

Public Document Pack



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29 November 2021

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **REGULATORY COMMITTEE** will be held in the Council Chamber at these Offices on Tuesday 7 December 2021 at 2.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Jemma Duffield, Democratic Services Officer on (01304) 872305 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a horizontal line.

Chief Executive

Regulatory Committee Membership:

N J Collor (Chairman)
O C de R Richardson (Vice-Chairman)
P M Brivio
S J Jones
R S Walkden

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 4)

To receive any declarations of interest from Members in respect of business to be

transacted on the agenda.

4 **MINUTES** (Pages 5 - 6)

To confirm the attached Minutes of the meeting of the Committee held on 7 September 2021.

PROCEDURE FOR HEARING (Pages 7 - 9)

The procedure for the Hearing is attached.

5 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION TO LICENCE VEHICLE OUTSIDE OF POLICY GUIDELINES** (Pages 10 - 28)

To consider the attached report of the Licensing Manager.

6 **FEES AND CHARGES 2022/23** (Pages 29 - 47)

To consider the attached report of the Head of Regulatory Services.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is step free access via the Council Chamber entrance and an accessible toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- Members of the Regulatory Committee may receive confidential information relating to criminal offence personal data as part of an exempt or confidential item of business on the agenda. It is each Member's responsibility to ensure that this information is handled securely and confidentially as required under data protection legislation. This information must only be retained for as long as necessary and when no longer required disposed of via a shredder or the Council's secure disposal arrangements.

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Large print copies of this agenda can be supplied on request.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 7 September 2021 at 10.04 am.

Present:

Chairman: Councillor N J Collor

Councillors: E A Biggs (as substitute for Councillor P M Brivio)
D G Beaney (as substitute for Councillor O C de R Richardson)
D Hannent (as substitute for Councillor R S Walkden)

Officers: Licensing Manager
Licensing Enforcement Officer
Regulatory Lawyer
Contentious and Regulatory Lawyer
Democratic Services Officer

Also Present: Mr Paul Lawrence (Minute No.27)

23 APOLOGIES

There were apologies for absence from Councillors P M Brivio, S J Jones, O C de R Richardson and R S Walkden.

24 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillors E A Biggs, D G Beaney and D Hannent be appointed as substitute members for Councillor P M Brivio, O C de R Richardson and R S Walkden respectively.

25 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

26 MINUTES

The Minutes of the meeting held on 20 July 2021 were approved as a correct record for signing by the Chairman.

27 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - APPLICATION TO LICENSE VEHICLE OUTSIDE OF POLICY GUIDELINES

The Licensing Manager presented the report to the Committee. An application from Mr Paul Lawrence had been received for the renewal of a Private Hire Vehicle Licence for a Skoda Octavia, registration BT11 FCJ. It was a four-passenger seat vehicle to be used for normal private hire duties. The vehicle fell outside of the current vehicle age policy, having been registered in June 2011 and having reached 10 years and 2 months old, the vehicle was referred to the Committee for a decision.

Mr Lawrence attended the meeting and along with officers and the Committee, withdrew to examine the vehicle. Upon returning to the meeting room Mr Lawrence had the opportunity to answer questions from Members about his application and the condition and history of the vehicle.

Mr Lawrence explained the effects of the Covid pandemic on his business and that his earnings had not yet recovered to the pre-pandemic levels and that during the last 18 months on some days he was earning £30 - £40 a day. In addition, he had been unable to work on two separate occasions for prolonged periods due to health.

Mr Lawrence provided the Committee with invoices which showed the work carried out on the vehicle by Elms Vale garage. He advised Members that the advisories from the last MOT had been completed although, provided further clarification that the vehicle passed its MOT and some other works had been carried out. Mr Lawrence informed the Committee that any problems with the vehicle were rectified quickly and customers often commented on the vehicle's cleanliness and how well maintained it was. Mr Lawrence told the Committee he was unable to replace the vehicle at this time due to his low earnings during the last 18 months and the increase of second-hand car prices.

RESOLVED: That, on the basis that the offside rear bumper that is protruding from the vehicle is repaired within the next 4 weeks and having been inspected by the Licensing Team, and notwithstanding the Council's current policy guidelines, Mr P Lawrence be granted the renewal of a Private Hire Licence for a Skoda Octavia, registration BT11 FCJ for a period of 12 months with no further renewals.

The meeting ended at 10.43 am.

DOVER DISTRICT COUNCIL

REGULATORY COMMITTEE PROCEDURE FOR HEARINGS LICENSING OF A DRIVER, VEHICLES AND OPERATORS

INTRODUCTIONS AND PRELIMINARIES		
1	Chairman	The Chairman invites all present to introduce themselves.
2	Chairman	The Chairman advises the applicant of the reason for the Hearing and the procedure.
3	Legal Adviser	The applicant is asked to confirm receipt of: <ul style="list-style-type: none"> • the agenda • Licensing Officer's report • Council's policy guidelines • procedure for hearing • extract from the Rehabilitation of Offenders Act 1974
HEARING		
4	Licensing Officer	The Licensing Officer: <ul style="list-style-type: none"> • presents the Licensing Officer's report • summarises any issues
5	Licensing Officer	The Licensing Officer may call any witnesses. Each witness in turn: <ul style="list-style-type: none"> • will give evidence • may be questioned by the applicant or applicant's representatives • may be questioned by the Committee • may, if necessary, be re-questioned by the Licensing Officer
6	Applicant or applicant's representative	The applicant is asked to present his/her case and any particular issues (including whether the applicant accepts the facts presented or wishes to correct them).
7	Applicant or applicant's representative	The applicant or the applicant's representative may call any witnesses (including the applicant themselves). Each witness in turn: <ul style="list-style-type: none"> • will give evidence • may be questioned by the Licensing Officer • may be questioned by the Committee • may, if necessary, be re-questioned by the applicant/applicant's representative.
8	Members of the Committee	The Committee may ask further questions of any of the parties or any witnesses for the purpose of obtaining further relevant information or clarification.
9	Licensing Officer	The Licensing Officer may give their final submission.
10	Applicant or applicant's representative	The applicant/applicant's representative may give their final submission.

DETERMINATION		
11	Committee members/Legal Adviser	The Committee will withdraw to consider its determination. The Legal Adviser may be requested by the Chairman to accompany the Committee.
12	Committee members	If the Committee requires any further information from any party or any further evidence, all parties will be recalled and the meeting reconvened. Any Member of the Committee who has not been present during the whole of the proceedings must not take part in the decision making.
13	Legal Adviser	Any legal advice given to the Committee in private will be summarised to the Applicant.
14	Chairman	The decision of the Committee is given to all parties. In the event of a decision to refuse, suspend or revoke an application, the applicant is told that he/she has the right of appeal through the Magistrates Court and then to the Crown Court.

NOTES

1. The opportunities given to the parties within this procedure to ask questions should be used only for that purpose - to ask questions. The person asking the question will not be allowed to use this right as an opportunity to make statements.

2. Members of the Committee are, as a general rule, expected to ask questions of the various parties in accordance with this procedure. However circumstances may arise where it is desirable for a Member to seek immediate clarification or a point made by a witness or by a party during the course of giving evidence, answering questions being put to him by another party or making a submission. This should be permitted by the Chairman provided that the question is relevant and is conducive to the proper conduct of the hearing. Where additional questions are permitted after the Applicant's case has been summed up, the Applicant or his/her representative will always be given the final right of reply.

3. Under no circumstances must the parties or their witnesses offer members of the Committee information in the absence of the other party. Similarly Members must not attempt to gain information from any party at the hearing in the absence of the other. These are essential requirements of the proper application of the rules of natural justice.

4. The Chairman may vary this procedure as circumstances require but having full regard to adhering to the rules of natural justice.

Subject:	LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – APPLICATION TO LICENCE VEHICLE OUTSIDE OF POLICY GUIDELINES
Meeting and Date:	Regulatory Committee – 7 December 2021
Report of:	Licensing Manager
Classification:	Unrestricted

Purpose of the report:	To consider an application to renew a licence for a hackney carriage vehicle outside of policy guidelines
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Recommendation:	That the Committee consider the report
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1. Summary

Mr Wirya Kadir, has submitted an application to the licensing authority asking for permission to renew the licence on his Volkswagen Caddy as a Hackney Carriage vehicle. This vehicle falls outside of the current vehicle age policy, being registered in June 2011. The vehicle EU11 BZY has 6 passenger seats and is intended to be used for Hackney carriage hire within the district and beyond.

The licence plate expired on 30 October 2021, but a temporary extension was given until 7 December 2021 (date of the hearing).

2. Introduction and Background

2.1 The regulation of Hackney Carriage & Private Hire Vehicles is a statutory duty of the Council under the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.

2.2 The Dover District Council Hackney Carriage and Private Hire Policy states in paragraph 2.4.2 that:

“No application for the renewal of a hackney carriage or private hire vehicle will be granted if the vehicle, when application is made, exceeds 8 years of age”.

In addition, it states in paragraph 2.4.5 that:

The Licensing Team Leader has delegated authority to extend the time limits set out at 2.4.1 – 2.4.4 for prestige or exceptionally well maintained vehicles by a maximum of two further years.

2.3 Applicants wishing to licence vehicles outside of the policy should show sufficient reason for the Council to deviate from the agreed policy.

2.4 Previous renewals of this vehicle have been authorised by the Licensing Team Leader, as per the Dover District Council Hackney Carriage and Licensing Policy delegations. However, as this vehicle is now 10 years and 5 months old, it can no longer be delegated to an officer, and therefore has been referred to the Regulatory Committee. The application can be found at **Appendix A**. The vehicle has been inspected by the Licensing Enforcement Officer and the details of the inspection are shown at **Appendix B**. The mileage at the time of inspection was 265,233 miles. The vehicle owner has indicated that a replacement engine has been fitted and has been

asked to bring any receipts for work completed to the committee meeting. The Licensing Enforcement Officer has taken photos of the vehicle's interior and exterior which are shown at **Appendix C**.

The owner has been requested to physically present the vehicle for inspection on the day of the hearing.

2.5 Hackney carriage and private hire vehicle licences are normally issued for a period of 12 months.

3 **Identification of Options**

Options:

- (a) To allow the application for the renewal of the Hackney Carriage Vehicle licence notwithstanding that this would be a deviation from existing policy.
- (b) To reject the application as there are insufficient reasons to justify a deviation from existing policy.

4 **Evaluation of Options**

Options:

- (a) The vehicle is over the age defined in the policy for the renewal of a licence. However, Mr Kadir is requesting that the Committee consider whether the vehicle could be licensed as it is maintained to a high standard and is in good condition.
- (b) If such a deviation from policy were allowed, for a 12 month period or any lesser period, then it would be necessary to make clear that this was an exceptional circumstance.
- (c) If the Committee felt that there were insufficient reasons to deviate from the Policy, then the application should be refused.

5 **Resource Implications**

There are no resource implications arising from this report.

6 **Appendices**

Appendix A – Application form and supporting papers submitted by Mr Kadir.

Appendix B – Licensing Enforcement Officer's report following inspection of the vehicle.

Appendix C – Photographs of the vehicle.

7 **Background Papers**

Hackney Carriage & Private Hire Licensing Policy

Local Government (Miscellaneous Provisions) Act 1976.

Contact Officers: Rebecca Pordage, Licensing Manager. 01304 872279

From: no-reply@dover.gov.uk
To: [DDC Licensing](#)
Subject: Hackney Carriage Vehicle Licence - submitted form ref: 776217
Date: 26 October 2021 11:27:23
Attachments: [1EF9365B63A74AADB10EF3B3899E162E.jpeg](#)
[75AA5623B163462093E33916866199FF.jpeg](#)
[474910BDA57948C8A80F8766AD33285B.jpeg](#)
[7DCEFF8AF4E3426484A443C940FA19BC.jpeg](#)

The following details were submitted online using the Hackney Carriage Vehicle Licence form.

Renew - hackney carriage licence - £327.00

Question	Response
<i>Type of application:</i>	Renew - hackney carriage licence - £327.00
<i>Plate number, starting HV0:</i>	Hv011
<i>Title (for example Mr, Mrs, Ms, Miss):</i>	Mr
<i>Firstname:</i>	Wirya
<i>Lastname:</i>	Kadir
<i>Contact phone number:</i>	[REDACTED]
<i>Please enter your email address:</i>	[REDACTED]
<i>Current address (including postcode):</i>	[REDACTED]
<i>National Insurance number:</i>	[REDACTED]
<i>Date of birth (dd/mm/yyyy):</i>	[REDACTED]
<i>Business name:</i>	Dover
<i>Business address (if different from above):</i>	
<i>Business email address:</i>	
<i>Registration number:</i>	EU11 BZY
<i>Make:</i>	Vw
<i>Model:</i>	Caddy
<i>Colour:</i>	Blue
<i>Date of first registration (dd/mm/yy):</i>	23/06/2011
<i>Engine capacity:</i>	1.6
<i>Type of fuel:</i>	Diesel

Vehicle type: MPV
Is the vehicle adapted as wheelchair accessible?: No
Number of seats EXCLUDING the driver: 6
If changing vehicle, please provide the details of the existing vehicle:
Is the vehicle insured for the carriage of passengers for hire or reward?: Yes
Name of insurance company: Freeways
Insurance policy number: XXXXXXXXXX
Insurance expiry date (dd/mm/yyyy): 06/06/2022
Upload proof of the vehicle insurance: 1EF9365B63A74AADB10EF3B3899E162E.jpeg
Upload MOT certificate: 75AA5623B163462093E33916866199EF.jpeg
Upload proof of vehicle tax: 474910BDA57948C8A80F8766AD33285B.jpeg
Upload V5 or proof of ownership (bill of sale): 7DCEFF8AF4E3426484A443C940FA19BC.jpeg
Please provide the name and address for all other interested parties:
(Row 1) Name: Wirya
(Row 1) Address: Same
(Row 1) Capacity of interest (eg: vehicle or plate owner): 1.6
(Row 2) Name:
(Row 2) Address:
(Row 2) Capacity of interest (eg: vehicle or plate owner):
(Row 3) Name:
(Row 3) Address:
(Row 3) Capacity of interest (eg: vehicle or plate owner):
Have you previously held or been refused a hackney carriage licence?: No
Declaration: I understand and accept the above declaration
If signing on behalf of a company or partnership owning the vehicle, state in which

capacity:

Jadu reference number: 776217

Date and time of submission: 26/10/2021 11:27:12

Logged by: WEB

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Dover District Council is a data controller under GDPR. Our privacy notice at www.dover.gov.uk/privacy explains how we use and share personal information and protect your privacy and rights.

MOT test certificate

① Vehicle identification number
WV2ZZZ2KZBX304432

② Registration number ③ Country of registration
EU11BZY GB

Make and model
VOLKSWAGEN CADDY

④ Vehicle category	④ Mileage	Mileage history
M1	263,435 miles	249,634 miles 21.04.2021
		236,623 miles 05.10.2020
		227,150 miles 26.05.2020



Driver & Vehicle
Standards
Agency

⑦ Pass with defects

⑥ Repair as soon as possible (minor defects)

- Registration plate lamp inoperative in the case of multiple lamps or light sources Rear [4.7.1 (b) (i)]

Monitor and repair if necessary (advisories)

- Brake disc worn, pitted or scored, but not seriously weakened Front [1.1.14 (a) (ii)]

⑧ Date of the test ⑨ Expiry date
18.10.2021 17.10.2022

To preserve the anniversary of the expiry date, the earliest you can present your vehicle for test is 18.09.2022.

⑩ Location of the test
Alexandra Road, Margate Kent, CT9 5SP


⑪ Testing organisation and inspector name
**S001282 ALEXANDRA GARAGE
S. H. Salari**

MOT test number
7844 6263 0767

Check that this document is genuine by visiting www.gov.uk/check-mot-history

If any of the details are not correct, please contact DVSA by email at enquiries@dvsa.gov.uk or by telephone on 0300 1239000.

Receive a free annual MOT reminder by subscribing at www.gov.uk/mot-reminder or by telephone on 0300 1239000.


Issuer signature

Overage report

Visual inspection carried out on HV011, by licensing officer Paul James (P.J.) at the Whitfield offices, 04-11-2021.

Vehicle is a Volkswagen Caddy 1.6 diesel, in Blue. Registration EU11 BZY, first registered in June 2011. The vehicle is now 10 years and 5 months old and is being referred to the licensing committee by the vehicle owner for relicensing as it is overage according to the HC & PH policy.

The mileage at the time of inspection was 265,233 and the driver informed me that a replacement engine had been fitted fairly recently. The latest Mot was carried out Oct 2021 and highlighted one minor defect and one advisory.

- I have taken photographs of the vehicles body work and interior and these are attached. The expectations for bodywork condition are set out in the policy at appendix A (section 3)

In relation to Appendix A (section 3.3), the main areas of visual corrosion or damage are:-

- all four wheels are showing signs of aluminium corrosion
- There is some paint blistering to the leading edge of the bonnet. (EU 1)
- The off side front bumper had become unclipped (EU 2)
- Small dent to off side sliding door and wheel arch (EU 12)
- Some paint scuffs to the rear bumper (EU 7)

I have advised the owner to ensure the vehicle is presented to the committee in a clean condition and to bring any service history and /or bills for replacement parts on the day.

P.J.

EU 1



EU 2



EU 3



EU 4



EU 5



EU 6



EU 7



EU 8



EU 9



EU 10





EU 12



Subject:	FEES AND CHARGES 2022/23
Meeting and Date:	Regulatory Committee – 7 December 2021 Cabinet (for information) – 17 January 2022 (part of larger report)
Report of:	Diane Croucher, Head of Regulatory Services
Portfolio Holder:	Councillor M Bates Portfolio Holder for Transport, Licensing and Regulatory Services
Decision Type:	Non- Executive
Classification:	Unrestricted

Purpose of the report: This report has been prepared in order to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 2022/23. These revised F&Cs will be included in the budget estimates for 2022/23.

- Recommendation:**
1. The Regulatory Committee approve the Fees and Charges for 2022/23 as set out in Appendix 4.
 2. Members approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.
 3. Members approve the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis.
 4. That the Head of Regulatory Services is authorised to adopt fees at, or close to government directed levels without the need for further reporting, in cases where the Council is awaiting Government guidance and it has not been possible to set a fee level at this stage.
 5. That the Head of Regulatory Services be authorised in consultation with the Strategic Director of Corporate Resources to make minor adjustments to the fees and charges as necessary.
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1. Summary

1.1 The Council's constitution specifies that F&Cs shall be reviewed annually. In order to meet this requirement all Directors / Heads of Service have been asked to review the F&Cs within their areas of responsibility and to produce recommended levels for 2022/23.

2. Introduction and Background

2.1 The Council's constitution specifies that F&Cs shall be reviewed annually.

- 2.2 The level of Member approval required is dependent upon the types of F&Cs raised and therefore reports have to be submitted to:
- Licensing Committee
 - Regulatory Committee
 - Planning Committee (for information only)
 - Cabinet
- 2.3 In order to meet this requirement it is proposed to submit the following reports:
- Licensing Committee - Report to meeting on 20 October 2021 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee – Report to meeting on 7 December 2021 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee – Report (for information) to the meeting on 11 November 2021 of all F&Cs relevant to the Planning Committee.
 - Cabinet – Report to the meeting on 17 January 2022 of all F&Cs, but seeking specific approval of those F&Cs set by Cabinet.
- 2.4 Members are reminded that in 2004/05 a Member and Officer Review group developed a framework of broad guidelines to be considered in formulating proposals for F&Cs.
- 2.5 A copy of the checklist produced at that time and since updated to maintain currency, has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.
- 2.6 As in previous years, in order to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendices 3 and 4.

Detail and Narrative

These give a brief summary of the type of service being provided.

Set by Government

This indicates whether a charge is statutory or not. If a charge is statutory then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

2021/22 Charge Inc VAT

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will actually pay and is therefore more meaningful.

Second, charges for some services, car parking for example, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, having regard to relevant considerations including market level, where appropriate. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

2022/23 Proposed Charge Inc VAT

This is the recommended charge for 2022/23 and will, subject to Members' approval, be included in the 2022/23 budget.

2022/23 Total Expected Income ex VAT

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

Comments (inc Reason for the Change in Charges)

The licensing fees are reviewed each year as part of a rolling programme. The reviews include a detailed time/cost breakdown of each licence type.

There are some anticipated reductions in income, due to potential Covid restrictions affecting businesses.

The council has, for some years, offered a 10% reduction in licensing fees for wheelchair accessible vehicles. There are very few such vehicles licensed within this district, so the proposal is to increase this reduction to 25%. In addition, the same reduction is proposed to be extended for fully electric/hybrid vehicles as an incentive to encourage more within the district.

An additional fee has been included in respect of Animal Activities where a proprietor wishes to carry out more than one licensable activity.

3. Identification of Options

3.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.

4. Members may propose and approve alternative figures with reasons recorded for their decisions. Alternative figures should not however result in a total income which exceeds the cost of providing the service.

5. Evaluation of Options

5.1 The recommended fees and charges take into account the actual cost of providing the service and seek to ensure full cost recovery. This is the recommended approach.

5.2 Members should also take into account the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices.

6. Resource Implications

See Appendices.

7. Climate Change and Environmental Implications

7.1 There are no climate change implications.

8. Corporate Implications

8.1 Comment from the Strategic Director of Corporate Resources (linked to the MTFP); Finance have been involved in the production of this report and have no further comment to make (AT).

8.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make

8.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

9. Appendices

Appendix 1 – Fees and Charges checklist

Appendix 4 – Schedule of recommended F&Cs

Contact Officers: Rebecca Pordage, Licensing Manager and
Aiden Tanton, Accounts Assistant

Fees and Charges 2022/23

Fees and Charges Checklist**Corporate and Service Objectives**

Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?

Users of the Service

Is there sufficient understanding of our service users and their needs and wishes?

Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed?

Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation.

Ensure that you consider the potential climate change and environmental issues and where necessary consider and document any issues and mitigation.

Comparison with other providers

Is there a complete picture of competition and providers of similar services – including other Local Authorities?

Consultation

Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements?

Is wider community consultation appropriate for any of your charges? Has it been undertaken?

Performance Management

Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?

Financial Considerations

Is the charge at a level to fully recover all costs or if is subsidised - why?

Have we considered all services for which we can / should charge a fee?

Are there any fees that we charge, that have not been included in the schedule?

Are we being radical in our approach to charging and are our charges cost effective?

Corporate Income Policy

Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.

Legal Considerations and Other Guidance

Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?

Customer Access Review

Consider whether the CAR for your service includes any issues for specific fees.

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23	2022/23	
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Bates												
1	Acupuncture	Premise Registration	N	£205		N	£1,500	£205	£1,500	0%		
2	Acupuncture	Additional Practitioner	N	£90		N		£90		0%		
3	Acupuncture	Minor Variation	N	£50		N		£50		0%		
4	Cosmetic Piercing	Premise Registration	N	£205		N		£205		0%		
5	Cosmetic Piercing	Additional Practitioner	N	£90		N		£90		0%		
6	Cosmetic Piercing	Minor Variation	N	£50		N		£50		0%		
7	Ear Piercing	Premise Registration	N	£205		N		£205		0%		
8	Ear Piercing	Additional Practitioner	N	£90		N		£90		0%		
9	Ear Piercing	Minor Variation	N	£50		N		£50		0%		
10	Electrolysis	Premise Registration	N	£205		N		£205		0%		
11	Electrolysis	Additional Practitioner	N	£90		N		£90		0%		
12	Electrolysis	Minor Variation	N	£50		N		£50		0%		
13	Semi-permanent Skin-colouring	Premise Registration	N	£205		N		£205		0%		
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£90		N		£90		0%		
15	Semi-permanent Skin-colouring	Minor Variation	N	£50		N		£50		0%		
16	Tattooing	Premise Registration	N	£205		N		£205		0%		
17	Tattooing	Additional Practitioner	N	£90		N		£90		0%		
18	Tattooing	Minor Variation	N	£50		N		£50		0%		
19	Animal Licensing	Boarding Establishments (new application 1 or 2 stars))	N	£402	NOTE: £238 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	N		£402		0%		

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23	2022/23	
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income	
20	Animal Licensing		£484	NOTE: £238 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.	N		£484	NOTE: £238 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.		0%		
21	Animal Licensing		£558	NOTE: £238 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	N	£4,328	£558	NOTE: £238 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	£4,328	0%		
22	Animal Licensing		£336		N		£336	NOTE: £172 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.		0%		
23	Animal Licensing		£418		N		£418	NOTE: £172 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.		0%		
24	Animal Licensing		£492		N		£492	NOTE: £172 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.		0%		
25	Animal Licensing		£339	NOTE: £233 Non refundable to be submitted with application, a further £106 is due if application is approved to cover regulation.	N		£339	NOTE: £233 Non refundable to be submitted with application, a further £106 is due if application is approved to cover regulation.		0%		
26	Animal Licensing		£425	NOTE: £233 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N		£425	NOTE: £233 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.		0%		
27	Animal Licensing		£473	NOTE: £233 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.	N	£0	£473	NOTE: £233 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.	£0	0%		
28	Animal Licensing		£278		N		£278	NOTE: £171 Non refundable to be submitted with application, a further £107 is due if application is approved to cover regulation.		0%		
29	Animal Licensing		£363		N		£363	NOTE: £171 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.		0%		
30	Animal Licensing		£411		N		£411	NOTE: £171 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.		0%		

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
31	Animal Licensing	Dog Breeding Establishments (New application 1 or 2 Stars)	N	£509	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	N	£2,108	£509	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	£2,108	0%	
32	Animal Licensing	Dog Breeding Establishments (New application 3 or 4 Stars)	N	£625	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.	N		£625	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.		0%	
33	Animal Licensing	Dog Breeding Establishments (New application 5 Stars)	N	£730	Plus vet fees. NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.	N		£730	Plus vet fees. NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.		0%	
34	Animal Licensing	Dog Breeding Establishments (renewal 1 or 2 stars)	N	£411		N		£411	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.		0%	
35	Animal Licensing	Dog Breeding Establishments (renewal 3 or 4 stars)	N	£527		N		£527	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.		0%	
36	Animal Licensing	Dog Breeding Establishments (renewal 5 stars)	N	£632		N		£632	Plus vet fees. NOTE: £179 Non refundable to be submitted with application, a further £453 is due if application is approved to cover regulation.		0%	
37	Animal Licensing	Dangerous Wild Animals (new application)	N	£250	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £68 is due if application is approved to cover regulation.	N	£0	£250	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £68 is due if application is approved to cover regulation.	£0	0%	
38	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N	£211	Plus Vet fees			£211	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £29 is due if application is approved to cover regulation.		0%	

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
39	Animal Licensing	Performing Animals (Exhibition of animals) (new application)	N	£515	New legislation requires 3 yearly licensing. Plus Vet fees. NOTE: £288 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	N	£0	£515	Plus Vet fees. NOTE: £288 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	£0	0%	
40	Animal Licensing	Performing Animals (Exhibition of animals) (renewal application)	N			N		£452	Plus Vet Fees. NOTE: £225 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.			New fee to differentiate between new and renewals
41	Animal Licensing	Selling of Animals as Pets (new application 1 or 2 stars)	N	£488	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.	N		£488	Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.		0%	
42	Animal Licensing	Selling of Animals as Pets (new application 3 or 4 stars)	N	£598	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £330 is due if application is approved to cover regulation.	N		£598	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £331 is due if application is approved to cover regulation.		0%	
43	Animal Licensing	Selling of Animals as Pets (new application 5 stars)	N	£698	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.	N	£1,253	£698	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.	£1,253	0%	
44	Animal Licensing	Selling of Animals as Pets (renewal 1 or 2 stars)	N	£466		N		£466	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.		0%	
45	Animal Licensing	Selling of Animals as Pets (renewal 3 or 4 stars)	N	£577		N		£577	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £331 is due if application is approved to cover regulation.		0%	

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
46	Animal Licensing	Selling of Animals as Pets) (renewal 5 stars)	N	£676		N		£676	Plus vet fees (initial visit). NOTE: £246 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.		0%	
47	Animal Licensing	Hiring out of Horses (New application 1 or 2 stars)	N	£590	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.	N		£590	Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.		0%	

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income	
48	Animal Licensing	Hiring out of Horses (New application 3 or 4 stars)	N	£740	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.	N	£777	£740	Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.	£777	0%	
49	Animal Licensing	Hiring out of Horses (New application 5 stars)	N	£891	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.	N		£891	Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.		0%	
50	Animal Licensing	Hiring out of Horses) (renewal 1 or 2 stars)	N	£476	Plus Vet fees.	N		£476	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.		0%	
51	Animal Licensing	Hiring out of Horses (renewal 3 or 4 stars)	N	£626	Plus Vet fees.	N		£626	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.		0%	
52	Animal Licensing	Hiring out of Horses (renewal 5 stars)	N	£777	Plus Vet fees.	N		£777	Plus Vet fees. NOTE: £261 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.		0%	
53	Animal Licensing	Zoos (new application)	N	£888	Plus Vet fees. NOTE: £755 Non refundable to be submitted with application, a further £133 is due if application is approved to cover regulation.	N	£0	£888	Plus Vet fees. NOTE: £755 Non refundable to be submitted with application, a further £133 is due if application is approved to cover regulation.	£0	0%	
54	Animal Licensing	Zoos (renewal) (every 6 years)	N	£719		N		£719	Plus Vet fees. NOTE: £600 Non refundable to be submitted with application, a further £119 is due if application is approved to cover regulation.		0%	
55	Animal Licensing	Arranging Provision of Home Boarding (New application 1 or 2 stars)	N	£297	NOTE: £98 Non refundable to be submitted with application, a further £199 is due if application is approved to cover regulation.	N	£0	£297	NOTE: £98 Non refundable to be submitted with application, a further £199 is due if application is approved to cover regulation.	£0	0%	
56	Animal Licensing	Arranging Provision of Home Boarding (New application 3 or 4 stars)	N	£396	NOTE: £98 Non refundable to be submitted with application, a further £298 is due if application is approved to cover regulation.	N		£396	NOTE: £98 Non refundable to be submitted with application, a further £298 is due if application is approved to cover regulation.		0%	
57	Animal Licensing	Arranging Provision of Home Boarding (New application 5 stars)	N	£486	NOTE: £98 Non refundable to be submitted with application, a further £388 is due if application is approved to cover regulation.	N		£486	NOTE: £98 Non refundable to be submitted with application, a further £388 is due if application is approved to cover regulation.		0%	

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
58	Animal Licensing	Arranging Provision of Home Boarding Renewal 1 or 2 stars)	N	£290		N	£0	£290	NOTE: £90 Non refundable to be submitted with application, a further £200 is due if application is approved to cover regulation.	£0	0%	
59	Animal Licensing	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	N	£389		N	£0	£389	NOTE: £90 Non refundable to be submitted with application, a further £299 is due if application is approved to cover regulation.	£0	0%	
60	Animal Licensing	Arranging Provision of Home Boarding (Renewal 5 stars)	N	£479		N	£0	£479	NOTE: £90 Non refundable to be submitted with application, a further £407 is due if application is approved to cover regulation.	£0	0%	
61	Animal Licensing	Arranging Provision of Home Boarding (Additional cost per host)	N	£94		N	£0	£94		£0	0%	
62	Animal Licensing	Replacement Licence	N	£15		N	£0	£15		£0	0%	
63	Animal Licensing	Minor variation	N	£25		N	£0	£25		£0	0%	
64	Animal Licensing	Full variation	N	£166		N	£0	£166		£0	0%	
65	Animal Licensing	Re-rate	N	£127		N	£0	£127		£0	0%	
66	Animal Licensing	Additional Activities	N					£50	If more than one activity is applied for, applicant will pay full amount for most expensive activity and £50 for each subsequent activity.	£100		New fee

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23	2022/23		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income	
67	Street Trading Consent	Grant £302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£494	£302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£916	£494	£302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	£916	0%		
68	Street Trading Consent	Annual renewal	N	£229		N		£229					0%
69	Street Trading Consent	Occasional	N	£130		N		£0	£130				£0
70	Street Trading Consent	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	N	£200	Up to 25 stalls then £10 per stall thereafter	N	£1,000	£200	Up to 25 stalls then £10 per stall thereafter	£1,000	0%		
71	Street Trading Consent	Tables & Chairs (New)	N	£75	New & Variation Applications	N	£150	£75	New & Variation Applications	£150	0%		
72	Street Trading Consent	Tables & Chairs (Renewal)	N	£35	Renewal	N	£770	£35	Renewal	£770	0%		
73	Sexual Entertainment Venue	Grant NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	N	£3,250	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	N	£0	£3,250	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	£0	0%		
74	Sexual Entertainment Venue	Renewal, Transfer or Variation NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	N	£2,225	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	N	£0	£2,225	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	£0	0%		
75	Boat Licence	Grant	N	£158		N	£0	£158		£0	0%		
76	Boat Licence	Renewal or Transfer	N	£135		N	£0	£135		£0	0%		

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
77	Scrap Metal Dealer	Site Licence Grant	N	£490		N	£0	£490		£0	0%	
78	Scrap Metal Dealer	Site Licence Variation (Change of name and address)	N	£16		N	£0	£16		£0	0%	
79	Scrap Metal Dealer	Site Licence Variation (Change of Manager)	N	£95		N	£0	£95		£0	0%	
80	Scrap Metal Dealer	Site Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
81	Scrap Metal Dealer	Site Licence Renewal	N	£475	Every 3 years.	N	£950	£475	Every 3 years.	£950	0%	
82	Scrap Metal Dealer	Collectors Licence Grant	N	£280		N	£0	£280		£0	0%	
83	Scrap Metal Dealer	Collectors Licence Variation (Change of name/address)	N	£16		N	£0	£16		£0	0%	
84	Scrap Metal Dealer	Collectors Licence Variation (Change of Vehicle)	N	£28		N	£0	£28		£0	0%	
85	Scrap Metal Dealer	Collectors Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
86	Scrap Metal Dealer	Collectors Licence Renewal	N	£272	Every 3 years	N	£0	£272	Every 3 years	£0	0%	

			2021/22	2021/22		2021/22	2022/23	2022/23	2022/23			
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Bates												
1	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£327	If vehicle is wheelchair accessible there is a 10% reduction in fee	N	£22,563	£327	If vehicle is wheelchair accessible there is a 25% reduction in fee	£22,563	0%	Further reduction for wheelchair accessible as there is a shortage of such vehicles within the District
2	Hackney Carriage & Private Hire	Electric/Hybrid Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N					£245	If vehicle is wheelchair accessible there is a further 25% reduction in fee	£0	NEW FEE	NEW FEE Reduction of 25% for fully electric or hybrid vehicles as an incentive
3	Hackney Carriage & Private Hire	Private Hire Vehicle Annual Licence (Grant and Renewal) No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period.	N	£259	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a 10% reduction in fee.	N	£28,490	£259	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a 25% reduction in fee.	£28,490	0%	Further reduction for wheelchair accessible as there is a shortage of such vehicles within the District
4	Hackney Carriage & Private Hire	Electric/Hybrid Private Hire Vehicle Annual Licence (Grant and Renewal)	N					£194	If vehicle is wheelchair accessible there is a further 25% reduction in fee	£388	NEW FEE	NEW FEE Reduction of 25% for fully electric or hybrid vehicles as an incentive
5	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£54		N		£54			0%	

Fees and Charges 2022/23

			2021/22	2021/22		2021/22	2022/23	2022/23	2022/23			
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Bates												
6	Hackney Carriage & Private Hire	Temporary vehicle transfer	N	£34		N	£3,000	£34		£3,000	0%	
7	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£42		N	£42	£21		£42	-50%	Error in column 2021/22
8	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£124	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£15,290	£124	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	£15,290	0%	
9	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£110	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N		£110	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.		0%	
10	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant) The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N	£293	The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N		£293	The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.		0%	

Fees and Charges 2022/23

				2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Bates												
11	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal) The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case	N	£279	The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N	£279	The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.		0%		
12	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£40	Fee set externally. New drivers + every 3 years for renewals	N	£4,520	£40	Fee set externally. New drivers + every 3 years for renewals	£4,520	0%	Fee set by Disclosure and Barring service
13	Hackney Carriage & Private Hire	Overseas Driver Licence Check	N	£10			£10	£10		£10		

Fees and Charges 2022/23

			2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Regulatory Licensing - M. Davis - D. Croucher - Cllr Bates											
14	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	Per plate	N	£34	£17	Per plate	£34	0%
15	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	Per holder	N	£150	£15	Per holder	£150	0%
16	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 1 to 5 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£90	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£648	£90	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	£648	0%
17	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 6 to 10 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£144	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£144	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.		0%
18	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) Over 10 vehicles 1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N	£197	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£197	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.		0%
19	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 1 to 5 vehicles Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£364	Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£364	Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.		0%

			2021/22	2021/22		2021/22	2022/23	2022/23	2022/23		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Regulatory Licensing - M. Davis - D. Croucher - Cllr Bates											
20	Private Hire Operator		£631	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 6 to 10 vehicles Licence lasts 5 years. The first year (£144) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£631	Licence lasts 5 years. The first year (£144) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.		0%	
21	Private Hire Operator		£898	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 11 or more vehicles Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£898	Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.		0%	