

## HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING: LICENCE FEES 2015/2016

### Licensing Committee - 17 March 2016

Report of Chief Officer Environmental and Operational Services

Status: For Decision

Key Decision: No

---

**This report supports the Key Aim of Safe and Caring Communities and Dynamic and Sustainable Economy**

**Portfolio Holder** Cllr Firth (Legal and Democratic)

**Contact Officer(s)** Mrs. Claire Perry 7325 / 07970 731616

---

#### **Recommendation to Licensing Committee:**

That the Licensing Committee recommend that the proposed fees and charges and associated costs for licences in respect of hackney carriage drivers and vehicles, and private hire drivers, vehicles and operators, as set out in paragraph 6, be approved for implementation with effect from 1 April 2016.

---

#### **Reason for recommendation:**

To ensure that the Council complies with its statutory duty and ensure that the 'Taxi Licensing' service remains self-financing, in accordance with the Council's Service and Budget Plan.

---

#### **Introduction and Background**

1. On 5 January 2016 a report, which included the proposed fees in paragraph 9 of this report, was presented to the Licensing Committee explaining that the fees had been reviewed. This review included use of the fees model which allows for calculation of the time it takes to carry out the various tasks to carry out the various tasks in processing the application and who in the authority is likely to carry them out. The hourly rates of staff are fed in to a spread sheet to calculate the costs for each type of activity.
2. The type of tasks involved in taxi licensing application include: assistance to applicant, checking of an application upon receipt, processing the application. Once processed determining the licence or arranging a hearing and holding a hearing, notification of the decision, prepare and issue the licence, update the records/register, appeal preparation and holding an appeal hearing. Compliance

tests of drivers, vehicles and operators. Training of Officers and Members has also been included, as well as the cost of consumables.

3. This more detailed assessment of activity and cost from using this method has resulted in fee changes that are not wholly due to inflationary pressures.
4. Following the Licensing Committee meeting on 5 January 2016 consultation was carried out with the trade. Officers from the licensing department sent an email to those Hackney Carriage Proprietors, Private Hire Operators and Drivers where we have their email addresses to give them the opportunity to make comment. A Notice was also placed in a local paper and was available on the Council's website.
5. There were no responses received to the consultation.
6. This taxi licensing service is required to be self-financing and the proposed increases to fees will ensure this is maintained. Therefore the recommendation is to implement the proposed changes in the paragraph below.

	Existing Fees	New Fees for 2016/17
<b>Hackney Carriage Driver Licence</b>		
<b>On initial application</b>	£169 for three years	£180 for three years
<b>Disclosure Barring Service search fee</b>	£44 every three years or £13 per year if they sign up to the DBS online service	£44 every three years or £13 per year if they sign up to the DBS online service
<b>Total (including DBS fee)</b>	£213 for three years	£224 for three years
<b>On renewal</b>	£122 for three years	£100 for three years
<b>Disclosure Barring Service search fee</b>	£44 every three years or £13 per year if they sign up to the DBS online service	£44 every three years or £13 per year if they sign up to the DBS online service
<b>Total (including DBS fee)</b>	£166 for three years	£144 for three years
<b>Hackney Carriage Vehicle Licence</b>	£300 for one year	£325 for one year
<b>Private Hire Operator Licence</b>		

<b>On initial application - 5 year licence</b>	Not previously issued	£470 for five years
<b>On renewal - 5 year licence</b>	Not previously issued	£460 for five years
<b>On initial application - 3 year licence</b>	£300 for three years	£325 for three years
<b>On renewal - 3 year licence</b>	£100 for three years	£310 for three years
<b>On initial application - 1 year licence</b>	Not previously issued	£180 for one year
<b>On renewal - 1 year licence</b>	Not previously issued	£165 for one year
<b>Private Hire Driver Licence</b>		
<b>On initial application</b>	£169	£150
<b>Disclosure Barring Service search fee</b>	£44 every three years or £13 per year if they sign up to the DBS online service	£44 every three years or £13 per year if they sign up to the DBS online service
<b>Total (including DBS fee)</b>	£213 for three years	£199 for three years
<b>On renewal</b>	£122 for three years	£100 for three years
<b>Disclosure Barring Service search fee</b>	£44 every three years or £13 per year if they sign up to the DBS online service	£44 every three years or £13 per year if they sign up to the DBS online service
<b>Total (including DBS fee)</b>	£213 for three years	£144 for three years
<b>Private Hire Vehicle Licence</b>	£300 for one year	£325 for one year
<b>Additional Costs</b>		
<b>Change from Hackney Carriage to Private Hire</b>	£70	£70
<b>Change from Private Hire to Hackney</b>	£90	£90

<b>Carriage</b>		
<b>Replace vehicle plate</b>	£23	£23
<b>Replace driver badge</b>	£9	£9.50
<b>Vehicle re-test</b>	£54.85	£54.85
<b>Vehicle partial re-test</b>	£27.43	£27.43
<b>Change of ownership of licensed vehicle</b>	£69	£69
<b>Attempting “Knowledge Test” after one failure</b>	£50	£50
<b>Failure to attend in time for the vehicle test (10 minutes prior to the test start time)</b>	£27.43	£27.43
<b>Failure to attend with correct documentation</b>	£27.43	£27.43
<b>Copy of existing paper licence</b>	£11	£12
<b>Change of address details for a replacement licence</b>	£11	£12
<b>Change of name for a vehicle or operator licence</b>	£11	£12
<b>Change of name and address for a driver badge</b>	£20	£21
<b>Medical fee for a new and renewal driver licence for Hackney Carriage and Private Hire payable directly to The Cedars Surgery</b>	£50 for three years payable directly to the surgery	£45 for three years payable directly to the surgery

### **Replacement Vehicles**

If a licensed vehicle is replaced during the valid licence period then the cost of licensing the replacement vehicle will be £290. However, if the vehicle is replaced within six months of the issue of the licence then the fee will be reduced by £60.

If a licensed vehicle is replaced temporarily for up to 2 months because of damage to it then the fee will be £99 to test and licence the replacement vehicle and a further £99 to test and re-licence the original vehicle.

### **Other Options Considered and/or Rejected**

7. If the Licensing Committee were minded not to approve these fees the Council would not be able to meet the Council's Service and Budget Plan or ensure the Taxi Licensing Service was self-financing.

### **Key Implications**

#### Financial

8. The cost of licence fees takes into account the need to maintain a 'self financing' position for the service. The proposals contained in this report will achieve this.

#### Legal Implications and Risk Assessment Statement.

9. Should parts of industry believe the authority's fees are at a level which is greater than the costs of the statutory functions then it would be open to them to undertake a judicial review proceeding. Should this arise, the authority would need to evidence how it arrived at the fee levels to demonstrate that they have been calculated on a cost recovery basis only.

#### Equality Impacts

10. The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Appendices** None

Background Papers: None

**Richard Wilson**  
**Chief Officer Environmental and Operational Services**