



Ward: All in Worthing

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 in recent 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.

Worthing Borough Council	Budgeted income for 2022/23 £	Forecast income for 2022/23 £	Indicative forecast income for 2023/24 £
Discretionary Charges (i.e. where fees are set by Worthing Borough Council)			
Taxi Licensing	108,890	108,000	130,000
Misc Licensing (Scrap Metal, Pavement, Animal Welfare, Street Trading)	13,620	8,820	10,500
Total Discretionary Charges	122,510	116,820	140,500
Statutory charges (i.e. where fees are prescribed by Government)			
Licensing Act 2003	85,340	91,200	91,200
Gambling Act 2005	26,260	16,760	16,760
Total Prescribed Charges	111,600	107,960	107,960
Total income Estimates	234,110	224,780	248,460

- 3.2 The Committee are reminded that the taxi licensing service operates on a self financing, year-by-year basis. Other miscellaneous 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 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 operational costs with the exception of Statutory Charges (set by Government).
- 3.5 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.

- 3.6 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.
- 3.7 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.
- 3.8 The categories of operators have also been expanded from 4 operator categories to 6 to reflect the costs incurred in administering the licences.
- 3.9 The Worthing 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 over a number of years. Future adjustments will be made for any over or under spend in future years.
- 3.10 The Hackney Carriage and Private Hire Summary Account can be found in Appendix 3.
- 3.11 An analysis of costs incurred in issuing and administering the Street Trading Consents on Marine Crescent and Marine Drive has been undertaken to ensure the fees reflect the costs of issuing and administering the consents. A breakdown of this can be found in Appendix 4.
- 3.11 If Councillors are minded to change the Hackney Carriage, Private Hire Operator and street trading consent fees as detailed in Appendix 1, the Council shall place a notice in a local newspaper setting out the changes to the 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.
- 3.12 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.
- 3.13 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 expected to result in a small increase 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.

6.0 Recommendation

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

6.2 To delegate the Public Health and Regulation Manager to set the fee in consultation with the Chair of the Licensing Committee following advertisement in the local newspaper for Hackney Carriage, Private Hire Operator and street trading consent fees as detailed in Appendix 1.

Director for Communities

Tina Favier

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

Worthing Borough Council Fees and Charges proposals 2023/2024					APPENDIX 1					
VAT charge types: i = inclusive of VAT @ 20%, e = non-business or exempt from VAT, s = standard plus VAT @ 20%										
					2022/2023	2023/2024				
					Current	Proposed				
1	MISCELLANEOUS LICENSING				Charge	Charge		Increase	Increase %	
					£pence	£pence	VAT	£pence		
2	Street Trading Consents									
3	Individual Traders									
4	Street Trading Consents - Town Ctre (non Vehicles)	Day			52.00	53.00	e	1.00	1.89%	
5	Street Trading Consents - Town Ctre (non Vehicles)	Week			127.00	130.00	e	3.00	2.31%	
6	Street Trading Consents - Town Ctre (non Vehicles)	Annual			2,242.00	2,290.00	e	48.00	2.10%	
7	Marine Crescent and Marine Drive (vehicles)	Annual			264.00	392.00	e	128.00	32.65%	
8	Scrap Metal Dealers Act 2013									
9	Site Licence (3 Years)				508.50	508.50	e	0.00	0.00%	
10	Collector (3 Years)				324.00	324.00	e	0.00	0.00%	
11	Change of name/address				40.00	41.00	e	1.00	2.44%	
12	Licence Variation				117.50	120.00	e	2.50	2.08%	
13	Copy of Licence				16.00	16.00	e	0.00	0.00%	
14	Animal Welfare Act 2006	Part A	Part B		Total	Total				Part A Part B
15	Dog (Home Boarding)	91.00	97.00		188.00	230.00	e	42.00	18.26%	110.00 120.00
16	Dog (Home Boarding) Franchise	62.00	70.00		132.00	164.00	e	32.00	19.51%	78.00 86.00
17	Dog (Day Care)	157.00	164.00		321.00	390.00	e	69.00	17.69%	190.00 200.00
18	Dog (Kennels)	157.00	164.00		321.00	390.00	e	69.00	17.69%	190.00 200.00
19	Cattery	125.50	132.50		258.00	316.00	e	58.00	18.35%	154.00 162.00
20	Dog Breeding*	116.50	123.50		240.00	298.00	e	58.00	19.46%	150.00 148.00
21	Exhibition of Animals*	116.50	123.50		240.00	298.00	e	58.00	19.46%	150.00 148.00
22	Hire of Horses* 1-10	137.50	145.50		283.00	349.00	e	66.00	18.91%	170.00 179.00
23	Hire of Horses* 11-20	159.00	165.00		324.00	390.00	e	66.00	16.92%	190.00 200.00
24	Hire of Horses* 21+	186.50	193.00		379.50	460.00	e	80.50	17.50%	235.00 225.00
25	Pet Vending	91.00	97.00		188.00	230.00	e	42.00	18.26%	110.00 120.00
26	<i>Secondary Activity</i>									
27	Dog (Home Boarding)	-	-		77.50	95.00	e	17.50	18.42%	
28	Dog (Day Care)	-	-		212.00	260.00	e	48.00	18.46%	
29	Dog (Kennels)	-	-		212.00	260.00	e	48.00	18.46%	
30	Cattery	-	-		149.00	185.00	e	36.00	19.46%	
31	Dog Breeding*	-	-		130.50	160.00	e	29.50	18.44%	
32	Exhibition of Animals*	-	-		130.50	160.00	e	29.50	18.44%	
33	Hire of Horses* 1-10	-	-		174.50	215.00	e	40.50	18.84%	

34	Hire of Horses* 11-20	-	-	215.00	265.00	e	50.00	18.87%		
35	Hire of Horses* 21+	-	-	270.00	330.00	e	60.00	18.18%		
36	Pet Vending	-	-	77.50	95.00	e	17.50	18.42%		
37	Variation to Licence	-	-	48.00	60.00	e	12.00	20.00%		
38	* = plus vet fees (The Re- Rating request fee is the same as the Part B for the activity.)									
39	Dangerous Wild Animals									
40	Vertebrates - 1st species: one animal			751.00	766.50	e	15.50	2.02%		
41	Each additional species			445.50	455.00	e	9.50	2.09%		
42	Each additional animal			76.50	78.00	e	1.50	1.92%		
43	Invertebrates - 1st species up to 50 animals			445.50	455.00	e	9.50	2.09%		
44	Each additional species			42.00	43.00	e	1.00	2.33%		
45	Dangerous Wild Animals (Premises)*			306.00	312.50	e	6.50	2.08%		
46	Dangerous Wild Animals (Premises) Renewal *			274.00	280.00	e	6.00	2.14%		
47	* = plus vet fees									
48	Zoo			1,778.00	1,814.50	e	36.50	2.01%		
49	Misc Licensing									
50	Pleasure Boats			112.00	114.50	e	2.50	2.18%		
51	Sex Establishment Licence - New			3,201.50	3,267.00	e	65.50	2.00%		
52	Sex Establishment Licence - Renewal			1,668.00	1,702.00	e	34.00	2.00%		
53	Total Estimated Annual Income (Misc Licensing)			8,820.00	10,500.00					
54	TAXI LICENSING									
55	1 Year Hackney Carriage Vehicle			219.00	320.75	e	101.75	31.72%		
56	1 Year Private Hire Vehicle			199.00	275.75	e	76.75	27.83%		
57	Drivers Licence New Application Fee (inc 1st knowledge test)			85.00	121.25	e	36.25	29.90%		
58	Hackney Drivers 3 Year Licence			288.00	295.00	e	7.00	2.37%		
59	Private Hire Drivers 3 Year Licence			288.00	295.00	e	7.00	2.37%		
60	1 Year Driver (extenuating circumstances)			96.00	120.00	e	24.00	20.00%		
61	Private Hire Operator First Application Fee			88.00	125.00	e	37.00	29.60%		
62	1 Year Private Hire Operator	1-3 vehicles		95.00	N/A	e				
63	1 Year Private Hire Operator	4-15 vehicles		400.00	N/A	e				
64	1 Year Private Hire Operator	16-30 vehicles		1,657.00	N/A	e				
65	1 Year Private Hire Operator	31+ vehicles		1,940.00	N/A	e				
66	5 Year Private Hire Operator	1-3 vehicles		475.00	N/A	e				
67	5 Year Private Hire Operator	4-15 vehicles		2,000.00	N/A	e				
68	5 Year Private Hire Operator	16-30 vehicles		8,285.00	N/A	e				

69	5 Year Private Hire Operator	31+ vehicles		9,700.00	N/A	e		
70	New 5 Year Private Hire Operator	1-2 vehicles		New	417.50	e		
71	New 5 Year Private Hire Operator	3-5 vehicles		New	1,042.50	e		
72	New 5 Year Private Hire Operator	6-10 vehicles		New	1,917.50	e		
73	New 5 Year Private Hire Operator	11-20 vehicles		New	4,367.50	e		
74	New 5 Year Private Hire Operator	21-30 vehicles		New	8,567.50	e		
75	New 5 Year Private Hire Operator	31+ vehicles		New	9,967.50	e		
76	New 1 Year Private Hire Operator (Exceptional Circumstances)	1-2 Vehicles		New	217.50	e		
77	New 1 Year Private Hire Operator (Exceptional Circumstances)	3-5 Vehicles		New	342.50	e		
78	New 1 Year Private Hire Operator (Exceptional Circumstances)	6-10 Vehicles		New	551.00	e		
79	New 1 Year Private Hire Operator (Exceptional Circumstances)	11-20 Vehicles		New	1,041.00	e		
80	New 1 Year Private Hire Operator (Exceptional Circumstances)	21-30 Vehelces		New	1,881.00	e		
81	New 1 Year Private Hire Operator (Exceptional Circumstances)	31+ Vehicles		New	2,127.50	e		
82	Rear Plate			25.50	25.00	e	(0.50)	-2.00%
83	Door Signs Pair			25.50	30.00	e	4.50	15.00%
84	Door Sign Single			12.75	17.50	e	4.75	27.14%
85	Internal plate/sign			12.00	17.50	e	5.50	31.43%
86	Change of Vehicle			60.00	60.50	e	0.50	0.83%
87	Copy of Licence			25.00	25.75	e	0.75	2.91%
88	Temp Vehicle Hackney Carriage (3 Months)(Inc new plates, licence, materials, vehicle checks)			155.80	135.00	e	(20.80)	-15.41%
89	Temp Vehicle Private Hire (3 Months)(Inc new plates, licence, materials, vehicle checks)			145.00	135.00	e	(10.00)	-7.41%
90	Additional Knowledge Test each			48.00	55.00	e	7.00	12.73%
91	Additional Drivers Licence (inc DBS/Medical check)			51.00	67.50	e	16.50	24.44%
92	Replacement Badge			16.50	18.25	e	1.75	9.59%
93	DBS			44.00	56.50	e	12.50	22.12%
94	Child Exploitation Training (external)			10.00	25.00	e	15.00	60.00%
95	Total Estimated Annual Income (Taxi Licensing)			108,000.00	130,000.00			
100	Licensing Act 2003							
101	Premises Licence and Club Premises Certificates Statutory fees apply as shown below							
102	(Licence fees are linked to non-domestic rateable value of the premises)							
103	Application Fee							
104	Band A	Statutory Fee		100.00	100.00	e	0.00	0.00%
105	Band B	Statutory Fee		190.00	190.00	e	0.00	0.00%
106	Band C	Statutory Fee		315.00	315.00	e	0.00	0.00%
107	Band D	Statutory Fee		450.00	450.00	e	0.00	0.00%
108	Band E	Statutory Fee		635.00	635.00	e	0.00	0.00%
109	Annual Charge							

110	Band A	Statutory Fee		70.00	70.00	e	0.00	0.00%		
111	Band B	Statutory Fee		180.00	180.00	e	0.00	0.00%		
112	Band C	Statutory Fee		295.00	295.00	e	0.00	0.00%		
113	Band D	Statutory Fee		320.00	320.00	e	0.00	0.00%		
114	Band E	Statutory Fee		350.00	350.00	e	0.00	0.00%		
115	Minor variation application	Statutory Fee		89.00	89.00	e	0.00	0.00%		
116	Dis Application DPS	Statutory Fee		23.00	23.00	e	0.00	0.00%		
117	Personal Licence	Statutory Fee		37.00	37.00	e	0.00	0.00%		
118	Tempory Event Notice	Statutory Fee		21.00	21.00	e	0.00	0.00%		
119	Theft, loss etc of premises licence summary	Statutory Fee		10.50	10.50	e	0.00	0.00%		
120	Application for a provisional statement where premises being built etc	Statutory Fee		315.00	315.00	e	0.00	0.00%		
121	Notice of change of name or address	Statutory Fee		10.50	10.50	e	0.00	0.00%		
122	Application to vary a licence to specify individual as Designated Premises Supervisor	Statutory Fee		23.00	23.00	e	0.00	0.00%		
123	Application for transfer of Premises Licence	Statutory Fee		23.00	23.00	e	0.00	0.00%		
124	Interim authority notice following death etc. of licence holder	Statutory Fee		23.00	23.00	e	0.00	0.00%		
125	Theft, loss etc. of certificate or summary	Statutory Fee		10.50	10.50	e	0.00	0.00%		
126	Notification of change of name or alteration of rules of club	Statutory Fee		10.50	10.50	e	0.00	0.00%		
127	Change of relevant registered address of club	Statutory Fee		10.50	10.50	e	0.00	0.00%		
128	Theft, loss etc. of Tempory Event Notice	Statutory Fee		10.50	10.50	e	0.00	0.00%		
129	Theft, loss etc. of Personal Licence	Statutory Fee		10.50	10.50	e	0.00	0.00%		
130	Duty to notify of change of name or address	Statutory Fee		10.50	10.50	e	0.00	0.00%		
131	Right of freeholder etc. to be notified of licensing matters	Statutory Fee		21.00	21.00	e	0.00	0.00%		
132	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.									
133	Total Estimated Annual Income (Licensing Act 2003)			91,200.00	91,200.00					
134	Gambling Act 2005									
135	Bingo - New Application	Statutory Maximum Fee		3,500.00	3,500.00	e	0.00	0.00%		
136	Bingo - Annual fee	Statutory Maximum Fee		1,000.00	1,000.00	e	0.00	0.00%		
137	Bingo - Variation	Statutory Maximum Fee		1,750.00	1,750.00	e	0.00	0.00%		
138	Bingo - Transfer	Statutory Maximum Fee		1,200.00	1,200.00	e	0.00	0.00%		
139	Bingo - Reinstatement	Statutory Maximum Fee		1,200.00	1,200.00	e	0.00	0.00%		
140	Bingo - Provisional Statement	Statutory Maximum Fee		3,500.00	3,500.00		0.00	0.00%		
141	Adult Gaming Centre - New Application	Statutory Maximum Fee		2,000.00	2,000.00	e	0.00	0.00%		
142	Adult Gaming Centre - Annual fee	Statutory Maximum Fee		1,000.00	1,000.00	e	0.00	0.00%		

143	Adult Gaming Centre - Variation	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%		
144	Adult Gaming Centre - Transfer	Statutory Fee	1,000.00	1,200.00	e	200.00	16.67%		
145	Adult Gaming Centre - Reinstatement	Statutory Fee	1,000.00	1,200.00	e	200.00	16.67%		
146	Adult Gaming Centre - Provisional Statement	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%		
147	Family Entertainment Centre - New Application	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%		
148	Family Entertainment Centre - Annual fee	Statutory Maximum Fee	750.00	750.00	e	0.00	0.00%		
149	Family Entertainment Centre - Variation	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%		
150	Family Entertainment Centre - Transfer	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%		
151	Family Entertainment Centre - Reinstatement	Statutory Maximum Fee	950.00	950.00	e	0.00	0.00%		
152	Family Entertainment Centre - Provisional Statement	Statutory Maximum Fee	2,000.00	2,000.00	e	0.00	0.00%		
153	Betting Other - New Application	Statutory Maximum Fee	3,000.00	3,000.00	e	0.00	0.00%		
154	Betting Other - Annual fee	Statutory Maximum Fee	600.00	600.00	e	0.00	0.00%		
155	Betting Other - Variation	Statutory Maximum Fee	1,500.00	1,500.00	e	0.00	0.00%		
156	Betting Other - Transfer	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%		
157	Betting Other - Reinstatement	Statutory Maximum Fee	1,200.00	1,200.00	e	0.00	0.00%		
158	Betting Other - Provisional Statement	Statutory Maximum Fee	3,000.00	3,000.00	e	0.00	0.00%		
159	Betting Track - New Application	Statutory Maximum Fee	2,500.00	2,500.00	e	0.00	0.00%		
160	Betting Track - Annual fee	Statutory Maximum Fee	1,000.00	1,000.00	e	0.00	0.00%		
161	Betting Track - Variation	Statutory Maximum Fee	1,500.00	1,250.00	e	(250.00)	-20.00%		
162	Betting Track - Transfer	Statutory Maximum Fee	1,200.00	950.00	e	(250.00)	-26.32%		
163	Betting Track - Reinstatement	Statutory Maximum Fee	1,200.00	950.00	e	(250.00)	-26.32%		
164	Betting Track - Provisional Statement	Statutory Maximum Fee	2,500.00	2,500.00	e	0.00	0.00%		
165	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								
166	Gambling Act 2005 – Permit Fees								
167	Family Entertainment Gamng Machine Permit - Application Fee	Statutory Fee	300.00	300.00	e	0	0.00%		
168	Family Entertainment Gamng Machine Permit - Renewal Fee	Statutory Fee	300.00	300.00	e	0	0.00%		
169	Prize Gaming Permit - Application Fee	Statutory Fee	300.00	300.00	e	0	0.00%		
170	Prize Gaming Permit - Renewal Fee	Statutory Fee	300.00	300.00	e	0	0.00%		
171	Alcohol Licensed Premises Notification of 2 or less machines - Application Fee	Statutory Fee	150.00	150.00	e	0	0.00%		
172	Alcohol Licensed Premises Notification of 2 or less machines - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%		

173	Club Gaming Permit - Application Fee	Statutory Fee	200.00	200.00	e	0	0.00%
174	Club Gaming Permit - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%
175	Club Gaming Permit - Renewal Fee	Statutory Fee	200.00	200.00	e	0	0.00%
176	Club Gaming Machine Permit - Application Fee	Statutory Fee	200.00	200.00	e	0	0.00%
177	Club Gaming Machine Permit - Annual Fee	Statutory Fee	50.00	50.00	e	0	0.00%
178	Club Gaming Machine Permit - Renewal Fee	Statutory Fee	200.00	200.00	e	0	0.00%
179	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%
180	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%
181	Small Society Lottery Registration - Application Fee	Statutory Fee	40.00	40.00	e	0	0.00%
182	Small Society Lottery Registration - Annual Fee	Statutory Fee	20.00	20.00	e	0	0.00%
183	Permit Misc Fees						
184	FEC Permits - Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
185	FEC Permits - Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
186	Prize Gaming Permits - Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
187	Prize Gaming Permits - Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
188	Alcohol Licensed Premises – Notification of 2 or less machines	Statutory Fee	N/A	N/A			
189	Alcohol Licensed Premises – More than 2 machines Change of Name	Statutory Fee	25.00	25.00	e	0	0.00%
190	Alcohol Licensed Premises – More than 2 machines Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
191	Alcohol Licensed Premises – More than 2 machines Variation	Statutory Fee	100.00	100.00	e	0	0.00%
192	Alcohol Licensed Premises – More than 2 machines Transfer	Statutory Fee	25.00	25.00	e	0	0.00%
193	Club Gaming Permit Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
194	Club Gaming Permit Variation	Statutory Fee	100.00	100.00	e	0	0.00%
195	Club Gaming Machine Permit Copy of Permit	Statutory Fee	15.00	15.00	e	0	0.00%
196	Club Gaming Machine Permit Variation	Statutory Fee	100.00	100.00	e	0	0.00%
197	Total Estimated Annual Income (Gambling Act 2003)		16,760.00	16,760.00			
198	TOTAL ESTIMATED INCOME FOR ALL LICENSING SERVICES		224,780.00	248,460.00			

APPENDIX 2

Vehicle New	Time taken (hours)	Who (A/O/M)	Hourly Rate	Hours x Cost ph	Materials	Total Cost £
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
					Total	£ 262.50
					PH	£ 262.50
Hackney Carriage Tariff Variation + Advert + Consultation = Meter adjustment	1	M	<u>£ 45.00</u>	<u>£ 45.00</u>	HC	£ 45.00
					Total	<u>£ 307.50</u>

					Materials	
Rear Plate	0.6	A	£ 26.00	£ 15.60	£ 10.00	£ 25.60
Door Signs Pair	0.8	A	£ 26.00	£ 20.80	£ 10.00	£ 30.80
Door Sign Single	0.5	A	£ 26.00	£ 13.00	£ 5.00	£ 18.00
Internal plate/sign	0.5	A	£ 26.00	£ 13.00	£ 5.00	£ 18.00
Change of Vehicle	1.5	A	£ 26.00	£ 39.00	£ 23.00	£ 62.00
Copy of Licence	0.75	A	£ 26.00	£ 19.50	£ 7.00	£ 26.50
Temp Vehicle (3 Months)(Inc new plates, licence, materials, vehicle checks)	3	O	£ 29.00	£ 87.00	£ 30.00	£ 117.00

Drivers	Time taken (hours)	Who (A/O/M)	Hourly rate	Hours x Cost ph	Materials	Cost £
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	£ 29.00	£ 60.00	£ 5.00	£ 65.00
					Total	£ 122.50
Driver 3 Year						
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		£ 282.50
					Materials	
Additional Knowledge Test each	2	A	£ 26.00	£ 52.00	£ 5.00	£ 57.00
Additional Drivers Licence (inc DBS/Medical check)	2.5	A	£ 26.00	£ 65.00	£ 5.00	£ 70.00
Replacement Badge	0.25	A	£ 26.00	£ 6.50	£ 12.00	£ 18.50
DBS	0.5	A	£ 25.00	£ 12.50	£ 44.00	£ 56.50
Child Exploitation Training (external)	-	-	-	-	-	£ 25.00
					Total	£ 227.00
Application Assessed/Scanned/ IT /Directed to Licensing Team	0.75	A	25	£ 18.75		
Process payment (Non online)	0.25	A	25	£ 6.25		
Licensing Team Assess Application	0.25	A	25	£ 6.25		

Assess initial DBS inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	25	£ 12.50		
Assess References inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	25	£ 12.50		
6 mth DBS inc enqs for missing/incomplete docs update Tascomi etc (3 yr lic x 6)(1 yr = 60 mins)	0.5	A	25	£ 12.50		
Assess Medical inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	25	£ 12.50		
Officer consideration, enquiries , enforcement and administration post issue (1yr = 60 mins)	1	O	35	£ 35.00		
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.25	A	25	£ 6.25		
Prepare and issue licence paperwork	0.25	A	25	£ 6.25	£ 5.00	
Advise renewal required in writing 2 months prior to expiry	0.5	A	25	£ 12.50		
Taxi Supervisor Time - Determinations Advice etc 30mins	0.5	M	45	£ 22.50		
	Total	5.75				
					Cost of licence	
					Total	£ 168.75
1 Year Driver extenuating circumstances					Total Adj	£ 120.00

Private Hire Operator Application	Time taken (hour)	Who (A/O/M)	Hourly rate	Hours x Cost ph	Materials	Cost £		
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	1.5	O	£ 29.00	£ 43.50		£ 43.50		

docs update Tascomi etc								
Planning /call centre/address/site visit check/tax/processors	1	O	£ 29.00	£ 29.00		£ 29.00		
total	3.75				Total	£ 110.00		
Child Exploitation Training						£ 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 etc	0.5	A	£ 26.00	£ 13.00				
Officer consideration, enquiries and arrange appt	1	O	£ 29.00	£ 29.00				
Grant/refuse (to include time for report writing and preparing reasons) update Tascomi etc	2	O	£ 29.00	£ 58.00				
Prepare and issue licence paperwork	0.25	A	£ 26.00	£ 6.50				
Advise renewal required in writing 2 months prior to expiry	0.25	A	£ 26.00	£ 6.50				
Total	5.5					£ 152.00		
Post Issue Compliance Visits see categories below (5 year licence) inc 30 min e/w travel							Total £ Cost 5 yrs	Total £ Cost 1 yrs
Suggested categories								
1-2 Vehicles (+2 hr/12mnth x 5 yr monitoring and enforcent due to size)	10	O	£ 26.00	£ 260.00		£ 260.00	£ 412.00	£ 204.00
3-5 Vehicles (+5 hr/12mnth x 5 yr monitoring and	25	O	£ 29.00	£ 725.00		£ 725.00	£ 877.00	£ 297.00

enforcent due to size)								
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
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
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
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

APPENDIX 3

Worthing Hackney Carriage and Private Hire Summary Account

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

APPENDIX 4

Street Trading	Time taken (hours)	Who (A/O/M)	Hourly Rate	Hours x Cost ph	Materials	Total Cost £
Application received Assessed/Scanned/ IT /Directed to Licensing Team	0.25	A	£ 26.00	£ 6.50		£ 6.50
Process payment	0.25	A	£ 26.00	£ 6.50		£ 6.50
Licensing Team Assess Application	0.25	A	£ 26.00	£ 6.50		£ 6.50
Assess docs inc enqs for missing/incomplete docs update Tascomi etc	0.25	A	£ 26.00	£ 6.50		£ 6.50
Issue Consent	0.25	A	£ 26.00	£ 6.50	£ 5.00	£ 11.50
12mnths/Compliance monitoring and enforcement	12	O	£ 29.00	£ 348.00		£ 348.00
Advise renewal required in writing 2 months prior to expiry	0.25	A	£ 26.00	£ 6.50		£ 6.50
					Total	£ 392.00