33%	
82	Change of Vehicle		60.00	62.00	e	2.00	3.23%	
83	Copy of Licence		25.00	26.50	e	1.50	5.66%	
84	Temp Vehicle Hackney Carriage (3 Months)(Inc new plates, licence, materials, vehicle checks)		139.20	117.00	e	(22.20)	-18.97%	
85	Temp Vehicle Private Hire (3 Months)(Inc new plates, licence, materials, vehicle checks)		115.80	117.00	e	1.20	1.03%	
86	Additional Knowledge Test each		48.00	55.00	e	7.00	12.73%	
87	Additional Drivers Licence (inc DBS/Medical check)		51.00	67.50	e	16.50	24.44%	
88	Replacement Badge		16.50	18.25	e	1.75	9.59%	
89	DBS		44.00	56.50	e	12.50	22.12%	
90	Child Exploitation Training (external)		10.00	25.00	e	15.00	60.00%	
91	<b>Total Estimated Annual Income (Taxi Licensing)</b>		<b>77,460.00</b>	<b>79,000.00</b>		Ave	9.71%	
92	<b>Licensing Act 2003</b>							
93	<b>Premises Licence and Club Premises Certificates</b>	<b>Statutory fees apply as shown below</b>						
94	<b>(Licence fees are linked to non-domestic rateable value of the premises)</b>							
95	Application Fee							
96	Band A	Statutory Fee	100.00	100.00	e	0.00	0.00%	
97	Band B	Statutory Fee	190.00	190.00	e	0.00	0.00%	
98	Band C	Statutory Fee	315.00	315.00	e	0.00	0.00%	
99	Band D	Statutory Fee	450.00	450.00	e	0.00	0.00%	
100	Band E	Statutory Fee	635.00	635.00	e	0.00	0.00%	
101	Annual Charge	Statutory Fee						
102	Band A	Statutory Fee	70.00	70.00	e	0.00	0.00%	
103	Band B	Statutory Fee	180.00	180.00	e	0.00	0.00%	
104	Band C	Statutory Fee	295.00	295.00	e	0.00	0.00%	

105	Band D	Statutory Fee		320.00	320.00	e	0.00	0.00%		
106	Band E	Statutory Fee		350.00	350.00	e	0.00	0.00%		
107	Minor variation application	Statutory Fee		89.00	89.00	e	0.00	0.00%		
108	Dis Application DPS	Statutory Fee		23.00	23.00	e	0.00	0.00%		
109	Personal Licence	Statutory Fee		37.00	37.00	e	0.00	0.00%		
110	Tempory Event Notice	Statutory Fee		21.00	21.00	e	0.00	0.00%		
111	Theft, loss etc of premises licence summary	Statutory Fee		10.50	10.50	e	0.00	0.00%		
112	Application for a provisional statement where premises being built etc	Statutory Fee		315.00	315.00	e	0.00	0.00%		
113	Notice of change of name or address	Statutory Fee		10.50	10.50	e	0.00	0.00%		
114	Application to vary a licence to specify individual as Designated Premises Supervisor	Statutory Fee		23.00	23.00	e	0.00	0.00%		
115	Application for transfer of Premises Licence	Statutory Fee		23.00	23.00	e	0.00	0.00%		
116	Interim authority notice following death etc. of licence holder	Statutory Fee		23.00	23.00	e	0.00	0.00%		
117	Theft, loss etc. of certificate or summary	Statutory Fee		10.50	10.50	e	0.00	0.00%		
118	Notification of change of name or alteration of rules of club	Statutory Fee		10.50	10.50	e	0.00	0.00%		
119	Change of relevant registered address of club	Statutory Fee		10.50	10.50	e	0.00	0.00%		
120	Theft, loss etc. of Tempory Event Notice	Statutory Fee		10.50	10.50	e	0.00	0.00%		
121	Theft, loss etc. of Personal Licence	Statutory Fee		10.50	10.50	e	0.00	0.00%		
122	Duty to notify of change of name or address	Statutory Fee		10.50	10.50	e	0.00	0.00%		
123	Right of freeholder etc. to be notified of licensing matters	Statutory Fee		21.00	21.00	e	0.00	0.00%		
124	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.									
125	<b>Total Estimated Annual Income (Licensing Act 2003)</b>			<b>31,640.00</b>	<b>31,640.00</b>					
126	<b>Gambling Act 2005</b>									
127	Bingo - New Application	Statutory Maximum Fee		3,500.00	3,500.00	e	0.00	0.00%		
128	Bingo - Annual fee	Statutory Maximum Fee		1,000.00	1,000.00	e	0.00	0.00%		
129	Bingo - Variation	Statutory Maximum Fee		1,750.00	1,750.00	e	0.00	0.00%		
130	Bingo - Transfer	Statutory Maximum Fee		1,200.00	1,200.00	e	0.00	0.00%		
131	Bingo - Reinstatement	Statutory Maximum Fee		1,200.00	1,200.00	e	0.00	0.00%		
132	Bingo - Provisional Statement	Statutory Maximum Fee		3,500.00	3,500.00	e	0.00	0.00%		
133	Adult Gaming Centre - New Application	Statutory Maximum Fee		2,000.00	2,000.00	e	0.00	0.00%		
134	Adult Gaming Centre - Annual fee	Statutory Maximum Fee		1,000.00	1,000.00	e	0.00	0.00%		
135	Adult Gaming Centre - Variation	Statutory Maximum Fee		1,000.00	1,000.00	e	0.00	0.00%		
136	Adult Gaming Centre - Transfer	Statutory Fee		1,000.00	1,200.00	e	200.00	16.67%		

137	Adult Gaming Centre - Reinstatement	Statutory Fee	1,000.00	1,200.00	e	200.00	16.67%
138	Adult Gaming Centre - Provisional Statement	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%
139	Family Entertainment Centre - New Application	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%
140	Family Entertainment Centre - Annual fee	Statutory Maximum Fee	750.00	750.00	e	0.00	0.00%
141	Family Entertainment Centre - Variation	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%
142	Family Entertainment Centre - Transfer	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%
143	Family Entertainment Centre - Reinstatement	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%
144	Family Entertainment Centre - Provisional Statement	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%
145	Betting Other - New Application	Statutory Maximum Fee	3,000.00	3,000.00	e	0.00	0.00%
146	Betting Other - Annual fee	Statutory Maximum Fee	600.00	600.00	e	0.00	0.00%
147	Betting Other - Variation	Statutory Maximum Fee	1,500.00	1,500.00	e	0.00	0.00%
148	Betting Other - Transfer	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%
149	Betting Other - Reinstatement	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%
150	Betting Other - Provisional Statement	Statutory Maximum Fee	3,000.00	3,000.00	e	0.00	0.00%
151	Betting Track - New Application	Statutory Maximum Fee	2,500.00	2,500.00	e	0.00	0.00%
152	Betting Track - Annual fee	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%
153	Betting Track - Variation	Statutory Maximum Fee	1,500.00	1,250.00	e	(250.00)	-20.00%
154	Betting Track - Transfer	Statutory Maximum Fee	1,200.00	950.00	e	(250.00)	-26.32%
155	Betting Track - Reinstatement	Statutory Maximum Fee	1,200.00	950.00	e	(250.00)	-26.32%
156	Betting Track - Provisional Statement	Statutory Maximum Fee	2,500.00	2,500.00	e	0.00	0.00%
157	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						
158	<b>Gambling Act 2005 – Permit Fees</b>						
159	Family Entertainment Gamng Machine Permit - Application Fee	Statutory Fee	300.00	300.00	e	0	0.00%
160	Family Entertainment Gamng Machine Permit - Renewal Fee	Statutory Fee	300.00	300.00	e	0	0.00%
161	Prize Gaming Permit - Application Fee	Statutory Fee	300.00	300.00	e	0	0.00%
162	Prize Gaming Permit - Renewal Fee	Statutory Fee	300.00	300.00	e	0	0.00%
163	Alcohol Licensed Premises Notification of 2 or less machines - Application Fee	Statutory Fee	150.00	150.00	e	0	0.00%
164	Alcohol Licensed Premises Notification of 2 or less machines - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%

165	Club Gaming Permit - Application Fee	Statutory Fee	200.00	200.00	e	0	0.00%
166	Club Gaming Permit - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%
167	Club Gaming Permit - Renewal Fee	Statutory Fee	200.00	200.00	e	0	0.00%
168	Club Gaming Machine Permit - Application Fee	Statutory Fee	200.00	200.00	e	0	0.00%
169	Club Gaming Machine Permit - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%
170	Club Gaming Machine Permit - Renewal Fee	Statutory Fee	200.00	200.00	e	0	0.00%
171	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%
172	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%
173	<b>Permit Misc Fees</b>						
174	FEC Permits - Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
175	FEC Permits - Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
176	Prize Gaming Permits - Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
177	Prize Gaming Permits - Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
178	Alcohol Licensed Premises – Notification of 2 or less machines		N/A	N/A			
179	Alcohol Licensed Premises – More than 2 machines Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
180	Alcohol Licensed Premises – More than 2 machines Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
181	Alcohol Licensed Premises – More than 2 machines Variation	Statutory Fee	100.00	100.00	e	0	0.00%
182	Alcohol Licensed Premises – More than 2 machines Transfer	Statutory Fee	25.00	25.00	e	0	0.00%
183	Club Gaming Permit Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
184	Club Gaming Permit Variation	Statutory Fee	100.00	100.00	e	0	0.00%
185	Club Gaming Machine Permit Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
186	Club Gaming Machine Permit Variation	Statutory Fee	100.00	100.00	e	0	0.00%
187	Small Society Lottery Registration	Statutory Fee	40.00	40.00	e	0	0.00%
188	Small Society Lottery Registration Annual Fee	Statutory Fee	20.00	20.00	e	0	0.00%
189	<b>Total Estimated Annual Income (Gambling Act 2003)</b>		<b>4,000.00</b>	<b>4,000.00</b>			
190	<b>TOTAL ESTIMATED INCOME FOR ALL LICENSING SERVICES</b>		<b>114,400.00</b>	<b>116,095.00</b>			

**APPENDIX 2**

<b>Vehicle New</b>	<b>Time taken (hours)</b>	<b>Who (A/O/M)</b>	<b>Hourly Rate</b>	<b>Hours x Cost ph</b>	<b>Materials</b>	<b>Total Cost £</b>
Application received Assessed/Scanned/ IT /Directed to Licensing Team	1	A	£ 26.00	£ 26.00		£ 26.00
Process payment (Non online)	0.25	A	£ 26.00	£ 6.50		£ 6.50
Licensing Team Assess Application	0.25	A	£ 26.00	£ 6.50		£ 6.50
Mid Term vehicle inspection inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 26.00	£ 19.50		£ 19.50
Assess Insurance docs inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 26.00	£ 19.50		£ 19.50
Mid Term MOT inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 26.00	£ 19.50		£ 19.50
Officer consideration, enquiries	0.5	O	£ 29.00	£ 14.50		£ 14.50
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.5	O	£ 29.00	£ 14.50		£ 14.50
Prepare and issue licence paperwork	0.25	A	£ 26.00	£ 6.50		£ 6.50
10 year inspection, inputting Tascomi and letter to advise	1	M	£ 45.00	£ 45.00		£ 45.00
Print and despatch all documents	0.25	A	£ 26.00	£ 6.50	£ 7.00	£ 13.50
12mnths/Compliance monitoring and enforcement	2	O	£ 29.00	£ 58.00		£ 58.00
Advise renewal required in writing 2 months prior to expiry	0.5	A	£ 26.00	£ 13.00		£ 13.00
					<b>Total</b>	<b>£ 262.50</b>
	<b>Total</b>	8.75			<b>PH</b>	<b>£ 262.50</b>
Hackney Carriage Tariff Variation + Advert + Consultation = Meter adjustment	1	M	<u>£ 45.00</u>	<u>£ 45.00</u>	<b>HC</b>	<b>£ 45.00</b>
					<b>Total</b>	<b>£ 307.50</b>
					<b>Materials</b>	
Rear Plate	0.6	A	£ 26.00	£ 15.60	£ 10.00	<b>£ 25.60</b>

Door Signs Pair	0.8	A	£ 26.00	£ 20.80	£ 10.00	<b>£ 30.80</b>
Door Sign Single	0.5	A	£ 26.00	£ 13.00	£ 5.00	<b>£ 18.00</b>
Internal plate/sign	0.5	A	£ 26.00	£ 13.00	£ 5.00	<b>£ 18.00</b>
Change of Vehicle	1.5	A	£ 26.00	£ 39.00	£ 23.00	<b>£ 62.00</b>
Copy of Licence	0.75	A	£ 26.00	£ 19.50	£ 7.00	<b>£ 26.50</b>
Temp Vehicle (3 Months)(Inc new plates, licence, materials, vehicle checks)	3	O	£ 29.00	£ 87.00	£ 30.00	<b>£ 117.00</b>

<b>Drivers</b>	<b>Time taken (hours)</b>	<b>Who (A/O/M)</b>	<b>Hourly rate</b>	<b>Hours x Cost ph</b>	<b>Materials</b>	<b>Cost £</b>
New Application					Materials	
First Application - Produce application form, process payment, post	1	A	£ 26.00	£ 26.00	£ 5.00	£ 31.00
Printing and postage	0.25	A	£ 26.00	£ 6.50	£ 5.00	£ 11.50
1st Knowledge Test	2	A/O	£ 30.00	£ 60.00	£ 5.00	£ 65.00
					Total	<b>£ 122.50</b>
<b>Driver 3 Year</b>						
Application Assessed/Scanned/ IT /Directed to Licensing Team	1	A	£ 26.00	£ 25.00		
Process payment (Non online)	0.25	A	£ 26.00	£ 6.50		
Licensing Team Assess Application	0.25	A	£ 26.00	£ 6.50		
Assess initial DBS inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 26.00	£ 19.50		
Assess References inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 26.00	£ 19.50		
6 mth DBS inc enqs for missing/incomplete docs update Tascomi etc (3 yr lic x 6)(1 yr = 60mins)	1.5	A	£ 26.00	£ 39.00		
Assess Medical inc enqs for missing/incomplete docs update Tascomi etc	1	A	£ 26.00	£ 26.00		
Officer consideration, enquiries , enforcement and administration post issue (1yr = 60 mins)	3	O	£ 29.00	£ 87.00		
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.25	A	£ 26.00	£ 6.50		

Prepare and issue licence paperwork	0.25	A	£ 26.00	£ 6.50	£ 5.00	
Advise renewal required in writing 2 months prior to expiry	0.5	A	£ 26.00	£ 13.00		
Taxi Supervisor Time - Determinations Advice etc 30mins	0.5	M	£ 45.00	£ 22.50		
Total	9.5					
				Cost of licence		
				Total		<b>£ 282.50</b>
					Materials	
Additional Knowledge Test each	2	A	£ 26.00	£ 52.00	£ 5.00	<b>£ 57.00</b>
Additional Drivers Licence (inc DBS/Medical check)	2.5	A	£ 26.00	£ 65.00	£ 5.00	<b>£ 70.00</b>
Replacement Badge	0.25	A	£ 26.00	£ 6.50	£ 12.00	<b>£ 18.50</b>
DBS	0.5	A	£ 26.00	£ 13.00	£ 44.00	<b>£ 57.00</b>
Child Exploitation Training (external)	-	-	-	-	-	<b>£ 25.00</b>
					Total	<b>£ 227.50</b>
<b>Driver 1 Year</b>						
Application Assessed/Scanned/ IT /Directed to Licensing Team	0.75	A	£ 26.00	£ 19.50		
Process payment (Non online)	0.25	A	£ 26.00	£ 6.50		
Licensing Team Assess Application	0.25	A	£ 26.00	£ 6.50		
Assess initial DBS inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£ 26.00	£ 13.00		
Assess References inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£ 26.00	£ 13.00		
6 mth DBS inc enqs for missing/incomplete docs update Tascomi etc (3 yr lic x 6)(1 yr = 60mins)	0.5	A	£ 26.00	£ 13.00		
Assess Medical inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£ 26.00	£ 13.00		
Officer consideration, enquiries , enforcement and administration post	1	O	£ 29.00	£ 29.00		



issue (1yr = 60 mins)						
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.25	A	£ 26.00	£ 6.50		
Prepare and issue licence paperwork	0.25	A	£ 26.00	£ 6.50	£ 5.00	
Advise renewal required in writing 2 months prior to expiry	0.5	A	£ 26.00	£ 13.00		
Taxi Supervisor Time - Determinations Advice etc 30mins	0.5	M	£ 45.00	£ 22.50		
Total	5.75					
				Cost of licence		
					Total	<b>£ 167.00</b>
1 Year Driver extenuating circumstances					Total Adj	<b>£ 120.00</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>		
First Application - Produce application form, process payment, post	1.25	A	£ 26.00	£ 32.50		£ 32.50		
Printing and postage					£ 5.00			
Assess DBS inc enqs for missing/incomplete docs update Tascomi etc	1.5	O	£ 29.00	£ 43.50		£ 43.50		
Planning /call centre/address/site visit check/tax/processors	1	O	£ 29.00	£ 29.00		£ 29.00		
<b>total</b>	<b>3.75</b>				<b>Total</b>	<b>£ 110.00</b>		
Child Exploitation Training						<b>£ 25.00</b>		
<b>Private Hire Operator</b>								
Application received Assessed/Scanned/ IT /Directed to Licensing Team	1	A	£ 26.00	<b>£ 26.00</b>				
Process payment	0.25	A	£ 26.00	<b>£ 6.50</b>				
Licensing Team Assess Application	0.25	A	£ 26.00	<b>£ 6.50</b>				
Assess DBS inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£ 26.00	<b>£ 13.00</b>				
Officer consideration, enquiries and arrange appt	1	O	£ 29.00	<b>£ 29.00</b>				
Grant/refuse (to include time for report writing and preparing reasons) update Tascomi etc	2	O	£ 29.00	<b>£ 58.00</b>				
Prepare and issue licence paperwork	0.25	A	£ 26.00	<b>£ 6.50</b>				
Advise renewal required in writing 2 months prior	0.25	A	£ 26.00	<b>£ 6.50</b>				

to expiry								
Total	5.5					<b>£ 152.00</b>		
Post Issue Compliance Visits see categories below (5 year licence ) inc 30 min e/w travel							Total £ Cost 5 yrs	Total £ Cost 1 yrs
Suggested categories								
1-2 Vehicles (+2 hr/12mth x 5 yr monitoring and enforcement due to size)	10	O	£ 26.00	<b>£ 260.00</b>		<b>£ 260.00</b>	<b>£ 412.00</b>	<b>£ 204.00</b>
3-5 Vehicles (+5 hr/12mth x 5 yr monitoring and enforcement due to size)	25	O	£ 29.00	<b>£ 725.00</b>		<b>£ 725.00</b>	<b>£ 877.00</b>	<b>£ 297.00</b>
6-10 Vehicles (+10 hr/12mth x 5 yr monitoring and enforcement due to size)	50	O	£ 29.00	<b>£ 1,450.00</b>		<b>£ 1,450.00</b>	<b>£ 1,602.00</b>	<b>£ 472.40</b>
11-20 Vehicles (+20 hrs/12mth x 5 yr monitoring and enforcement due to size)	120	O	£ 29.00	<b>£ 3,480.00</b>		<b>£ 3,480.00</b>	<b>£ 3,632.00</b>	<b>£ 878.40</b>
21-30 Vehicles (+48hrs/12mth x 5 yr monitoring and enforcement due to size )	240	O	£ 29.00	<b>£ 6,960.00</b>		<b>£ 6,960.00</b>	<b>£ 7,112.00</b>	<b>£ 1,574.40</b>
31+ Vehicles (+56hr/12mth x 5 yr monitoring and enforcement due to size)	280	O	£ 29.00	<b>£ 8,120.00</b>		<b>£ 8,120.00</b>	<b>£ 8,272.00</b>	<b>£ 1,776.00</b>

## APPENDIX 3

### Adur Hackney Carriage and Private Hire Summary Account

	2019/20	2020/21	2021/22
<b>ADUR</b>			
Other Income	0	(597)	(597)
Reimbursements (DBS checks)	(1,672)	(1,276)	(3,696)
Licence Income	46,593	(41,350)	0
Hackney Driver Licence	(11,584)	(726)	(2,134)
Hackney Vehicle Licence	(21,169)	(16,183)	(15,239)
Private Hire Driver Licence	(27,652)	(6,479)	(3,668)
Private Hire Vehicle Licence	(26,668)	(18,698)	(19,695)
Private Hire Operator Licence	(4,933)	(4,283)	(5,901)
<b>Income Total</b>	<b>(47,085)</b>	<b>(89,592)</b>	<b>(50,930)</b>
Supplies and Services	(2,980)	1,541	5,031
Central Recharges	390	34,119	35,330
Departmental Recharges	59,932	64,687	94,948
<b>Expenditure Total</b>	<b>57,343</b>	<b>100,347</b>	<b>135,308</b>
<b>Net (surplus)/deficit</b>	<b>10,258</b>	<b>10,755</b>	<b>84,378</b>