

CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Refuse & Environment

TO: Licensing Committee

27/1/2014

WARDS: All

SETTING FEES FOR LICENSING ACTIVITIES

1 INTRODUCTION

- 1.1 The City Council is responsible for processing and issuing licences for a wide range of activities. At its meeting on 7th October 2013 Licensing Committee approved the basis for determining fees and instructed officers to report back, with a view to adopting the fees to be applied with effect from 1st April 2014.

2. RECOMMENDATIONS

- 2.1 Members are asked to:
- a. agree the level of fees from 1st April 2014 as set out in Appendix A to this report and then to refer them for adoption by Full Council as part of the budget setting process;
 - b. agree that fees shall be reviewed on an annual basis and
 - c. advertise those levels, in accordance with taxi law

3. BACKGROUND

- 3.1 The Council is required to calculate fees on the basis of recovering the full costs of processing and compliance checks but neither to make a surplus nor subsidise those licensed. The fees charged should be capable of withstanding legal challenge, should the need arise.
- 3.2 The Licensing Committee agreed this in principle and authorised officers to undertake work to calculate the level of fees accordingly and also, in respect of taxi and private hire licences, to consult the trade, in advance of the fees being set by the Council.

- 3.3 The calculations have been completed and the proposed levels of fees are set out in Appendix A. In each case, the administrative work required for the various elements of the process has been taken into account and, where appropriate, allowance made for compliance checking.
- 3.4 Fees for Scrap Metal Dealers and Scrap Metal Collectors licences have been set by the Executive Councillor for Environment, due to an anomaly in the drafting of the Scrap Metal Dealers Act 2013 and are included in Appendix A for information only.
- 3.5 Fees for licences issued under the Licensing Act 2003 for premises and personal licences are currently fixed by the Government and are included in Appendix A for information only.
- 3.6 Permit fees under the Gambling Act 2005 are set by the Government and the Licensing Authority has no discretion. However, Premises Licence Fees are set subject to the maxima laid down by the Department of Culture, Media and Sport and delegated to officers to determine. They are included in Appendix A for information.
- 3.7 Fees for Street Trading were reviewed and agreed earlier in the year, subject to consultation with traders.

4. CONSULTATIONS

- 4.1 A letter of notification was sent to taxi and private hire drivers, vehicle owners and operators on 22nd November 2014, seeking written comments by 9th December 2013. This is attached as Appendix B. No written responses have been received.
- 4.2 The Council has undertaken a 6 week consultation with all Street Traders who currently have street trading consents, setting out the proposed fees for 2014-15. There have been no responses to this consultation.

5. OPTIONS

- 5.1 Members may adopt the fees as set out in Appendix A
- 5.2 Members may adopt fees at a different level to those set out in Appendix A, but, in doing so, should explain the reasons for departing from them, so as to enable the Council to withstand a legal challenge.

6. CONCLUSIONS

- 6.1 The Council needs to demonstrate that the fees it charges for licences have been set in accordance with the law and best practice, so as to recover its allowable costs in administering the various licensing regimes for which it is responsible.
- 6.2 Fees should be set so as avoid either a surplus or a subsidy, where possible, and adjusted, if necessary, in succeeding years to achieve and maintain the correct balance.
- 6.3 Members should determine which of the options, under Section 5 above, they wish to pursue or to determine such other course of action they consider appropriate.

7. IMPLICATIONS

(a) Financial Implications

Fees for the processing of licences should cover the cost of the work required, but on a non-profit basis.

(b) Staffing Implications

There should be no significant staffing implications

(c) Equal Opportunities Implications

Nil

(d) Environmental Implications

Nil

(e) Consultation and communication

To be determined by committee

APPENDICES

Appendix A

Table of proposed fees

Appendix B

Notification letter sent to taxi trade

BACKGROUND PAPERS: The following are the background papers that were used in the preparation of this report:

Calculation spreadsheets

To inspect these documents contact Robert Osbourn on extension 7894

The author and contact officer for queries on the report is Robert Osbourn on extension 7894.

Report file: M:LICENSE/Licensing Committee mtgs/2014/Committee Report – Setting Fees for Licensing Functions –
27.1.14

Date originated: 15 January 2014

Date of last revision: 15 January 2014

Appendix A

Type of licence	Current fee	Proposed fee
Hackney and Private Hire Drivers		
Application fee (new applicants)	£40.00	NA
Licence fee (new)	£50.00	£145.00
1year renewal fee	£50.00	£75.00
3 year renewal fee	£100.00	£150.00
Replacement badge / licence	£10.21	£15.00
Disclosure & Barring Service Check (DBS)	£44.00	£44.00
Knowledge Test	£30.00	£36.00
DVLA Data Check	£8.00	£8.00
Vehicles		
Change of ownership ("plate transfer")	£50.00	£80.00
Hackney Carriage Vehicle licence (new)	£195.00	£200.00
Private Hire Vehicle licence (new)	£195.00	£190.00
Vehicle licence renewal (HC & PH)	£195.00	£170.00
Transponder permit	£20.00	£20.00
Transponder deposit	£80.00	£80.00
Door crests (magnetic)	£7.40	£8.00
Door crests (adhesive)	£5.40	£6.00
Replacement plate	£10.21	£25.00
Operators		
Private Hire Operator's licence	£75.00 + fee per vehicle	£140.00
Scrap Metal Dealers (for information)		
Site Licence	£410	£410
Conversion to collector's licence	£50	£50
Change of licensee name	£50	£50
Addition of site	£410	£410
Removal of site	£50	£50
Change of Site Manager	£120	£120
Replacement of lost or damaged licence	£45	£45
Collector's licence	£175	£175
Conversion to site licence	£355	£355
Change of name (eg status)	£50	£50
Replacement of lost or damaged licence	£45	£45
Licensing Act 2003 (main fees for information)		
Personal licence	£37	37
New Premises licence (or full variation)	*£100 - £1,905	*£100 - £1,905
Annual fee	*£70 - £1,050	*£70 - £1,050
Minor variation	£89	£89
Temporary Event Notice	£21	£21
Change of Designated Premises Supervisor	£23	£23
Street Trading (for information)		
12 Month Consent - Food	£2,816	£2,886
12 Month Consent - Retail	£2,660	£2,727
8 Month Consent _ Food	£2,112	£2,165
8 Month Consent - Retail	£1,995	£2,045
4 Month Consent - Food	£704	£722
4 Month Consent - Retail	£665	£682

Sex Establishments		
Sexual Entertainment Venues (new)	£4,916	£2,700
Sexual Entertainment Venues (renewal)	£755	£800
Sexual Entertainment Venues (transfer)	£4,916	£800
Sexual Entertainment Venues (variation)	£4,916	£2,700
Sex Shop / Sex Cinema (new)	£4,916	£2,500
Sex Shop / Sex Cinema (renewal)	£755	£800
Sex Shop / Sex Cinema (transfer)	£4,916	£800
Sex Shop / Sex Cinema (variation)	£4,916	£2,500
Skin Piercing		
Skin Piercing – Premises	£125	£130
Skin Piercing - Practitioners	£30	£45
Animal Businesses (new and renewal)		
Pet Shop Licence	£225	£275
Animal Boarding Establishment	£225	£275
Dog Breeding Establishment	£225	£275
Riding Establishment	£317	£275
Zoo	£424	£500
Dangerous Wild Animals	£252.50	£275
Gambling – Premises (for information)	DCMS Max.	CCC fee
Bingo Club (new)	£3,500	£2,625
Bingo Club (annual fee)	£1,000	£900
Betting Premises (new)	£3,000	£2,250
Betting premises (annual fee)	£600	£540
Family Entertainment Centre (new)	£2,000	£1,500
Family Entertainment Centre (annual fee)	£675	£500
Adult Gaming Centre (new)	£2,000	£1,500
Adult Gaming Centre (annual fee)	£1,000	£900

* = linked to rateable value

Appendix B

21st November 2013

Our Ref: RAO/S

Dear Sir / Madam,

Setting of fees for taxi licences - trade notification

This letter is to notify you, as the holder of a licence or licences, under the legislation which regulates the taxi and private hire trade, that Cambridge City Council is currently reviewing the charges which it makes for all of the licences for which it is the responsible authority.

Whilst the level of charges have not been changed for some years, the Council is also taking the opportunity to ensure that the basis for which those charges are made is correct and soundly based in law, following recent cases in other parts of the country, where that basis had been challenged.

Essentially, the Council is required to cover its costs for administering licences, so that it is neither making a surplus nor subsidising the people and organisations required to be licensed. That administration can cover the cost of investigating information supplied with applications and of carrying out compliance checks to ensure that conditions attached to licences and the law related to the operation of vehicles and driver licences, for example, is being followed correctly.

The Licensing Committee has agreed the principles under which the charges are to be set and will be considering a report about the level of charges in each case, at its meeting on 27th January 2014.

I have attached a list of the charges which the Committee will be asked to adopt, for your information, alongside the current charges. In some cases, you can see that the proposed charge will be similar to the present level and in other cases there are variations, which reflect, as accurately as possible, the amount of work which goes into investigations, checking information and preparing licences accurately.

If you have any comments which you would like me to take into account in the preparation of the report for the Committee, would you please let me have them, in writing or in an email, by Monday 9th December 2013.

Yours faithfully



Robert Osbourn
Licensing & Enforcement Manager

Taxi Licence Fees

Type of licence	Current fee	Proposed fee
Drivers		
Application fee (new applicants)	£40.00	Not applicable
Disclosure & Barring Service Check (DBS)	£44.00	£44.00
Knowledge Test	£30.00	£36.00
Licence fee (new)	£50.00	£145.00
Annual renewal fee	£50.00	£75.00
3 yearly renewal fee	£100.00	£150.00
Replacement badge / licence	£10.21	£15.00
DVLA Data Check	£8.00	£8.00
Vehicles		
Change of ownership	£50.00	£80.00
Hackney Carriage Vehicle licence (new)	£195.00	£200.00
Private Hire Vehicle licence (new)	£195.00	£190.00
Vehicle licence renewal (HC & PH)	£195.00	£170.00
Transponder permit	£20.00	£20.00
Transponder deposit (refundable on surrender)	£80.00	£80.00
Door crests (magnetic)	£7.40	£8.00
Door crests (adhesive)	£5.40	£6.00
Replacement plate	£10.21	£25.00
Operators		
Private Hire Operator's licence	£75.00 + fee per vehicle	£140.00

