

Date of issue: Friday, 26<sup>th</sup> January 2024

<b>MEETING</b>	<b>LICENSING COMMITTEE</b> (Councillors Shah (Chair), Satti (Vice-Chair), Carter, Instone, Khawar, Mohammad, Mohindra, Naveed, Nazir and Stedmond)
<b>DATE AND TIME:</b>	MONDAY, 5TH FEBRUARY, 2024 AT 6.30 PM
<b>VENUE:</b>	COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
<b>DEMOCRATIC SERVICES OFFICER: (for all enquiries)</b>	SHABANA KAUSER 07821 811 259

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



**STEPHEN BROWN**  
Chief Executive

**AGENDA**

**PART I**

<u>AGENDA</u> <u>ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
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Apologies for absence.

**CONSTITUTIONAL MATTERS**

1.	Declarations of Interest	-	-
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*All Members who believe they have a Disclosable Pecuniary or other Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 9 and Appendix B of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.*

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
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3.	Minutes of the Last Meeting held on 30th October 2023	3 - 6	-
<b>LICENSING ISSUES</b>			
4.	Non-Executive (Licensing) Fees and Charges	7 - 30	All
5.	Members Attendance Record	31 - 32	All
6.	Date of Next Meeting - 11th March 2024	-	-

#### **Press and Public**

**Attendance and accessibility:** You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

**Webcasting and recording:** The public part of the meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The footage will remain on our website for 12 months. A copy of the recording will also be retained in accordance with the Council's data retention policy. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

In addition, the law allows members of the public to take photographs, film, audio-record or tweet the proceedings at public meetings. Anyone proposing to do so is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

**Emergency procedures:** The fire alarm is a continuous siren. If the alarm sounds Immediately vacate the premises by the nearest available exit at either the front or rear of the Chamber and proceed to the assembly point: The pavement of the service road outside of Westminster House, 31 Windsor Road.

## **PREDETERMINATION/PREDISPOSITION - GUIDANCE**

The Council often has to make controversial decisions that affect people adversely and this can place individual members in a difficult position. They are expected to represent the interests of their constituents and political party and have strong views but it is also a well established legal principle that members who make these decisions must not be biased nor must they have pre-determined the outcome of the decision. This is especially so in “quasi judicial” decisions in planning and licensing committees. This Note seeks to provide guidance on what is legally permissible and when members may participate in decisions. It should be read alongside the Code of Conduct.

### Predisposition

Predisposition is lawful. Members may have strong views on a proposed decision, and may have expressed those views in public, and still participate in a decision. This will include political views and manifesto commitments. The key issue is that the member ensures that their predisposition does not prevent them from consideration of all the other factors that are relevant to a decision, such as committee reports, supporting documents and the views of objectors. In other words, the member retains an “open mind”.

Section 25 of the Localism Act 2011 confirms this position by providing that a decision will not be unlawful because of an allegation of bias or pre-determination “just because” a member has done anything that would indicate what view they may take in relation to a matter relevant to a decision. However, if a member has done something more than indicate a view on a decision, this may be unlawful bias or predetermination so it is important that advice is sought where this may be the case.

### Pre-determination / Bias

Pre-determination and bias are unlawful and can make a decision unlawful. Predetermination means having a “closed mind”. In other words, a member has made his/her mind up on a decision before considering or hearing all the relevant evidence. Bias can also arise from a member’s relationships or interests, as well as their state of mind. The Code of Conduct’s requirement to declare interests and withdraw from meetings prevents most obvious forms of bias, e.g. not deciding your own planning application. However, members may also consider that a “non-pecuniary interest” under the Code also gives rise to a risk of what is called apparent bias. The legal test is: “whether the fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility that the Committee was biased’. A fair minded observer takes an objective and balanced view of the situation but Members who think that they have a relationship or interest that may raise a possibility of bias, should seek advice.

This is a complex area and this note should be read as general guidance only. Members who need advice on individual decisions, should contact the Monitoring Officer.

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**Licensing Committee – Meeting held on Monday, 30th October, 2023.**

**Present:-** Councillors Shah (Chair), Satti (Vice-Chair), Carter, Instone (from 6.59pm), Khawar, Mohammad, Mohindra, Naveed, Nazir and Stedmond

**Also present under Rule 30:-** Councillors I. Ahmed, Ajaib, Akram and W. Sabah

**PART 1**

**7. Declarations of Interest**

Councillors Shah and Satti declared that they knew a number of hackney carriage/private hire drivers but would consider the agenda item with an open and clear mind. Both Councillors remained and participated in the meeting.

**8. Guidance on Predetermination/ Predisposition - To Note**

Members noted the guidance on predetermination and predisposition.

**9. Minutes of the Last Meeting held on 1st June 2023**

**Resolved** – That the minutes of the meeting held on 1<sup>st</sup> June 2023 be approved as a correct record.

**10. Proposed amendments to the Private Hire and Hackney Carriage Vehicle Policy.**

The Principal Licensing Officer outlined details of the report, reminding Members that the current vehicle policy was approved by the Licensing Committee in 2018 and came into force on 1 September 2018. The policy had a phased implementation, with most licensed vehicles having to meet the Ultra-Low Emission Vehicle (ULEV) standard by 31 December 2025.

Application of the current policy meant that from 1 January 2025, any licensed vehicle that did not meet the ULEV standard, would result in the renewal application being rejected and applicants having to replace the vehicle with one that met the ULEV requirement. It was highlighted that Wheelchair Accessible Vehicles (WAVs) were not included in the 2018 policy change. At present, they could be licensed indefinitely, with no age limit, subject to passing the certificate of compliance test and did not need to meet the ULEV emission standard in 2025.

It was explained that although the current policy was introduced to improve the quality of the private hire and hackney carriage fleet, with an emphasis placed on licensing vehicles that emit fewer emissions in line with the Council's commitment to improve air quality in Slough; the policy had greatly reduced the number of new private hire vehicle licences granted and was a significant barrier to entering the licensed trade for new driver applicants. The Covid19 pandemic and the cost-of-living crisis had further exacerbated the

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issue and since 2018, there had been an approximate 50% reduction in the number of licensed private hire vehicle licensed by the council.

Following a review of the current fleet of licensed vehicles, it was concluded that meeting the ULEV vehicle standard by 31 December 2025 was not achievable and would place an unreasonable financial burden on the licensed trade. Additionally, licensing a vehicle that was less than the 3 years old requirement was deemed cost prohibitive.

It was brought to Members attention that through the Council's Low Emission Strategy, a government grant of £370,035 had been secured to create pilot schemes to assist the licensed trade to transition to ULEV vehicles. However, to date, the licensing team had not received any information regarding any schemes and it was confirmed that the trade had not received any financial assistance to encourage licensing of ULEV vehicles.

A public consultation on the proposed changes to the policy was held between 16 August and 14 September 2023. Two policy options were proposed, as detailed in the report and each option was identical except for implementation dates and age of the vehicle at the time of first being licensed.

The Chair invited Mr Sarfraz Khan from Slough Taxi Federation to address the meeting. It was submitted that there had been a decrease in the number of licensed drivers in the borough and purchase costs of electric vehicles compliant with the policy were a primary factor for this. The Committee were requested to give consideration to extending the implementation date of the policy to 2030 and that the policy not apply to wheelchair accessible vehicles.

The Principal Licensing Officer responded to the points raised, clarifying that there was no requirement for electric only vehicles and that neither the existing or proposed policy was applicable to wheelchair accessible vehicles. The policy allowed for the licensing of hybrid vehicles.

A number of Members expressed concern regarding the government grant - as secured through the council's Low Emission Strategy - and requested that further details be provided as to why this had not been utilised to support the trade. It was explained that although the funds were available, a lack of resources had meant that the matter had not progressed. It was agreed that the Chair would write to the Environment Management Team seeking an update on the funding, including any details of the timeframe for implementation of the proposed project.

A Member stated that the current policy was too restrictive and adopting the proposed changes would introduce flexibility for the trade whilst allowing a gradual implementation of the policy; noting that both the proposed options allowed for currently licensed petrol, diesel and mild hybrid vehicles to be renewed and remain licensed until they reached 9 years of age.

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Having considered the consultation responses and discussed the matter, the Committee agreed that Option B, as detailed in the report, be agreed, subject to amending that vehicles must be less than five, not four, years old when first licensed. Members also requested that the vehicle policy be reviewed and it was agreed that the Private Hire and Hackney Carriage Vehicle Policy would be reviewed in October 2025.

### **Resolved –**

- a) That details of the report and consultation responses be noted.
- b) That the current vehicle age and specification policy for private hire and hackney carriage vehicles is rescinded.
- c) That the vehicle age and specification policy for private hire and hackney carriage drivers be amended as follows:
  - i) Remove the requirement for vehicles to meet the ULEV emission standard
  - ii) That currently licensed petrol, diesel and lid hybrid vehicles to be renewed and remain licensed until they reach 9 years of age
  - iii) Wheelchair accessible and specialist vehicles can remain licensed until the vehicle reaches 17 years of age.
  - iv) The licensing of petrol and diesels wheelchair accessible and specialist vehicles will continue, and these vehicles will not need to be replaced with hybrid or electric vehicles.
  - v) The grant of a new vehicle licence to diesel vehicles will cease on 1 January 2026
  - vi) The grant of a new vehicle licence to petrol vehicles will cease on 1 January 2027
  - vii) Vehicles must not be less than 5 years old when first licensed
- d) That the vehicle policy amendments are effective from 1 November 2023.
- e) That the Private Hire and Hackney Carriage Vehicle Policy be reviewed in October 2025
- f) That the Licensing Committee Chair write to the Principal Environment Officer seeking clarification and further details with regards to the central government grant of £370,035 that was secured through the Council's Low Emission Strategy, to create pilot schemes to assist the licensed trade to transition to ULEV vehicles.

## **11. Members Attendance Record 2023/24**

**Resolved –** That details of the Member Attendance Record be noted.

## **Licensing Committee - 30.10.23**

### **12. Date of Next Meeting - 5th February 2024**

The date of the next meeting was confirmed as 5<sup>th</sup> February 2024.

Chair

(Note: The Meeting opened at 6.30pm and closed at 7.47pm)



**Slough Borough Council**

<b>Report To:</b>	Licensing Committee
<b>Date:</b>	5 <sup>th</sup> February 2024
<b>Subject:</b>	Non-Executive (Licensing) Fees and Charges
<b>Chief Officer:</b>	Adele Taylor – Executive Director, Finance & Commercial (Section 151 Officer)
<b>Contact Officer:</b>	Neil Haddock – Interim Strategic Finance Manager, Financial Planning & Reporting  Russell Denney-Clarke – Trading Standards and Licensing Manager  Kam Hothi – Network Lead – Parking, Highways & Streetworks
<b>Ward(s):</b>	All
<b>Exempt:</b>	NO
<b>Appendices:</b>	Appendix A – Fees and Charges Framework Appendix B – Non-executive (Licensing) fees and charges.

**1. Summary and Recommendations**

- 1.1 This report seeks approval of fees and charges for non-executive functions related to licensing.

**Recommendations:**

The Committee is recommended to:

Approve the fees for licensing functions as per Appendix B for the year 2024/25, except those marked “for noting only”.

**Reason:** As a non-executive function, the fees and charges for licensing functions must be approved by the Licensing Committee and set for the coming financial year.

**Commissioner Review**

The income from fees and charges helps to manage demand and cover costs for providing services. Inflationary increase of 6.7% has been applied where a standard inflationary rise is appropriate. The proposals include some new fees and charges and in some exceptional cases it is recommended that a different approach is taken and fees and charges either reduce, remain the same or increase at a rate above inflation. Further details need to be provided of these exceptions for inclusion in this report including benchmarking where available.

## 2. Report

### Introductory paragraph

2.1 The fees for licensing functions must be ring fenced and be set at the cost for providing the function. Fees and charges are usually set annually but may in certain circumstances be increased during the year to ensure the licensing function is properly costed. Some fees are set by central government and these cannot be changed by the committee. These are also outlined within the appendices and explained in further detail in the Legal Implications section. There has been a wholesale review of all the fees and charges which the Council charges and this includes the fees for the Licensing team. As part of the review, consideration has been given to the local economy which the licensing regime supports and where applicable the fees remain reasonable. Where rises are above the prevailing rate of inflation the price has been adjusted in line with the cost of providing that service.

2.2 Where fees have increases, this has been broadly in line with the September rate of inflation as measured by the Consumer Price Index (CPI), a rate of 6.7%. There are minor variations to this that are matters of rounding. There are also a significant number of charges that have been left unchanged.

2.3 In particular, the following fees where there is discretion to increase charges are being proposed to have no increase:

i Sex Establishments

It is considered that there is already full cost recovery in place for Sex Establishments, as the original fee was set at a level intended to deter the establishment of such venues. As such no increase is proposed

ii Street Trading / Ice Cream Sellers

The rationale for there being no increase in license fee for these areas is that it might push fees beyond what the market might bear, and that there would be a loss in income. This would be particularly counterproductive in areas that the Council wishes to encourage, for example for a vibrant Town centre.

iii Scrap Metal

It is considered that there is already full cost recovery in place for Scrap Metal and as such there is no scope to increase the current fee. the original fee was set at a level intended to deter the establishment of such venues. As such no increase is proposed

2.4 There is a completely revised fee structure in place for licences for Hoarding and Scaffolding, from a fixed fee for a given period of time regardless of the time this was in place, or dimensions of the scaffolding to one where the fee is tiered depending on the type of road, size of hoarding or scaffolding, and the length of time it is in place. A review of the fee structures in surrounding authorities was undertaken, and the proposed structure is similar to the one in place in the Royal Borough of Windsor and Maidenhead, but around 10% lower than those fees.

2.5 In the light of the comments from the Finance Commissioner further work is being undertaken to confirm full recovery costs in respect of the following:

Crane licence, cherry picker and scaffolding/hoarding licences.

This information will be circulated in an addendum and presented at the meeting by the Network Lead – Parking, Highways & Streetworks

## Options considered

**Option 1** To seek formal approval of the Fees and Charges outlined in this report. **This is recommended.**

**Option 2** To not approve the Fees and Charges outlined in this report. **This is not recommended.** It would mean that the costs of providing the services against which the charges are made are increasing in line with inflation, and the fees and charges applied are not, which would have a negative budgetary impact.

## Background

### 3. Implications of the Recommendation

#### 3.1 *Financial implications*

3.1.1 Where the fees are not set by central government, there is a provision for cost recovery including, where appropriate, in line with inflationary cost increases. The fees which are not proposed to be raised are to ensure that they remain reasonable with the area and to support the local economy. Appendix B has the fee for the full fee and where appropriate these will be charged as Part A and Part B fees as outlined below in section 3.2. This will also reflect the Fees and Charges Framework approved by Cabinet at its 9<sup>th</sup> March 2022 meeting (for executive related functions) and 10<sup>th</sup> March 2022 Council meeting (for non-executive related functions) and included as Appendix A.

#### 3.2 *Legal implications*

3.2.1 As noted earlier, a number of fees and charges are prescribed by statute (eg. Licensing Act 2003 (Fees) Regulations 2005), as a set amount (in which case it is noted as 'statutory prescribed' in Appendix B). For other fees and charges the relevant legislation may provide that a charge can be made for providing the service but the amount of the charge is discretionary, within the remit of the legislation, often limited to cost recovery only, or a reasonable amount, or within a range/maximum amount. The authority therefore sets the amount of the charge accordingly. These are noted as 'statutory discretionary' in Appendix B. Some of the regimes in Appendix B are covered by the European Services Directive and the Provision of Services Regulations 2009, which implements the Directive. This requires that fees charged in relation to authorisations must be reasonable and proportionate to the cost of the process, and the European Court of Justice ruling in the *R on the application of Hemming v Westminster City Council case [2017] UKSC 50* which confirmed that a fee covering the administration costs of processing an application should be charged separately from the charge (to successful applicants) for enforcing the regime. It is not possible to charge one fee at the outset and then refund unsuccessful applicants the enforcement part of the fee. The two must be charged separately. The Local Authorities (Functions & Responsibilities)

Regulations 2000 sets out what fees and charges cannot be set by the Executive (i.e. Cabinet) as the functions to which they relate are non-Executive functions. The fees and charges in Appendix B are those that Council should set (through this Committee), with the exception of those which are prescribed, and therefore for information only.

3.2.2 Under Part 3.4 of the Council's Constitution, the Licensing Committee has responsibility to approve fees and charges for the following functions where they are not executive functions or reserved to Council: private hire and hackney carriages, the Licensing Act 2003, Gambling Act 2005, food safety and control, animal health, welfare, safety and control and other licensing and registration functions including caravan sites, markets, street trading, scrap yards, sports grounds, special treatments and sex establishments.

### 3.3 *Risk management implications*

3.3.1 There is a risk that increasing fees and charges in line with inflation may have a negative impact on service uptake. This will be monitored and reported on through the normal budget monitoring process. This risk must be balanced against the risks of an increasing budget gap as costs increase without a corresponding increase in fees.

### 3.4 *Environmental implications*

3.4.1 None

### 3.5 *Equality implications*

3.5.1 Section 149 of the Equality Act 2010 created the public sector equality duty. Section 149 states:-

(1) A public authority must, in the exercise of its functions, have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. An initial Equalities Impact Assessment (screening) has been conducted and has found no adverse impacts on any of the protected groups.

### 3.6 *Procurement implications*

3.6.1 None

### 3.7 *Workforce implications*

3.7.1 None

3.8 *Property implications*

3.8.1 None

**4. Background Papers**

Cabinet 9<sup>th</sup> March 2022 - Fees and Charges Framework (Executive Functions)

Council 10<sup>th</sup> March 2022 – Fees and Charges Framework (Non-Executive Functions)

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## Appendix A: Fees and Charges Framework

### 1. BACKGROUND

Decisions made by the Council about charging for local public services can affect everyone.

Fees and charges are not only an important source of income – providing vital funds to deliver essential public services and assist in achieving the Council's objectives for better outcomes for our community – but are also an important driver of efficiency. An appropriate and strategic approach to fees and charges requires the Council to have a robust understanding of the costs of the services it provides, as well as local economic and market factors, and to keep its schedule of fees and charges under regular review to ensure the most appropriate fees and charges are applied.

When the Council charges for services our users pay directly for some or all of the costs of the services they use. There are some services where the charges may not recover the full cost of providing a service, but as far as possible, charges are set at levels to recoup these. Where this is deemed appropriate, there should be a clear rationale for this approach, for example this may be to prevent demand on other more expensive services.

**The purpose of this Framework is to establish a framework within which a fair, economically and legally sound and strategic approach to fees and charges levied by the Council is agreed, and regularly reviewed.**

To ensure the best possible value for money and establish the fairest possible approach to charging and cost recovery, this Framework sets out that **charges for services will be set in order to fully recover their costs** unless there is a prescribed framework for charging that prevents this or a specific decision on the part of the Council to subsidise the service provision for policy reasons.

The decision on whether to make a charge (and the amount to charge) is not always in the Council's control, but where it is, it is important that the implications of the charging decisions being taken are fully understood and that the appropriate information is available for the Council to make informed decisions.

This Framework therefore provides guidance for senior officers on:

- the setting of new charges and the policy context within which existing charges should be reviewed, including consultation and equality impact assessments, as required;
- the Council's approach to cost recovery from charging for services;

- the governance processes to follow to gain approval for services to be provided at subsidy – whether this be a subsidy to all users or in the form of concessions for users meeting a clearly defined qualifying criteria.

The Framework should allow the Council to have a properly considered, consistent and informed approach to all charges it makes for its services in support of the delivery of its strategic and policy objectives and the protection of statutory services.

The Framework will be reviewed **at least every 3 years** or as required following legislative and/or case law changes. The Framework and its application is subject to the normal scrutiny arrangements.

## 2. SCOPE

This Framework relates to fees and charges currently being levied by the Council and those that are permissible (but not currently being levied) under its general powers to provide and charge as defined by legislation.

Charges for services, where these are permissible within the relevant legislation, and for which the level of charge is determined locally by the Council are within the scope of the Framework.

### Exclusions

- the Framework does not apply to services provided to other public bodies under contract as this type of activity is undertaken in accordance with different legislation and different considerations are relevant;
- the Framework does not apply to services provided on a commercial basis, if they are undertaken in accordance with specific different legislative provisions and/or are delivered by the Council's wholly- or partly-owned subsidiaries with specific different legislative provisions;
- similarly this Framework does not cover rental income since this is also undertaken in accordance with different legislative provisions and is described more fully in a separate strategy;

## 3. KEY PRINCIPLES

The key principles of this Fees and Charges Framework are set out in Table 1 below:



#### 1. User pays and full cost recovery

- Service users should pay the full cost of the service, where permissible, rather than the general taxpayer
- Fees and charges will be informed by transparent and comprehensive calculation of the full costs of providing the service

#### 2. Strategic and informed approach to subsidy and concessions

- Charges must be set in accordance with statutory framework for that particular service
- Costs of any subsidies provided for provision of services must be clearly identified and reviewed as part of the budget setting process

#### 3. Strategic approach to new charges

- Any new charges must be developed in the context of the Council's strategic agenda
- Impact of new charges must be worked through in sufficient detail prior to implementation
- Development of new charges must follow the governance process set out in this Framework

#### 4. Appropriate communication and engagement with service users

- Users of services for which charges apply must be aware of charges prior to purchase and prior to delivery
- Charges will be set in accordance with the statutory framework applying to the services, including undertaking appropriate consultation and statutory notice periods where required

#### 5. Coherence with broader efficiency and Framework objectives

- Fees and Charges should increase or decrease in line with changes in costs of providing the service, with efficiencies sought where possible before any changes are proposed or applied

#### 6. Fees and charges will be subject to systematic and in-depth review

- The Council will review income against costs of chargeable services each year as part of its budget setting process, in order to ensure an appropriate level of cost recovery from chargeable services
- Levels of fees and charges will be kept under review, which will involve monitoring changes in costs of delivery, benchmarking and other appropriate market-rate comparisons, to ensure fees and charges are appropriate
- Levels of fees and charges will be comprehensively reviewed at least every 3 years, or sooner (for example in the light of changes to markets or legislation)

## 4. CHARGING AND LEGAL CONSIDERATIONS

For local authorities, charging decisions are controlled by statutory frameworks. Some services are provided in accordance with a statutory duty, whilst others are provided in accordance with a statutory power.

Local authorities have certain statutory duties in relation to some areas, such as planning matters, and where fees and charges apply to statutory services many of these are often set nationally with a prescribed charging mechanism. Alcohol licensing and gambling applications are two areas where there are a number of prescribed fees that local authorities have no control over in terms of setting them. The power to charge for some statutory services are set out in statute and local authorities have to set their fees in accordance with this.

Discretionary services are those that an authority has the power to provide but is not obliged to, and in the absence of a specific power to charge, these can be charged for on a cost recovery basis, under section 93 of the Local Government Act 2003. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.

Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.

It should also be noted that there are other charges that the local authority will set within the context of a wider policy framework such as for adult social care contributions and care charges. In such cases, contributions to the costs are considered based on individual circumstances and financial assessments and in accordance with a wider policy

This Framework has been developed within the context of legal considerations relating to charging for services. Key considerations include:

- The Council is under a duty to ensure that, taking one year with another, the income from charges do not exceed the costs of provision.
- Charges may be set differentially, so that different people are charged different amounts for example taking account of means testing

In using the phrase “taking one year with another”, it is recognised that there are practical difficulties a public sector body may face in estimating the charges, since to a large extent this is highly dependent upon the demand for the services concerned. This enables the Council to “balance their books” for specific services over a period of time (not less than a year but no more than 3 years) such that any under-recovery of cost can be addressed in setting charges for future years so that over time income equates to costs.

In relation to setting charges for discretionary services, guidance typically refers to the Chartered Institute of Public Finance and Accountancy definition of **total cost**. This provides the ability to recover all costs in the organisation, including a

proportion of all central and unallocated overheads including democratic costs, depreciation, interest and working capital costs and any pensions back-funding.

As noted earlier, some services and charges are bound by further specific legislation and services are expected to be aware of the legislative context that applies to their area of responsibility and seek advice as required from legal services. When presenting fees and charges reports for a member level decision, the legal basis for charging must be set out.

## 5. CHARGING AND COST OF DELIVERY

Subject to the governance processes set out below, it is proposed that fees & charges for services are to be set in order to **fully recover the cost of delivery**, unless there is a specific statutory restriction or a decision to subsidise the service provision for policy reasons.

Each charge should be identified as belonging to one of the categories in Table 2 below and the appropriate charging Framework adopted in establishing and reviewing the level of the charge. In determining the appropriate charging Framework, and in any event, proper consideration should be given to the wider equalities implications which may be involved affecting accessibility of all groups to Council services.

Table 2: Approaches to fees and charges and corresponding strategic objectives

Approach	Objective
1. Full cost recovery	The Council wishes to make the service generally available, but there is no policy rationale for providing a subsidy from general taxation.  Please note this Framework sets out that full cost recovery is the <b>default approach</b> to establishing fees and charges. Charging for discretionary services will fall into this category unless otherwise prevented by legislation or agreed.
2. Full cost recovery with concessionary discounts	The Council wishes to make the service generally available and is prepared to subsidise the service to ensure priority groups have access to the service, and/or other Council priority objectives are met.
3. Subsidised	The Council wishes to make the service widely accessible and therefore provides a subsidy from general taxation, however users of the service are expected to make some contribution to the cost.
4. Nominal	The Council's Framework is to make the service fully available and "free at the point of delivery". The service is funded from general taxation.

5. Prescribed charging	Charges are set in line with legal obligations and parameters under the appropriate legislation.
<b>Approach</b>	<b>Objective</b>
regime	

## Governance and Approval Processes

1. Some services that local authorities provide are for functions which are the responsibility of the executive (i.e., Cabinet) and others are non-executive, and as a result, the approval route for such fees and charges may also differ with some needing approval via Cabinet and others via Full Council (delegated to committee as set out in the Constitution). Executive Director works up formal charging proposal in line with approach above. As a minimum the proposal needs to reflect desired policy objectives, and approaches to cost calculation set out in the Fees and Charges Framework
2. Consultation and engagement undertaken as appropriate.
3. Cabinet or Council decision taken to proceed / not proceed in the Council's budget report other than in year decisions taken by officers which are limited to inflation plus 3%

## 6. CHARGING AND COST CALCULATION

Adopting a method of full cost recovery means that the total cost of delivery, together with an apportionment of department and corporate overheads, is calculated and charged to the service user– it involves taking a look at the whole process and ensuring that all the stages involved are taken into account, for example the cost of handling the initial enquiry through to the collection of the payment.

Costs of service provision which will be taken into account for the purposes of determining appropriate charging levels, can be divided into four categories as set out in Table 3 below:

Table 3: Costs of provision to inform Slough fees and charges

<p><b>1. Employment costs</b></p> <ul style="list-style-type: none"><li>• Costs of staff who deliver the service</li><li>• Salary plus all other cost to employer (e.g. pension)</li><li>• Could include allocation of pension back-funding if this is a cost to the Council</li></ul>
<p><b>2. Departmental costs</b></p> <ul style="list-style-type: none"><li>• Costs incurred by the Department to deliver the service, for example:<ul style="list-style-type: none"><li>• Travel and distribution costs incurred</li><li>• Specialised equipment required</li><li>• Administration and management at the Departmental level</li><li>• Insurance costs paid at the Departmental level</li><li>• Advertising and marketing costs paid at the Departmental level</li></ul></li></ul>
<p><b>3. Corporate costs and overheads</b></p> <ul style="list-style-type: none"><li>• Costs incurred by other corporate services to ensure the service is provided, including:<ul style="list-style-type: none"><li>• Accommodation, IT and Insurance</li><li>• Back office support services such as Finance, Human Resources, Legal, Business Operations (e.g. payroll, accounts payable)</li><li>• Democratic costs (e.g. costs of democratic decision-making/governance processes relevant to the service, if and as appropriate)</li><li>• Insurance costs paid corporately</li><li>• Marketing and advertising costs paid at the corporate level</li></ul></li></ul>
<p><b>4. Financial costs</b></p> <ul style="list-style-type: none"><li>• Depreciation</li><li>• Costs of capital</li><li>• Interest on loans</li><li>• Costs of payment collection fees</li><li>• Debt collection and bad debt write-off</li></ul>

Finance will support colleagues to prepare the cost analysis required for the setting of fees & charges.

It should be borne in mind that some services will be subject to the Provision of Services Regulations 2009 which requires that fees & charges set under an

authorisation scheme have to be reasonable and proportionate to the cost of the procedures and formalities of it and should not exceed these costs.

The practical effect of this, based on case law, is that fees charged in accordance with a scheme that falls under these provisions (e.g., sex shop licensing) cannot at the outset cover more than just the cost of administering and processing the application (to grant a licence for example). Whilst the cost of enforcing the regime can be recovered, this cannot be wrapped up into one fee at the outset. Therefore, such fees and charges are split into:

- a. the costs of the application process; and
- b. on the application being successful, a further fee to cover the costs of the management and enforcement of the licensing regime. It is not possible to seek one fee incorporating both application and enforcement costs, and the fees need to be split and the second charge only due for applications which are successful (i.e., granted).

## **7. STRATEGIC APPROACH TO CONCESSIONS**

The Council may decide to provide services without charge or at a level that does not fully recover the cost of delivery – in doing so, the tax-payer will be subsidising service users as the impact of such a decision could be to divert funding from other services. Such decisions should support the delivery of the Council's priorities and its objectives. Prior to introducing any new fees for charges or making any changes to existing subsidies, the service should undertake a full review of the service, including consultation and an equalities impact assessment where appropriate.

In some circumstances it may be appropriate to provide a partial subsidy if charging the full cost discourages or prevents usage.

When considering a subsidy, the following should be taken into account:

- That the subsidy supports a Council priority, objective or policy
- That it is reasonable to assume that the impact of the Framework can be measured
- The cost of the subsidy can be estimated and is affordable within the Council's budget
- That the proposed subsidy is the most effective approach available to deliver the Framework objective, and
- Any other relevant information.

A subsidy could be for all users or in the form of concessions for users that meet a qualifying criteria. **Definitions of qualifying criteria for concessionary target groups should be consistent across the Council.** Any application for a concession will be considered on its own merits. The following are examples of groups, subject to the approval mechanisms noted below, which may be considered for concessions:

- Young people of less than 16 years of age,
- Full time students
- People with a disability
- Individuals in receipt of a means tested benefit

Senior Officers with responsibility for managing services are responsible for ensuring that the fees and charges within their area of responsibility comply with the Framework and for ensuring that the Framework is applied to all appropriate services and not just those for which a charge is currently made.

## **8. APPROACHES TO DEVELOPING NEW FEES & CHARGES**

Services are responsible for reviewing their services and ensuring that appropriate decisions are taken for all services.

For services that are provided on an ongoing basis to individual service users, appropriate notice should be given of any decision to amend or introduce a new fee or charge. An Equality Impact Assessment is required to be carried out for all new charges to consider the likelihood of any disproportionate adverse impact on vulnerable groups.

## **9. ADMINISTRATION / NOTIFICATION OF CHARGES**

Arrangements for the charging and collection of payments should be efficient, practical and simple to understand by users. Where possible, fees should be collected in advance of service delivery. Where this is not possible, invoices should be issued promptly, comply with debt management processes and tax legislation, for example VAT.

Once set and in accordance with the Framework, senior managers are required to ensure that fees & charges are applied to all service users and that waiving of fees is only applied in exceptional circumstances. Senior Managers are required to keep a record of any exceptions granted in these circumstances for review.

## **10. PERIODIC REVIEW**

**Charges, and decisions not to charge, will be reviewed by Services annually** in sufficient time for the impact of any revisions to be included in the annual budget setting process. All charges are expected to increase or decrease in line with the cost of providing the service unless there are exceptional reasons not to do so.

**Once reviewed** senior managers are expected to undertake a thorough review of fees and charges in their areas of delivery **at least every 2 years** – such a review is necessary to ensure that there are no material changes since the last review and to provide assurance that all costs are being recovered. Finance will monitor the cost recovery position. Senior managers are expected to build and maintain a record of activity data relevant to the service they provide.

Executive Directors have delegated authority under the Constitution to make in year changes to existing charges up to 3% plus inflation but should bear in mind that this delegated authority may not be appropriate to use in every case. For example, officers must consider if there is an approved policy for the matter and that it does not have any unusual features or be something that has political or other significant issues and that it would not be a key decision. It may therefore be necessary to decline to use the delegated authority in such circumstances.

Additionally, the introduction of new fees and charges should not be undertaken through delegated authority and should be approved formally through Cabinet/Committee/Council.

Charges must also be reviewed during the year if there are any significant changes, such as cost, market changes, demand or service levels which materially affect the current charges and cost recovery with any changes required approved in the appropriate manner.

The reasons behind any significant change to charges should be communicated to service users, providing reasonable notice which will usually be deemed to be one month.

Finance support colleagues will provide support to senior officers to undertake this in-depth review and may require that such a review is undertaken where there is evidence that the current fees and charges are below comparable benchmarks or where there is evidence confirming that a subsidy is being provided.

## **11. RECORDING OF FEES AND CHARGES**

Services are expected to maintain a **schedule of all fees and charges levied**.

These schedules should include, identified separately, any charges that are set and should record the date of the last in-depth review and the date of any relevant decision to provide a subsidy or concession. The power to charge should be set out next to each charge.



The Council's fees and charges will be set **prior** to each financial year and published alongside the annual budget.

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**APPENDIX 1**

**List of current (2023/24) and proposed (2024/25) fees and charges**

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	For Noting only/ Decision
Skip Licences	Skip Licence	£70.00	£75.00	7.1%	Statutory Discretionary	Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Decision
	Skip Licence, application plus 1 week over 5m length & 2m width		£200.00	New			
	Unauthorised Daily Charges	£90.00	£100.00	11.1%	Statutory Discretionary		
	Emergency lamping and signing	120	£130.00	8.3%	Statutory Discretionary		
	Extensions	35	£35.00	0.0%	Statutory Discretionary		
	Unauthorised Skips	700	£750.00	7.1%	Statutory Discretionary		
Cherry Picker Licence* <sup>1</sup>	Application	£250.00	£300.00	20.0%	Statutory Discretionary	Decision	
Crane Licence* <sup>1</sup>	Application (weight up to TBC New charges)	£250.00	£500.00	100.0%	Statutory Discretionary	Decision	
Crane Licence (NEW)* <sup>1</sup>	Application (weight up to TBC New charges)		TBC				
Hoarding/Scaffolding Licences - MINOR Roads* <sup>1</sup>	Commercial (3 months)	£350.00	£0.00	Replaced	Statutory Discretionary	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Decision
	0 to two months		£607.00	New	Statutory Discretionary		
	0 to two months		£2,976.00	New	Statutory Discretionary		
	2 to 4 months		£1,070.00	New	Statutory Discretionary		
	2 to 4 months		£3,310.00	New	Statutory Discretionary		
	4 to 6 months		£1,523.00	New	Statutory Discretionary		
	4 to 6 months		£3,758.00	New	Statutory Discretionary		
Hoarding/Scaffolding Licences - MAJOR Roads* <sup>1</sup>	Domestic (3 months)	£290.00		Replaced	Statutory Discretionary	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Decision
	0 to two months		£1,213.00	New	Statutory Discretionary		
	0 to two months		£5,958.00	New	Statutory Discretionary		
	2 to 4 months		£2,087.00	New	Statutory Discretionary		
	2 to 4 months		£6,563.00	New	Statutory Discretionary		
	4 to 6 months		£3,027.00	New	Statutory Discretionary		
Sex Establishments (cinema, shop, entertainment venue)	Annual / Variation	£2,606.00	£2,606.00	0.0%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982	Decision
	Minor Variation or Transfer	£685.00	£685.00	0.0%			
Street Trading - Town Centre	Annual	£5,000.00	£5,000.00	0.0%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982	Decision
	Daily	£35.00	£35.00	0.0%			
	Weekly	£130.00	£130.00	0.0%			
	Monthly	£475.00	£475.00	0.0%			
	Quarterly	£1,300.00	£1,300.00	0.0%			
	6 monthly	£2,750.00	£2,750.00	0.0%			
	Non-refundable deposit new applications	£500.00	£500.00	0.0%			
Street Trading - All other areas	Annual	£3,675.00	£3,675.00	0.0%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982	Decision
	Daily	£30.00	£30.00	0.0%			
	Weekly	£100.00	£100.00	0.0%			
	Monthly	£370.00	£370.00	0.0%			
	Quarterly	£1,100.00	£1,100.00	0.0%			
	6 monthly	£1,900.00	£1,900.00	0.0%			
	Non-refundable deposit new applications	£500.00	£500.00	0.0%			
Ice Cream Sellers	For 6 months	£600.00	£600.00	0.0%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982	Decision

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	For Noting only/ Decision
	For 1 month	£125.00	£125.00	0.0%			
Ear Piercing, Electrolysis, Tattooing & Acupuncture	Application & Grant	£277.20	£295.77	6.7%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982	Decision
	Amendments	£45.00	£48.00	6.7%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982	Decision
Pet shops / Animal boarding / Dog breeding / Riding centres (plus vets fees as applicable)	Application (per license)	£390.40	£390.40	0.0%	Statutory Prescribed	Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018, Reg 13 and Schedule 1	For noting only
	Renewal (per license)	£340.60	£340.60	0.0%			
	Variation (per license)	£183.00	£183.00	0.0%			
	Re-rating Visit (per license)	£158.00	£158.00	0.0%			
	Transfer due to death of licensee (per license)	£48.80	£48.80	0.0%			
Keeping or Training Animals for Exhibition	Application (per license)	£268.40	£268.40	0.0%	Statutory Prescribed	Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018, Reg 13 and Schedule 1	For noting only
	Renewal (per license)	£244.00	£244.00	0.0%	Statutory Prescribed		
	Variation (per license)	£183.00	£183.00	0.0%	Statutory Prescribed		
	Transfer due to death of licensee	£48.80	£48.80	0.0%	Statutory Prescribed		
Zoos / dangerous wild animals	Plus vet fees (per license)	£618.40	£618.40	0.0%	Statutory Prescribed	s.1(2)(e) Dangerous Wild Animals Act 1976	For noting only
Scrap Metal Dealers	Site Licence - new	£479.00	£479.00	0.0%	Statutory Discretionary	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Decision
	Site Licence - renewal	£340.00	£340.00	0.0%			
	Site Licence - variation	£208.50	£208.50	0.0%			
	Collectors Licence - new	£293.50	£293.50	0.0%			
	Collectors Licence - renewal	£216.50	£216.50	0.0%			
	Collectors Licence - variation	£139.00	£139.00	0.0%			
Licensing - alcohol	Including "large temporary events" (per license)	Variable	Variable	variable	Statutory Prescribed	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	For noting only
	All copy licences if lost (per copy)	£10.50	£10.50	0.0%			
<b>Gambling Act 2005</b>							Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007 Regulation 5 & Schedule 1 Regulation 8 & Schedule 1 Regulation 11 & Schedule 1 Regulation 12 & Schedule 1 Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007 Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007 Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007 Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007 Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007 Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007
Bingo Club	New application (per license)	£2,625.00	£2,625.00	0.0%	Statutory Prescribed	For noting only	
	Annual fee (per license)	£750.00	£750.00	0.0%			
	Application to vary (per license)	£1,315.00	£1,315.00	0.0%			
	Application to transfer (per license)	£900.00	£900.00	0.0%			
	Application for re-instatement (per license)	£900.00	£900.00	0.0%			
	Application for provisional statement (per statement)	£2,625.00	£2,625.00	0.0%			
	License application - provisional statement holders (per license)	£900.00	£900.00	0.0%			
	Copy of license (per license)	£25.00	£25.00	0.0%			
	Notification of change (per license)	£50.00	£50.00	0.0%			
	New application (per license)	£2,250.00	£2,250.00	0.0%		Regulation 5 & Schedule 1 Regulation 8 & Schedule 1 Regulation 11 & Schedule 1 Regulation 12 & Schedule 1	
	Annual fee (per license)	£450.00	£450.00	0.0%			
	Application to vary (per license)	£1,125.00	£1,125.00	0.0%			
	Application to transfer (per license)	£900.00	£900.00	0.0%			

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	For Noting only/ Decision
Betting premises - excluding tracks	Application for re-instatement (per license)	£900.00	£900.00	0.0%	Statutory Prescribed	Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	For noting only
	Application for provisional statement (per statement)	£2,250.00	£2,250.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	License application - provisional statement holders (per license)	£900.00	£900.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	Copy of license (per license)	£25.00	£25.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	Notification of change (per license)	£50.00	£50.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
Family entertainment centres	New application	£1,500.00	£1,500.00	0.0%	Statutory Prescribed	Regulation 5 & Schedule 1	For noting only
	Annual fee	£565.00	£565.00	0.0%		Regulation 8 & Schedule 1	
	Application to vary	£750.00	£750.00	0.0%		Regulation 11 & Schedule 1	
	Application to transfer	£715.00	£715.00	0.0%		Regulation 12 & Schedule 1	
	Application for re-instatement	£715.00	£715.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	Application for provisional statement	£1,500.00	£1,500.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	License application - provisional statement holders	£715.00	£715.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	Copy of license	£25.00	£25.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
Notification of change	£50.00	£50.00	0.0%	Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007			
Gaming centres	New application	£1,500.00	£1,500.00	0.0%	Statutory Prescribed	Regulation 5 & Schedule 1	For noting only
	Annual fee	£750.00	£750.00	0.0%		Regulation 8 & Schedule 1	
	Application to vary	£750.00	£750.00	0.0%		Regulation 11 & Schedule 1	
	Application to transfer	£900.00	£900.00	0.0%		Regulation 12 & Schedule 1	
	Application for re-instatement	£900.00	£900.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	Application for provisional statement	£1,500.00	£1,500.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	License application - provisional statement holders	£900.00	£900.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	Copy of license	£25.00	£25.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
	Notification of change	£50.00	£50.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	
FEC gaming machine / prize gaming – Application fee	FEC gaming machine / prize gaming – Application fee	£300.00	£300.00	0.0%		Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	
	Licensed premises gaming machine permit – Application fee	£150.00	£150.00	0.0%		Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	
	Licensed premises gaming machine permit – Annual fee	£50.00	£50.00	0.0%		Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	For Noting only/ Decision
Permits	Licensed premises - Notification of 2 or less gaming machines	£50.00	£50.00	0.0%	Statutory Prescribed	Regulation 3 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	For noting only
	Club gaming / gaming machine permit – Application fee	£200.00	£200.00	0.0%			
	Club gaming / gaming machine permit – Annual fee	£50.00	£50.00	0.0%			
Combination Driver (CD) Licensing	PH & HC Driver - Renewal (1 year)	£286.00	£305.00	6.6%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	Decision
	PH & HC Driver - New Application (3 year)	£375.00	£400.00	6.7%			
	PH & HC Driver - Renewal (3 year)	£330.00	£352.00	6.7%			
	PH & HC Driver - Replacement badge	£17.00	£18.00	5.9%			
	PH & HC Driver - Replacement badge change of operator	£17.00	£18.00	5.9%			
	PH & HC Driver - copy of paper licence	£17.00	£18.00	5.9%			
	PH & HC Driver - Knowledge test	£45.00	£48.00	6.7%			
	PH & HC Vehicle - New application	£300.00	£320.00	6.7%			
	PH & HC Vehicle - Renewal application	£250.00	£266.00	6.4%			
	PH & HC Vehicle - Transfer	£90.00	£96.00	6.7%			
	PH & HC Vehicle - Change of vehicle	£250.00	£266.00	6.4%			
	PH & HC Vehicle - Copy of paper licence	£17.00	£18.00	5.9%			
	PH & HC Vehicle - Replacement plate	£26.00	£27.50	5.8%			
	PH & HC Vehicle - Copy of certificate of compliance	£17.00	£18.50	8.8%			
PH Vehicle - Exemption	£51.50	£55.00	6.8%				
Combination Driver Licence (CD)	CDriver - Renewal (1 year)	£286.00	£305.00	6.6%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	Decision
	CDriver - New application (3 year)	£375.00	£400.00	6.7%			
	CDriver - Renewal (3 year)	£330.00	£352.00	6.7%			
Private Hire Operators (PHO)	Chauffeurs 1 vehicle	£150.00	£160.00	6.7%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	Decision
1 year grant and renewal	Operator Up to - 5 vehicles	£302.50	£322.00	6.4%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	Decision
	Operator Up to - 15 vehicles	£396.60	£423.00	6.7%			
	Operator Up to - 25 vehicles	£654.50	£698.00	6.6%			
	Operator Up to - 35 vehicles	£918.50	£980.00	6.7%			
	Operator Up to - 45 vehicles	£1,177.00	£1,255.00	6.6%			
	Operator Up to - 55 vehicles	£1,441.00	£1,537.00	6.7%			
	Operator Up to - 65 vehicles	£1,705.00	£1,819.00	6.7%			
	Operator Up to - 75 vehicles	£1,969.00	£2,100.00	6.7%			
	Operator Up to - 85 vehicles	£2,123.00	£2,265.00	6.7%			

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	For Noting only/ Decision
	Operator Up to - 99 vehicles	£2,691.00	£2,871.00	6.7%			
	Operator 100 vehicles and over	£2,623.50	£2,799.00	6.7%			
Private Hire Operators (PHO)	Chauffeurs 1 vehicle	£452.00	£482.00	6.6%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	Decision
5 year grant and renewal	Operator Up to - 5 vehicles	£907.50	£968.00	6.7%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	Decision
	Operator Up to - 15 vehicles	£1,188.00	£1,267.00	6.6%			
	Operator Up to - 25 vehicles	£1,963.00	£2,094.00	6.7%			
	Operator Up to - 35 vehicles	£2,755.50	£2,940.00	6.7%			
	Operator Up to - 45 vehicles	£3,531.00	£3,767.00	6.7%			
	Operator Up to - 55 vehicles	£4,323.00	£4,612.00	6.7%			
	Operator Up to - 65 vehicles	£5,115.00	£5,457.00	6.7%			
	Operator Up to - 75 vehicles	£5,907.00	£6,302.00	6.7%			
	Operator Up to - 85 vehicles	£6,396.00	£6,824.00	6.7%			
	Operator Up to - 99 vehicles	£7,804.50	£8,327.00	6.7%			
	Operator 100 vehicles and over	£7,870.50	£8,397.00	6.7%			
	Replacement Licence	£17.00	£18.00	5.9%			
Licence to store explosives/fireworks - new	0-250kg	£111.00	£111.00	0.0%	Statutory Prescribed	Explosives Regulations 2014 / Fireworks Regulations 2004, reg. 9 Licensing of fireworks suppliers etc.	For noting only
Licence to store - renewal	0-250kg	£55.00	£55.00	0.0%	Statutory Prescribed		For noting only
Licence to store - new	250-2000kg	£189.00	£189.00	0.0%	Statutory Prescribed		For noting only
Licence to store - renewal	250-2000kg	£87.00	£87.00	0.0%	Statutory Prescribed		For noting only
Variation		£37.00	£37.00	0.0%	Statutory Prescribed		For noting only
Transfer		£37.00	£37.00	0.0%	Statutory Prescribed		For noting only
Replacement		£37.00	£37.00	0.0%	Statutory Prescribed		For noting only
Any other variation		£90.00	£96.00	6.7%	Statutory Discretionary		Decision
Licence to sell (fireworks)	Max and for other charges periods detailed on internet	£500.00	£500.00	0.0%	Statutory Prescribed		For noting only
Pre-Application Advice	Pre-Application Advice	£90.00	£96.00	6.7%	Statutory Discretionary		Localism Act 2011, s1 and s3
Any Licence which requires amendment and isn't statutory fees	-	£45.00	£48.00	6.7%	Statutory Discretionary		Decision

<sup>11</sup> In the light of the comments from the Finance Commissioner further work is being undertaken to confirm full recovery costs in respect of the following:

Crane licence, cherry picker and scaffolding/Hoarding licences.

This information will be circulated in an addendum and presented at the meeting by the Network Lead – Parking, Highways & Streetworks

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**MEMBERS' ATTENDANCE RECORD 2023/24**

**LICENSING COMMITTEE**

<b>COUNCILLOR</b>	<b>01.06.23</b>	<b>30.10.23</b>	<b>05.02.24</b>	<b>11.03.24</b>
Carter	P	P		
Instone	P	P* (from 6.59pm)		
Khawar	P	P		
Mohammad	Ap	P		
Mohindra	P	P		
Naveed	P	P		
Nazir	P	P		
Satti	P	P		
Shah	P	P		
Stedmond	P	P		

P = Present for whole meeting  
Ap = Apologies given

P\* = Present for part of meeting  
Ab = Absent, no apologies given

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