

Regulatory Committee

Tuesday 15 November 2016 4pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors Mrs J Gracey (Chairman), D W Parr (Vice-Chairman), Mrs D V Clarke, R J Edis and Mrs M T Harnden.

In accordance with Standing Order 29.2 any non-member of the Committee who is considering attending the meeting should first request the permission of the Chairman.

A G E N D A

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Democratic Services, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk)**.
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
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Filming should be limited to the formal meeting area and not extend to those in the public seating area.

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বাঙলা

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اردو

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Polski

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LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

- a) Exempt Information
(No reports to be considered under this heading)

- b) Confidential Information
(No reports to be considered under this heading)

1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

3. **MINUTES**

To confirm and sign as a correct record, the Minutes of the meeting held on 2 June 2016, which were included in the July 2016 Minute book, previously circulated.

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

Members are advised to contact the Council's Legal section prior to the meeting if they wish to seek advice on a potential interest.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

6. **FEES AND CHARGES 2017/18 (RESOURCES)**

Synopsis of report:

To recommend the proposed fees and charges under this Committee's remit for next financial year 2017/18.

Recommendation(s):

the proposed fees and charges as set out in Appendix 'A' be approved, to be effective from the dates within the appendix, or as soon as practical thereafter.

1. **Context of report**

1.1 The current fees and charges were agreed at the meeting of this committee in November 2015.

2. **Report**

2.1 The Council's Constitution grants delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.

- 2.2 This report reviews current levels of fees and charges, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.
- 2.3 The proposed fees and charges are set out at Appendix 'A' along with the dates that they will take effect.

Taxi Licensing Fees

- 2.4 Sections 53 (2) and 70 (1) of the Local Government (Miscellaneous Provisions) Act 1976 (the Act) authorise the charging of fees in respect of Hackney Carriage and Private Hire Licences for drivers, vehicles and operators.
- 2.5 The 'Act' allows Councils to recover the costs of issue, administration and additionally, in the case of vehicles, compliance.
- 2.6 The case of R (Hemming and others) v Westminster City Council in 2013 (a case involving the setting of licensing fees) has demonstrated the need for a proper fee setting process to be in place.
- 2.7 The judgement made it clear that local authorities may become liable for costs if it is found that procedures for setting fees have not been correctly followed and if the fees are not reasonable and proportionate to the costs of the licensing procedures.
- 2.8 The current fee setting structure for taxi and private hire licensing in Runnymede was developed in 2014. This was constructed in such a way to allow a breakdown of the costs to be seen.

3. Resource implications

Individual fees and charges

Gambling Licences

- 3.1 All fees and charges are set by statute and have not changed since their introduction in 2005. This means that as inflation increases the cost base, the net cost of running the services increases.

Taxi Licences

- 3.2 The Council sets charges to recover the estimated costs of providing all chargeable licensing functions. The calculation of these fees on a cost basis was last carried out earlier this year. Fees have been increased to reflect increased administration costs and different work practices.
- 3.3 The taxi licensing fee setting structure is intended to allow for a standard accountable method of calculating fees, from year one (2015/16 onwards).
- 3.4 The construction of all taxi licensing fees has been built around 3 main elements: - administration, application processing and compliance. Each element has been assessed in terms of officer and staff time through detailed analysis and discussion with staff involved in the licensing process.
- 3.5 The costs of each of these elements are calculated using an hourly rate (constructed from salary costs and non-salary costs) for a Customer Service Advisor, Licensing Officer, Senior Licensing Officer and the Environmental Health and Licensing Manager. Each element is split down into a series of activities against which a time

allocation is given and the appropriate proportion of the hourly rate is then applied and totalled to give an overall cost for each element.

In the case of administration and compliance this total cost is then split across the number of applications received (administration) and the number of vehicles licences issued (compliance).

- 3.6 Base costs are key to the method of calculation of the fees. They contain the officer on-costs and application/licence figures used for the calculations within the spreadsheet. It also contains the costs of consumables such as equipment, taxi plates and includes the cost of rental for railway station ranks. The base costs are used in calculations for the 3 main elements as follows:-
- 3.7 Administration – this element is the time and costs allocated year on year to the maintenance of the taxi licensing regime, rather than those activities specific to the processing of an application. The costs included within this element include for example, time spent compiling reports.
- 3.8 Within the administration element there is provision to include Regulatory Committee costs for any hearings. In the last year we have worked towards reducing the number of hearings through the use of delegated powers.
- 3.9 Application processing – this element of the fee calculation is the time taken to process an application. From initial enquiry to the issue of the licence and is included every time an application is submitted. Each type of application has its own application processing calculation.
- 3.10 Compliance – this element comprises the activities allocated to dealing with complaints, proactive monitoring (including inspections) and joint operations with partner agencies. No charge is included in respect of enforcement action against unauthorised activities as the Council would seek recovery of costs through the courts.
- 3.11 Other services provided by taxi licensing allow recovery of costs, a charge has been made for these services as follows:
- 3.12 Knowledge test – before 2015 no charge was made for the first test and only re tests were charged for. Within the fee structure we now calculate the cost of knowledge tests and make a charge for the first test.
- 3.13 Disclosure and Barring Service and DVLA mandate –previously only the recharge from these agencies was payable by drivers. Within the fee structure a charge is made for the handling and processing of these documents. To encourage take up of the DBS online service the processing charge will not apply to those who register for the online service.
- 3.14 Drivers information pack – previously a refundable charge was made which only covered basic costs. Within the fee structure the costs of the pack are now recovered, a charge is also made for officer time.

Other Licences

- 3.15 Members will be aware that in 2015 following on from the Hemmings case, a new fee setting regime was introduced by the Council's Licensing department, based on a detailed breakdown analysis of the actual costs incurred in administrating the taxi licensing process. The same fee setting regime has since been applied to scrap metal dealers licences and mobile home licences. The remainder of the other licences issued by Environmental Health are presently undergoing the same fee setting process. All of these licence authorisations are presently operating at a

deficit of approximately £10,000 for Gambling, £7,000 for Taxi licensing and £26,000 for other licences.

4. Legal implications

- 4.1 Where the status of a charge is marked as 'statutory' the Council is required under the law to levy a fee. Where the status is given as 'discretionary' the Council may amend the fee charged or choose to make no charge for the service.
- 4.2 All of the regimes (excluding Gambling) are covered by the European Union Services Directive. Regulation 18 of the Provision of Services Regulations 2009 which implements the EU Services Directive into UK law requires that fees charged in relating to authorisations must be proportionate to the effective cost of the process. The proposed fees must recover the council's costs in relation to the licensing process and cannot be used as an economic deterrent or to raise funds. The fees as proposed should enable the Council to recover its reasonable costs.
- 4.3 If the proposed fee structure results in a surplus or loss for the financial year there should be an appropriate reduction or increase in fees as the case may be for the following financial year.

Taxi Licensing Fees

- 4.4 Section 70 (3) (a) of the Act provides that any fees for the grant of a vehicle licence for a private hire vehicle, hackney carriage or operator's licence must be advertised in at least one local newspaper circulating in the district setting out the fee variation proposed and provide a period of not less than 28 days from the date of publication of the notice for objections to be made and the manner in which they are to be made. Section 70 (3) (b) of the Act provides that a copy of the notice shall also be made available for inspection at Council Offices for the same period from the date of publication of the newspaper advertisement.
- 4.5 Under the provisions of Section 70 (3) (6) of the Act, on considering objections received following a publication regarding a variation in fees, the Committee may remit in whole or part any fee chargeable in respect of that variation.
- 4.6 The following fees have been set by the Council using the relevant statutory powers within the statutes governing those licensing regimes:

- Animal Licence Fees
- Animal Boarding - Animal Boarding Establishments Act 1963
- Pet Shops - Pet Animals Act 1951
- Dangerous Wild Animals - Dangerous Wild Animals Act 1976
- Dog Breeding Establishments - Breeding of Dogs Act 1973
- Riding Establishments - Riding Establishments Act 1964

Registration Fees:

- Ear piercing, electrolysis, tattooing and acupuncture - Local Government (Miscellaneous Provisions) Act 1982
- Sex Establishments - Local Government (Miscellaneous Provisions) Act 1982

Other Licences and Permits:

- Scrap Metal Dealers - Scrap Metal Dealers Act 2013

5. **Equality implications**

- 5.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment will have been completed by the relevant Budget Manager.
- 5.2 It is considered that there are no equality issues arising from the proposals contained in this report.

(To resolve)

Background papers

None.

7. **HACKNEY CARRIAGE FARE REVIEW (ENVIRONMENTAL SERVICES)**

Synopsis of report:

This report details the annual internal review of fare tariffs charged in respect of Hackney Carriage Vehicles.

Recommendation(s):

That fare tariffs remain unchanged for 2017/18.

1. **Context of report**

- 1.1 It was agreed by this Committee in June 2014 that Runnymede carry out an internal review of fares on an annual basis in parallel with the hackney carriage/private hire fees review. This was in order to prevent future uncertainty surrounding fares and to afford consistency to the Council's approach to fares. Should there be indications that fares should change a consultation would then take place followed by a further report to this Committee.
- 1.2 The Council sets fares with a view to allowing hackney carriage drivers to have an income from their business which allows them to run their vehicles and supply the public with a service at a fair price.
- 1.3 The last increase of Hackney Carriage fares in the Borough took place in June 2014 when there was an increase of 5.5% for the pull off rate, 3.84% for the second mile and 4.76% for subsequent miles. There was no increase in waiting time.
- 1.4 The current table of Hackney Carriage fares is attached at Appendix 'B'.

2. **Report**

- 2.1 Since the fare increase in 2014 there have been no requests for changes to the fares from either the trade or the public.
- 2.2 Since the last fare increase there has been no increase in taxi licensing fees. The fees for the year 2017/18 do have a small increase in driver licence and operator fees.
- 2.3 As an example of the level of increases to the 2017/18 fees, the cost of renewing a three year Hackney Carriage or Private Hire driver licence has increased by £11

(2.85%); this equates to £3.66 per year. There is no increase in the cost of vehicle licences.

2.4 Inflation (the consumer price index, CPI) is one measure which can be used to judge fare levels, this remained at historically low levels since June 2014 and at times deflation has been evident.

2.5 The CPI stood at 0.0% as of 15 September 2015. Year on year the figures produced by the Office of National Statistics show the following rates for the CPI:

Year to Aug 2013 2.7%

Year to Aug 2014 1.5%

Year to Aug 2015 0.0%

Year to Aug 2016 0.6%

2.6 Another main factor in determining fares is the price of fuel. There has been a marked reduction in fuel prices since the fare increase in 2014; this is demonstrated in the table below which sets out the average price of petrol per litre in the South East.

| -----Fare increase June 2014----- | | |
|-----------------------------------|-------|-------|
| July 2014 | 129.9 | 133.9 |
| Jan 2015 | 107.1 | 113.9 |
| July 2015 | 109.2 | 108.0 |
| Jan 2016 | 102.2 | 102.7 |
| July 2016 | 112.6 | 113.3 |
| Sept 2016 | 112.2 | 113.5 |

2.7 It is difficult to predict future fuel prices although consideration should be given to the prospect of a sharp rise in fuel prices.

3. Legal implications

3.1 Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 permits local authorities to set fares for Hackney Carriages. The legislation also requires that proposed changes be published in a local newspaper and made available for viewing at the offices of the Council.

3.2 Further to this review of fares to be levied in 2017/18, as the Council proposes no changes to the current level of fares, there is no specific requirement to publish or advertise the fares for 2017/18 as it is neither making, fixing or varying its fares from the current fares for 2016/17. A copy of the last fares to have been fixed by this Council remain deposited at the offices of the Council and shall at all reasonable hours be open to public inspection without payment.

4. Equality Implications

4.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment will have been completed by the relevant Budget Manager.

4.2 It is considered that there are no equality issues arising from the proposals contained in this report.

5. Conclusions

- 5.1 The current fares are considered to be fair to both the trade and those who use hackney carriages and private hire services.

(To resolve)

Background papers

Office for National Statistics CPI charts

Automobile Association national fuel statistics

8. **EXCLUSION OF PRESS AND PUBLIC**

If Members are minded to consider any of the foregoing items in private, it is the

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the report(s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report(s) in question would be likely to involve disclosure of exempt information of the description specified in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

(To resolve)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)

Regulatory Committee

Tuesday 15 November 2016

Appendices

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Fees and charges

Gambling licences

| | | Charge Status | From April 2015 £ | From April 2016 £ | From April 2017 £ | % Increase | Yield £ | VAT treatment | |
|--|-------------------------------|---------------|-------------------|-------------------|-------------------|------------|---------|---------------|---------------|
| <u>Gambling Act 2005 licences and permits</u> | | | | | | | | | |
| Registration of a society to promote a lottery | | | | | | | | | |
| | | Statutory | 40.00 | 40.00 | 40.00 | 0.00% | 2,500 | Outside Scope | |
| | - Initial application fee | Statutory | 20.00 | 20.00 | 20.00 | 0.00% | | Outside Scope | |
| | - Annual | | | | | | | | |
| <u>Gaming machine permits</u> | | | | | | | | | |
| | Clubs with 3 or more machines | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | | Outside Scope |
| | Annual fee | | | | | | | | |
| Licensed premises gaming machine permit | | | | | | | | | |
| | Conversion of existing permit | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | | Outside Scope |
| | New Permit | Statutory | 150.00 | 150.00 | 150.00 | 0.00% | | | Outside Scope |
| | First annual fee | Statutory | 50.00 | 50.00 | 50.00 | 0.00% | | | Outside Scope |
| | Annual fee | Statutory | 50.00 | 50.00 | 50.00 | 0.00% | | | Outside Scope |
| | Fee to vary permit | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | | Outside Scope |
| | Fee for transfer | Statutory | 25.00 | 25.00 | 25.00 | 0.00% | | | Outside Scope |
| | Fee for copy of permit | Statutory | 15.00 | 15.00 | 15.00 | 0.00% | | | Outside Scope |
| Club gaming permit | | | | | | | | | |
| | Conversion of existing permit | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | | Outside Scope |
| | New Permit | Statutory | 200.00 | 200.00 | 200.00 | 0.00% | | | Outside Scope |
| | New (fast-track) clubs only | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | | Outside Scope |
| | First annual fee | Statutory | 50.00 | 50.00 | 50.00 | 0.00% | | | Outside Scope |
| | Annual fee | Statutory | 50.00 | 50.00 | 50.00 | 0.00% | | | Outside Scope |
| | Fee to vary permit | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | Outside Scope | |
| | Fee to renew | Statutory | 200.00 | 200.00 | 200.00 | 0.00% | | Outside Scope | |
| | Fee for copy of permit | Statutory | 15.00 | 15.00 | 15.00 | 0.00% | | Outside Scope | |
| Club machine permit | | | | | | | | | |
| | Conversion of existing permit | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | Outside Scope | |
| | New Permit | Statutory | 200.00 | 200.00 | 200.00 | 0.00% | | Outside Scope | |
| | New (fast-track) clubs only | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | Outside Scope | |
| | First annual fee | Statutory | 50.00 | 50.00 | 50.00 | 0.00% | | Outside Scope | |
| | Annual fee | Statutory | 50.00 | 50.00 | 50.00 | 0.00% | | Outside Scope | |
| | Fee to vary permit | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | Outside Scope | |
| | Fee to renew | Statutory | 200.00 | 200.00 | 200.00 | 0.00% | | Outside Scope | |
| | Fee for copy of permit | Statutory | 15.00 | 15.00 | 15.00 | 0.00% | | Outside Scope | |

Fees and charges

Gambling licences

| | Charge Status | From April 2015 £ | From April 2016 £ | From April 2017 £ | % Increase | Yield £ | VAT treatment | |
|--|---------------|----------------------|----------------------|----------------------|------------|-------------------|---------------|---------------|
| <u>Gaming machine permits</u> | | | | | | | | |
| Prize gaming permit | | | | | | | | |
| Conversion of existing permit | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | included above | Outside Scope | |
| New Permit | Statutory | 300.00 | 300.00 | 300.00 | 0.00% | | Outside Scope | |
| Fee to renew | Statutory | 300.00 | 300.00 | 300.00 | 0.00% | | Outside Scope | |
| Fee to change name | Statutory | 25.00 | 25.00 | 25.00 | 0.00% | | Outside Scope | |
| Fee for copy of permit | Statutory | 15.00 | 15.00 | 15.00 | 0.00% | | Outside Scope | |
| Unlicensed family entertainment centre permit | | | | | | | | |
| Conversion of existing permit | Statutory | 100.00 | 100.00 | 100.00 | 0.00% | | Outside Scope | |
| New Permit | Statutory | 300.00 | 300.00 | 300.00 | 0.00% | | Outside Scope | |
| Fee to renew | Statutory | 300.00 | 300.00 | 300.00 | 0.00% | | Outside Scope | |
| Fee to change name | Statutory | 25.00 | 25.00 | 25.00 | 0.00% | | Outside Scope | |
| Fee for copy of permit | Statutory | 15.00 | 15.00 | 15.00 | 0.00% | Outside Scope | | |
| <u>Regional Casino premises licence</u> | | | | | | | | |
| Initial fee | Statutory | 15,000.00 | 15,000.00 | 15,000.00 | 0.00% | 0 | Outside Scope | |
| Annual fee | Statutory | 15,000.00 | 15,000.00 | 15,000.00 | 0.00% | | Outside Scope | |
| <u>Large Casino premises licence</u> | | | | | | | | |
| Initial fee | Statutory | 10,000.00 | 10,000.00 | 10,000.00 | 0.00% | 0 | Outside Scope | |
| Annual fee | Statutory | 10,000.00 | 10,000.00 | 10,000.00 | 0.00% | | Outside Scope | |
| <u>Small Casino premises licence</u> | | | | | | | | |
| Initial fee | Statutory | 8,000.00 | 8,000.00 | 8,000.00 | 0.00% | 0 | Outside Scope | |
| Annual fee | Statutory | 5,000.00 | 5,000.00 | 5,000.00 | 0.00% | | Outside Scope | |
| Converted Casino premises licence | Annual fee | Statutory | 3,000.00 | 3,000.00 | 3,000.00 | 0.00% | 0 | Outside Scope |
| <u>Bingo premises licence</u> | | | | | | | | |
| Initial fee | Statutory | 3,500.00 | 3,500.00 | 3,500.00 | 0.00% | 0 | Outside Scope | |
| Annual fee | Statutory | 1,000.00 | 1,000.00 | 1,000.00 | 0.00% | | Outside Scope | |
| <u>Adult gaming centre premises licence</u> | | | | | | | | |
| Initial fee | Statutory | 2,000.00 | 2,000.00 | 2,000.00 | 0.00% | 0 | Outside Scope | |
| Annual fee | Statutory | 1,000.00 | 1,000.00 | 1,000.00 | 0.00% | | Outside Scope | |
| <u>Betting premises (track) licence</u> | | | | | | | | |
| Initial fee | Statutory | 2,500.00 | 2,500.00 | 2,500.00 | 0.00% | 0 | Outside Scope | |
| Annual fee | Statutory | 1,000.00 | 1,000.00 | 1,000.00 | 0.00% | | Outside Scope | |
| <u>Betting shop premises licences</u> | | | | | | | | |
| Initial fee | Statutory | 3,000.00 | 3,000.00 | 3,000.00 | 0.00% | 6,600 | Outside Scope | |
| Annual fee | Statutory | 600.00 | 600.00 | 600.00 | 0.00% | | Outside Scope | |
| Variation to a betting (other) premises licence | Statutory | 1,200.00 | 1,200.00 | 1,200.00 | 0.00% | | Outside Scope | |
| <u>Family entertainment centre licences</u> | | | | | | | | |
| Initial fee | Statutory | 2,000.00 | 2,000.00 | 2,000.00 | 0.00% | 750 | Outside Scope | |
| Annual fee | Statutory | 750.00 | 750.00 | 750.00 | 0.00% | | Outside Scope | |

Fees and charges

Taxi licences

| Charge Status | From April 2015 £ | From April 2016 £ | From April 2017 £ | % Increase | Yield £ | VAT treatment |
|--|----------------------|----------------------|----------------------|------------|------------|------------------|
| <u>Taxi and Hackney Carriage licensing fees (outside scope of VAT)</u> | | | | | | |
| <u>Vehicle applications</u> | | | | | | |
| Hackney Carriage licence | 270.00 | 270.00 | 270.00 | 0.00% | 57,000 | Outside Scope |
| Private hire vehicle licence | 240.00 | 240.00 | 241.00 | 0.42% | | Outside Scope |
| Temporary Hackney Carriage/private hire vehicles for period of 14 days extendable to 28 days when the licence is for a replacement vehicle provided by a specialist company while accident damage repair is carried out on a licensed Hackney Carriage or private hire vehicle | 165.00 | 165.00 | 162.00 | -1.82% | | Outside Scope |
| <u>Changes to licence</u> | | | | | | |
| Change of vehicle during the licensing period (i.e. transfer to replacement vehicle for balance of licence period - existing plate must be returned) | 110.00 | 110.00 | 108.00 | -1.82% | 1,100 | Outside Scope |
| Change of vehicle licence type during the licensing period (e.g. from Hackney Carriage to private hire) | 105.00 | 105.00 | 107.00 | 1.90% | | Outside Scope |
| Change of drivers licence during the licensing period (e.g. From private hire to Hackney Carriage drivers licence) | 45.00 | 45.00 | 44.00 | -2.22% | | Outside Scope |
| <u>Drivers licence new applications</u> | | | | | | |
| Combined Hackney Carriage and private hire drivers licence - one year | 205.00 | 205.00 | 240.00 | 17.07% | 3,600 | Outside Scope |
| Combined Hackney Carriage and private hire drivers licence - three year | 420.00 | 420.00 | 443.00 | 5.48% | | Outside Scope |
| Private hire drivers licence - one year | 205.00 | 205.00 | 240.00 | 17.07% | | Outside Scope |
| Private hire drivers licence - three year | 420.00 | 420.00 | 443.00 | 5.48% | | Outside Scope |
| <u>Drivers licence renewals</u> | | | | | | |
| Combined Hackney Carriage and private hire drivers licence - one year | 185.00 | 185.00 | 191.00 | 3.24% | 26,000 | Outside Scope |
| Combined Hackney Carriage and private hire drivers licence - three year | 385.00 | 385.00 | 396.00 | 2.86% | | Outside Scope |
| Private hire drivers licence - one year | 185.00 | 185.00 | 191.00 | 3.24% | | Outside Scope |
| Private hire drivers licence - three year | 385.00 | 385.00 | 396.00 | 2.86% | | Outside Scope |
| <u>Private hire operators licence (valid for 1 year)</u> | | | | | | |
| 1 vehicle owner/driver | 150.00 | 150.00 | 172.00 | 14.67% | 4,000 | Outside Scope |
| 2 - 5 vehicles | 170.00 | 170.00 | 193.00 | 13.53% | | Outside Scope |
| 6 - 20 vehicles | 225.00 | 225.00 | 274.00 | 21.78% | | Outside Scope |
| 21 - 40 vehicles | 305.00 | 305.00 | 381.00 | 24.92% | | Outside Scope |
| 41 - 60 vehicles | 385.00 | 385.00 | 489.00 | 27.01% | | Outside Scope |
| 61 - 80 vehicles | 465.00 | 465.00 | 596.00 | 28.17% | | Outside Scope |
| 81 - 100 vehicles | 540.00 | 540.00 | 703.00 | 30.19% | | Outside Scope |
| <u>Private hire operators licence (valid for 5 years)</u> | | | | | | |
| 1 vehicle owner/driver | 520.00 | 520.00 | 524.00 | 0.77% | 4,000 | Outside Scope |
| 2 - 5 vehicles | 535.00 | 535.00 | 545.00 | 1.87% | | Outside Scope |
| 6 - 20 vehicles | 595.00 | 595.00 | 626.00 | 5.21% | | Outside Scope |
| 21 - 40 vehicles | 675.00 | 675.00 | 733.00 | 8.59% | | Outside Scope |
| 41 - 60 vehicles | 750.00 | 750.00 | 841.00 | 12.13% | | Outside Scope |
| 61 - 80 vehicles | 830.00 | 830.00 | 948.00 | 14.22% | | Outside Scope |
| 81 - 100 vehicles | 910.00 | 910.00 | 1,056.00 | 16.04% | | Outside Scope |

Fees and charges

Taxi licences

| Charge Status | From April 2015 £ | From April 2016 £ | From April 2017 £ | % Increase | Yield £ | VAT treatment |
|--|----------------------|----------------------|----------------------|------------|------------|---------------|
| <u>Pre application and other charges</u> | | | | | | |
| Failure to keep appointment / comply with renewal procedures | 50.00 | 50.00 | 50.00 | 0.00% | 8,000 | Outside Scope |
| DVLA Disclosure fixed fee (£5) and processing charge | 13.00 | 13.00 | 15.00 | 15.38% | | Outside Scope |
| Knowledge test including re-takes | 58.00 | 58.00 | 68.00 | 17.24% | | Outside Scope |
| New drivers information pack | 25.00 | 25.00 | 25.00 | 0.00% | | Outside Scope |
| Disclosure & Barring Service (DBS) fixed fee (£44) plus processing charge (The Council's processing charge of £9.68 will not be charged for those who register with the DBS online service) | 55.00 | 55.00 | 54.00 | -1.82% | | Outside Scope |

Any change of vehicle during the licensing period will be charged at the appropriate vehicle licence rate. Credit will not be given for unexpired period of vehicles or drivers licences if the licence is surrendered.

Fees and charges

Other licences

| Charge Status | From April 2015 £ | From April 2016 £ | From April 2017 £ | % Increase | Yield £ | VAT treatment | |
|--|----------------------------|----------------------|----------------------|------------|------------|---------------|---------------|
| Annual animal licence fees | | | | | | | |
| Animal boarding establishments | Discretionary | 255.00 | 255.00 | 260.00 | 1.96% | 3,200 | Outside Scope |
| Animal boarding (home boarding) | Discretionary | 90.00 | 90.00 | 92.00 | 2.22% | | Outside Scope |
| Dog breeders | Discretionary | 179.00 | 179.00 | 183.00 | 2.23% | | Outside Scope |
| Combined animal boarding and dog breeding | Discretionary | 306.00 | 306.00 | 312.00 | 1.96% | | Outside Scope |
| Riding establishments | Discretionary | 275.00 | 275.00 | 281.00 | 2.18% | | Outside Scope |
| Riding establishments (provisional) | Discretionary | 204.00 | 204.00 | 208.00 | 1.96% | | Outside Scope |
| Dangerous wild animals | Discretionary | 474.00 | 474.00 | 483.00 | 1.90% | | Outside Scope |
| Pet Shops | Discretionary | 255.00 | 255.00 | 260.00 | 1.96% | | Outside Scope |
| Vet fees | | | | | | | |
| If Veterinary Inspections are necessary in order to grant above licences | Recovery of costs incurred | | | | | Outside Scope | |
| Registration fees | | | | | | | |
| Ear piercing, electrolysis, tattooing and acupuncture | | | | | | | |
| - Practitioners | Discretionary | 200.00 | 200.00 | 204.00 | 2.00% | 3,000 | Outside Scope |
| - Premises | Discretionary | 200.00 | 200.00 | 204.00 | 2.00% | | Outside Scope |
| Sex establishments Initial fee | Discretionary | 900.00 | 900.00 | 918.00 | 2.00% | | Outside Scope |
| Sex establishments Annual fee | Discretionary | 900.00 | 900.00 | 918.00 | 2.00% | | Outside Scope |
| Mobile homes site licences | | | | | | | |
| Application for new site licence (includes £25.00 for single unit site plus an additional £4.00 for each additional unit upto 101 units plus an additional £3.00 for each additional unit upto 201 units plus an additional £2.00 for each additional unit over 201) | Discretionary | 400.00 | 400.00 | 400.00 | 0.00% | 4,000 | Outside Scope |
| Application to transfer or amend a site licence | Discretionary | 200.00 | 200.00 | 200.00 | 0.00% | | Outside Scope |
| Application for a replacement copy of a site licence | Discretionary | 25.00 | 25.00 | 25.00 | 0.00% | | Outside Scope |
| Annual licence fee for a single unit site plus an additional £4.00 for each additional unit upto 101 units plus an additional £3.00 for each additional unit upto 201 units plus an additional £2.00 for each additional unit over 201 | Discretionary | 25.00 | 25.00 | 25.00 | 0.00% | | Outside Scope |
| Fee for the deposit of site rules | Discretionary | | | 75.00 | | | 0 |
| Other licences and permits | | | | | | | |
| Scrap metal dealers site licence (3 year licence) | Discretionary | 335.00 | 335.00 | 342.00 | 2.09% | 1,500 | Outside Scope |
| Scrap metal collectors licence (3 year licence) | Discretionary | 215.00 | 215.00 | 219.00 | 1.86% | | Outside Scope |
| Charity collection permits: | | | | | | | |
| House to house collections | Statutory | Free | Free | Free | | | Outside Scope |
| Street collections | Statutory | Free | Free | Free | | | Outside Scope |
| Certificate of suitability | | | | | | | |
| Film certification | Discretionary | 330.00 | 330.00 | 337.00 | 2.12% | 0 | Outside Scope |

TABLE OF HACKNEY CARRIAGE FARES (With effect 3 June 2014)

IMPORTANT NOTE: The tariff in place at the time the hiring commences shall be the tariff for the whole of the hiring; taximeters are not to be calibrated to change mid-hire.

| | |
|---|--|
| Rate 1 | Daytime Rate - hiring between 6 am & 10 pm (except where rates 2, 3 or 4 apply) |
| 1 st mile set charge £3.80 2 nd mile £2.70 pro rata Then £2.20 per mile (20p increments) | Any distance not exceeding 1609m (1 mile approx.) If the distance exceeds 1609m but not 3217m, for each subsequent 119m (130yds) or part thereof. If the distance exceeds 3217m (approx. 2 miles) for each subsequent 146m (159yds) or part thereof. |
| <i>Waiting Time 20p</i> | For each period of 35.3 seconds or part thereof |
| Rate 2 | Sunday & Late Evening - hiring on Sundays or between 10 pm and midnight from Mondays to Saturdays inclusive (except where rates 3 or 4 apply) |
| 1.25 x Rate 1 Set charge min. £4.75 2 nd mile £3.37 pro rata Then £2.75 per mile (20p increments) | Any distance not exceeding 1609m (1 mile approx.) If the distance exceeds 1609m but not 3217m, for each subsequent 95m (103yds) or part thereof. If the distance exceeds 3217m (approx. 2 miles) for each subsequent 117m (127yds) or part thereof. |
| <i>Waiting Time 20p</i> | For each period of 28.2 seconds or part thereof |
| Rate 3 | Night & Holiday - hiring between midnight and 6 am and Bank Holidays. |
| 1.5 x Rate 1 Set charge min. £5.70 2 nd mile £4.05 pro rata Then £3.30 per mile (20p increments) | Also between 6 pm and midnight on Christmas Eve and New Years Eve (except where rate 4 applies). If the distance exceeds 1609m but not 3217m, for each subsequent 79m (86yds) or part thereof. If the distance exceeds 3217m (approx. 2 miles) for each subsequent 98m (107yds) or part thereof. |
| <i>Waiting Time 20p</i> | For each period of 23.5 seconds or part thereof |
| Rate 4 | Double Time Rate – hiring on Christmas Day, Boxing Day & New Years Day (double rate 1) from:- Midnight on 24 Dec to midnight on 26 Dec and Midnight on 31 Dec to midnight on 1 st Jan. |
| 2 x Rate 1 Set charge min. £7.60 2 nd mile £5.40 pro rata Then £4.40 per mile (40p increments) | If the distance exceeds 1609m but not 3217m, for each subsequent 119m (130yds) or part thereof. If the distance exceeds 3217m (approx. 2 miles) for each subsequent 146m (159yds) or part thereof. |
| <i>Waiting Time 40p</i> | For each period of 35.3 seconds or part thereof |
| Supplementary Charges | |
| 30p | For each person in excess of two |
| 30p | For each package, or article of luggage conveyed outside the passenger compartment. |
| 30p | For each animal |
| Free of Charge | For each assistance dog (e.g. guide dogs & hearing dogs) |
| £50.00 | Discretionary Soiling Charge |

Important : If the journey takes the cab outside the Borough of Runnymede, the driver MUST still charge in accordance with the above scales unless he or she has agreed otherwise with the hirer before the journey has started.