

# Regulatory Committee

**Tuesday 12 November 2019 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## Members of the Committee

Councillors D Cotty (Chairman), E Gill (Vice-Chairman), T Burton, D Clarke and J Furey.

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](mailto: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](http://www.runnymede.gov.uk).
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
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Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media, audio-recording, photography and filming in the Committee meeting.

## **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 24 September 2019, as attached at Appendix 'A'.

Runnymede Borough CouncilREGULATORY COMMITTEE24 September 2019 at 7.30pm

Members of the Committee present: Councillors D Cotty (Chairman), E Gill (Vice-Chairman), T Burton, D Clarke and J Gracey.

Members of the Committee absent: None.

FIRE PRECAUTIONS

The Chairman advised those present of the procedures to be followed in the event of a fire or other emergency requiring the Committee Room to be evacuated.

NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

The Group mentioned below had notified the Chief Executive of its wish that the change listed below be made to the membership of the Committee. The change was for a fixed period ending on the day after the meeting and thereafter the Councillor removed would be reappointed.

<u>Group</u>	<u>Remove From Membership</u>	<u>Appoint Instead</u>
Conservative	Councillor J Furey	Councillor J Gracey

The Chief Executive had given effect to this request in accordance with Section 16(2) of the Local Government and Housing Act 1989.

MINUTES

The Minutes of the meeting of the Committee held on 25 June 2019 were confirmed and signed as a correct record.

DRAFT TAXI AND PRIVATE HIRE LICENSING POLICY 2020 – 2023

The Committee's approval was sought for an updated version of the Council's Taxi and Private Hire Licensing Policy, which was first introduced in 2017 when Officers had collated all the separate procedures relating to this area of licensing and produced one comprehensive document to guide Officers and the trade. There was no statutory requirement to have a formal policy but the Council had agreed that it was best practice to do so as it was an integral part of the decision making process and helped demonstrate the Council's main reason for having a policy which was to protect the public.

The policy had been operating well for three years; Officers did not consider the current requirements to be onerous, although it was acknowledged that there was room for improvement and in responding to legislative changes, case law and identified best practice elsewhere.

Officers presented the revised policy and highlighted the main areas of change, explaining why each amendment had been proposed and what effect it might have on the trade and the public.

In terms of general administrative issues, Officers had updated the policy with additional information to comply with the Data Protection Act 2018 and privacy requirements.

In respect of Driver Licensing Requirements, the Committee was advised that if it was made mandatory for drivers to join the DBS on-line update service, greater consistency would be achieved because if a driver was convicted of an offence, the DBS record was automatically updated and Officers could quickly check this every 6 months if drivers were signed up to the service. It was understood that if statutory guidance was introduced, this would be one of the mandatory requirements. Members were pleased to support this amendment to the policy. Also, with regard to DBS checks for new drivers, it was proposed to clarify that these checks included the child and adult barring database had been carried out by an approved body and this would be repeated every 6 months.

Officers proposed additional information with regard to the duties of drivers with wheelchair accessible vehicles. A recent case was noted where a driver licensed by Transport for London had acted illegally by keeping the meter running whilst assisting a wheelchair user in and out of the vehicle. The Committee fully endorsed highlighting driver duties and the inclusion of a high profile section covering the Equality Act 2010 reminding drivers of their legal obligations with regard to assistance dogs and wheelchair users. It was noted however that exemptions were available where required for example if a driver was allergic to dogs or had a medical condition which made it difficult for them to lift a wheelchair. Officers were asked to reduce any duplicating paragraphs and to cross match references to the Equality Act.

Also in respect of equalities, Officers confirmed that an updated Equality Screening Assessment for the policy would be submitted to the meeting of the Committee in January 2020, post consultation.

One area where Officers had responded to feedback from the trade was in respect of the Knowledge Test for Private Hire drivers. It was acknowledged that a lower level of geographical knowledge was needed as most drivers had Sat Navs. The pass mark would remain at 75% but the balance of questions would be changed to encourage new drivers.

Moving on to the Vehicle Licensing requirements, Members made some pertinent suggestions with regard to raising the profile of the safe carriage of children, with some practical examples of how this could be improved. The provision of child seats was at the discretion of drivers. However, the Committee wished the policy to reflect the importance of child safety. Therefore, Officers agreed to include this subject in the consultation questions and to consider specific provisions within the policy accordingly. For example relevant questions about booster seats in the Knowledge Test. It was also agreed that Officers would circulate to the Committee the DVLA guidance on the safe carriage of children. Members requested that the policy wording should be consistent for references to wheelchair and child restraints. The issue of frayed seatbelts was discussed and Members agreed that a specific reference to their good condition should be included in the policy.

Officers confirmed that the matter of tinted windows continued to cause some contention amongst the trade. The policy therefore would, subject to consultation, remain the same and it was proposed that any replacement glass must comply with construction and use regulations.

Members agreed that lamps and reflectors must be in good condition with no signs of damage or lens deterioration.

Officers proposed that a new requirement be added regarding entry points to wheelchair accessible vehicles and the condition and specification of lifting equipment, ramps and restraints. The Committee was advised that in the borough there was only a small number of fully wheelchair accessible vehicles but that the relevant owners had been canvassed and agreed with the proposals.

A further administrative amendment was agreed to reflect changes to insurance write off classifications.

Members approved conditions to further improve public safety. For example measures to prevent the prolonged use of space saver tyres. Officers also wished to introduce a new requirement for hackney carriage roof lights to be fitted at all times to show they were working vehicles. This did not apply to private hire vehicles which could not display 'for hire' as they could not be hailed.

Officers outlined a new requirement for Private Hire Operators to have passed a knowledge test by 31 December 2020. This timeframe was considered achievable. However, it was agreed that existing operators should not have to pay a fee to sit the test. Officers reported that some private hire operators kept poor or confusing records. Therefore a revision to record keeping requirements and conditions was necessary to improve standards.

Members agreed it was sensible to add a reference to 'name of business' on the provisions for signage and retain the sentence in the existing policy regarding 'the word taxi alone would be allowed' with regard to business advertising.

The Committee was content with the proposed public consultation period of 10 weeks, and asked Officers to confirm the dates of the planned consultation event 'drop in' sessions at the Civic Centre. The consultation would be widely publicised, including on the Council's website, with the intention of reaching all the interested parties with particular emphasis on the public who were the main users of the hackney carriage and private hire trade. Officers confirmed that the full list of consultees would also include all local schools which would cover the needs of children with Special Educational Needs.

Officers were commended for their thorough review of the policy and detailed presentation of the proposed updates and amendments.

**RESOLVED that –**

- i) the updated draft taxi Licensing Policy 2020 – 2023 be approved for public consultation; and**
- ii) the results of the consultation be submitted to this Committee for further discussion in January 2020, prior to approving the final version of the policy, to be effective from 2 March 2020**

Chairman

(The meeting ended at 8.41pm)

**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 reminded that a non pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

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 2020/2021 (Financial Services, Sam Cooper)**

**Synopsis of report:**

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

**Recommendation(s):**

**the proposed fees and charges as set out in Appendix 'B' be approved to be effective from the dates given 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 2018.

**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 As part of the budget setting process, Service Managers are requested to review their charges each year. Members have previously agreed that Officers propose recommended increases based on:

- Current market conditions
- Local competition
- The likely yield of any fee increase
- On-going savings targets and revenue reduction programmes



- 2.3 Members have accepted that in some service areas it may not be possible to increase fees significantly, and in others it may be necessary to decrease them to stimulate demand. However, an average of 2% for discretionary locally set charges should be aimed for as the Council's financial plans assume at least an inflationary increase.
- 2.4 Current fees and charges have been reviewed to help balance next year's budget and this is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.
- 2.5 The proposed fees and charges for next year are set out at Appendix 'B' along with the dates that they will take effect. A Yield column is now included showing the current year's budget for each charge/group of charges, so that Members can estimate the financial implications of any price rises.

#### Taxi Licensing Fees

- 2.6 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.
- 2.7 The 'Act' allows councils to recover the costs of issue, administration and additionally, in the case of vehicles, compliance.
- 2.8 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.
- 2.9 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.
- 2.10 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**

- 3.1 Individual fees and charges:-

#### Gambling Licences

- 3.2 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. The estimated deficit for 2020/2021 is £8,000.

#### Taxi Licences

- 3.3 The Council sets charges to recover the estimated costs of providing all chargeable licensing functions.
- 3.4 The estimated deficit for Taxi Licensing for 2020/21 is £45,000. However, £10,000 of this deficit are non rechargeable costs.

#### Other Licences

- 3.5 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 other licences issued by Environmental Health which are heard by other Committees.

- 3.6 There are various fees and charges which cover Regulatory functions in primarily Environmental Services. 99% of these fall under the remit of the Regulatory Committee but for ease of accounting purposes the following are included in the Regulatory Committee's budget although under the Council's Constitution they are a Public Health function carried out by staff in Environmental Services: specifically, the registration and regulation of ear piercing, electrolysis, tattooing and acupuncture. Therefore, Officers have liaised with the Chairman and Vice-Chairman of both Committees regarding the relevant fees and charges accordingly.
- 3.7 Mobile Homes site licence fees also fall within this Committee's remit and the operational function is shared with the Environment and Sustainability Committee.

#### **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 (Directive 2006/123/EC). Members are invited to note that section 2 of the yet to be implemented European Union (Withdrawal) Act 2018 has the effect of saving a selected list of EU-derived domestic legislation, of which the Provision of Services Regulations 2009 (which give effect to the said Directive) are included. This ensures that as it has effect in domestic law immediately before exit day, it continues to have effect in domestic law on and after exit day.
- 4.3 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.
- 4.4 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.
- 4.5 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 and Hackney Carriage Licensing Fees**

- 4.6 Section 70 (3) (a) of the Act provides that any increase in 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) 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.
- 4.7 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.

- 4.8 The following fees have been set by the Council using the relevant statutory powers within the statutes governing those licensing regimes:

Registration Fees

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

Sex Establishments - Local Government (Miscellaneous Provisions) Act 1982

Other Licenses and Permits

Mobile Homes site licences – Caravan Sites and Control of Development Act 1960 and Mobile Homes Act 2013

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 There are no equality issues arising from the proposals contained in this report.

**(To resolve)**

**Background papers**

None.

## Fees and charges

## Gambling licences

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment	
<b><u>Gambling Act 2005 licences and permits</u></b>							
Registration of a society to promote a lottery							
- Initial application fee	Statutory	40.00	40.00	0.00%	2,000	Outside Scope	
- Annual	Statutory	20.00	20.00	0.00%		Outside Scope	
<b><u>Gaming machine permits</u></b>							
Clubs with 3 or more machines	Annual fee	100.00	100.00	0.00%		Outside Scope	
Licensed premises gaming machine permit							
Conversion of existing permit	Statutory	100.00	100.00	0.00%		Outside Scope	
New Permit	Statutory	150.00	150.00	0.00%		Outside Scope	
First annual fee	Statutory	50.00	50.00	0.00%		Outside Scope	
Annual fee	Statutory	50.00	50.00	0.00%		Outside Scope	
Fee to vary permit	Statutory	100.00	100.00	0.00%		Outside Scope	
Fee for transfer	Statutory	25.00	25.00	0.00%		Outside Scope	
Fee for copy of permit	Statutory	15.00	15.00	0.00%		Outside Scope	
Club gaming permit							
Conversion of existing permit	Statutory	100.00	100.00	0.00%		Outside Scope	
New Permit	Statutory	200.00	200.00	0.00%		Outside Scope	
New (fast-track) clubs only	Statutory	100.00	100.00	0.00%		Outside Scope	
First annual fee	Statutory	50.00	50.00	0.00%		Outside Scope	
Annual fee	Statutory	50.00	50.00	0.00%		Outside Scope	
Fee to vary permit	Statutory	100.00	100.00	0.00%		Outside Scope	
Fee to renew	Statutory	200.00	200.00	0.00%		Outside Scope	
Fee for copy of permit	Statutory	15.00	15.00	0.00%	Outside Scope		
Club machine permit							
Conversion of existing permit	Statutory	100.00	100.00	0.00%	Outside Scope		
New Permit	Statutory	200.00	200.00	0.00%	Outside Scope		
New (fast-track) clubs only	Statutory	100.00	100.00	0.00%	Outside Scope		
First annual fee	Statutory	50.00	50.00	0.00%	Outside Scope		
Annual fee	Statutory	50.00	50.00	0.00%	Outside Scope		
Fee to vary permit	Statutory	100.00	100.00	0.00%	Outside Scope		
Fee to renew	Statutory	200.00	200.00	0.00%	Outside Scope		
Fee for copy of permit	Statutory	15.00	15.00	0.00%	Outside Scope		

## Fees and charges

### Gambling licences

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment	
<b><u>Gaming machine permits</u></b>							
Prize gaming permit							
Conversion of existing permit	Statutory	100.00	100.00	0.00%	} included above	Outside Scope	
New Permit	Statutory	300.00	300.00	0.00%		Outside Scope	
Fee to renew	Statutory	300.00	300.00	0.00%		Outside Scope	
Fee to change name	Statutory	25.00	25.00	0.00%		Outside Scope	
Fee for copy of permit	Statutory	15.00	15.00	0.00%		Outside Scope	
Unlicensed family entertainment centre permit							
Conversion of existing permit	Statutory	100.00	100.00	0.00%		Outside Scope	
New Permit	Statutory	300.00	300.00	0.00%		Outside Scope	
Fee to renew	Statutory	300.00	300.00	0.00%		Outside Scope	
Fee to change name	Statutory	25.00	25.00	0.00%		Outside Scope	
Fee for copy of permit	Statutory	15.00	15.00	0.00%	Outside Scope		
<b><u>Regional Casino premises licence</u></b>							
Initial fee	Statutory	15,000.00	15,000.00	0.00%	} 0	Outside Scope	
Annual fee	Statutory	15,000.00	15,000.00	0.00%		Outside Scope	
<b><u>Large Casino premises licence</u></b>							
Initial fee	Statutory	10,000.00	10,000.00	0.00%	} 7,200	Outside Scope	
Annual fee	Statutory	10,000.00	10,000.00	0.00%		Outside Scope	
<b><u>Small Casino premises licence</u></b>							
Initial fee	Statutory	8,000.00	8,000.00	0.00%	} 750	Outside Scope	
Annual fee	Statutory	5,000.00	5,000.00	0.00%		Outside Scope	
Converted Casino premises licence	Statutory	3,000.00	3,000.00	0.00%		Outside Scope	
<b><u>Bingo premises licence</u></b>							
Initial fee	Statutory	3,500.00	3,500.00	0.00%	} 750	Outside Scope	
Annual fee	Statutory	1,000.00	1,000.00	0.00%		Outside Scope	
<b><u>Adult gaming centre premises licence</u></b>							
Initial fee	Statutory	2,000.00	2,000.00	0.00%	} 750	Outside Scope	
Annual fee	Statutory	1,000.00	1,000.00	0.00%		Outside Scope	
<b><u>Betting premises (track) licence</u></b>							
Initial fee	Statutory	2,500.00	2,500.00	0.00%	} 750	Outside Scope	
Annual fee	Statutory	1,000.00	1,000.00	0.00%		Outside Scope	
<b><u>Betting shop premises licences</u></b>							
Initial fee	Statutory	3,000.00	3,000.00	0.00%	} 750	Outside Scope	
Annual fee	Statutory	600.00	600.00	0.00%		Outside Scope	
Variation to a betting (other) premises licence	Statutory	1,200.00	1,200.00	0.00%		Outside Scope	
<b><u>Family entertainment centre licences</u></b>							
Initial fee	Statutory	2,000.00	2,000.00	0.00%	} 750	Outside Scope	
Annual fee	Statutory	750.00	750.00	0.00%		Outside Scope	

## Fees and charges

### Taxi licences

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
<b>Taxi and Hackney Carriage licensing fees (outside scope of VAT)</b>						
<b>Vehicle applications</b>						
Hackney Carriage licence	Discretionary	271.00	271.00	0.00%	45,500	Outside Scope
Private hire vehicle licence	Discretionary	236.00	236.00	0.00%		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	Discretionary	142.00	142.00	0.00%		Outside Scope
<b>Changes to licence</b>						
Change of vehicle during the licensing period (i.e. transfer to replacement vehicle for balance of licence period - existing plate must be returned)	Discretionary	98.00	98.00	0.00%	2,600	Outside Scope
Change of vehicle licence type during the licensing period (e.g. from Hackney Carriage to private hire)	Discretionary	103.00	103.00	0.00%		Outside Scope
Change of drivers licence during the licensing period (e.g. From private hire to Hackney Carriage drivers licence)	Discretionary	39.00	39.00	0.00%		Outside Scope
<b>Drivers licence new applications</b>						
Combined Hackney Carriage and private hire drivers licence - one year	Discretionary	242.00	242.00	0.00%	3,000	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	Discretionary	445.00	445.00	0.00%		Outside Scope
Private hire drivers licence - one year	Discretionary	242.00	242.00	0.00%		Outside Scope
Private hire drivers licence - three year	Discretionary	445.00	445.00	0.00%		Outside Scope
<b>Drivers licence renewals</b>						
Combined Hackney Carriage and private hire drivers licence - one year	Discretionary	178.00	178.00	0.00%	24,000	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	Discretionary	388.00	388.00	0.00%		Outside Scope
Private hire drivers licence - one year	Discretionary	178.00	178.00	0.00%		Outside Scope
Private hire drivers licence - three year	Discretionary	388.00	388.00	0.00%		Outside Scope
<b>Private hire operators licence (valid for 1 year)</b>						
1 vehicle owner/driver	Discretionary	176.00	176.00	0.00%	3,000	Outside Scope
2 - 5 vehicles	Discretionary	198.00	198.00	0.00%		Outside Scope
6 - 20 vehicles	Discretionary	281.00	281.00	0.00%		Outside Scope
21 - 40 vehicles	Discretionary	392.00	392.00	0.00%		Outside Scope
41 - 60 vehicles	Discretionary	504.00	504.00	0.00%		Outside Scope
61 - 80 vehicles	Discretionary	615.00	615.00	0.00%		Outside Scope
81 - 100 vehicles	Discretionary	726.00	726.00	0.00%		Outside Scope
<b>Private hire operators licence (valid for 5 years)</b>						
1 vehicle owner/driver	Discretionary	525.00	525.00	0.00%	3,000	Outside Scope
2 - 5 vehicles	Discretionary	547.00	547.00	0.00%		Outside Scope
6 - 20 vehicles	Discretionary	630.00	630.00	0.00%		Outside Scope
21 - 40 vehicles	Discretionary	741.00	741.00	0.00%		Outside Scope
41 - 60 vehicles	Discretionary	853.00	853.00	0.00%		Outside Scope
61 - 80 vehicles	Discretionary	964.00	964.00	0.00%		Outside Scope
81 - 100 vehicles	Discretionary	1,075.00	1,075.00	0.00%		Outside Scope

## Fees and charges

### Taxi licences

	Charge Status	From April 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
<b><u>Pre application and other charges</u></b>						
Failure to keep appointment / comply with renewal procedures	Discretionary	50.00	50.00	0.00%	4,500	Outside Scope
Knowledge test including re-takes	Discretionary	65.00	0.00			Outside Scope
Knowledge test including re-takes for Hackney Carriage Drivers	Discretionary	0.00	72.00			
Knowledge test including re-takes for Private Hire Drivers and Private Hire Operators	Discretionary	0.00	55.00			
New drivers information pack	Discretionary	25.00	25.00	0.00%		Outside Scope
Disclosure & Barring Service (DBS) fixed fee (£44) plus processing charges £18.50 Runnymede Borough Council and £9 Surrey County Council.	Discretionary	71.50	68.63	-4.01%		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 2019 £	From April 2020 £	% Increase	Yield £	VAT treatment
<b>Registration fees</b>						
Ear piercing, electrolysis, tattooing and acupuncture						
- Practitioners	Discretionary	205.00	209.00	1.95%	} 1,800	Outside Scope
- Premises	Discretionary	205.00	209.00	1.95%		Outside Scope
Sex establishments Initial fee	Discretionary	918.00	936.00	1.96%		Outside Scope
Sex establishments Annual fee	Discretionary	918.00	936.00	1.96%		Outside Scope
<b>Mobile homes site licences</b>						
Application for new site licence (includes £50.00 for single unit site) plus an additional £6.00 for each additional unit up to 101 units plus an additional £5.00 for each additional unit up to 201 units plus an additional £4.00 for each additional unit over 201						
Site inspection	Discretionary	50.00	50.00	0.00%	} 6,500	Outside Scope
Fit and proper person test	Discretionary	102.00	102.00	0.00%		Outside Scope
Application to transfer or amend a site licence	Discretionary	295.00	295.00	0.00%		Outside Scope
Application for a minor amendment to a site licence	Discretionary	200.00	200.00	0.00%		Outside Scope
Application for a replacement copy of a site licence	Discretionary	25.00	25.00	0.00%		Outside Scope
Annual licence fee for a single unit site plus an additional £6.00 for each additional unit up to 101 units plus an additional £5.00 for each additional unit up to 201 units plus an additional £4.00 for each additional unit over 201	Discretionary	50.00	50.00	0.00%		Outside Scope
Fee for the deposit of site rules	Discretionary	75.00	75.00	0.00%		0
<b>Other licences and permits</b>						
Scrap metal dealers site licence (3 year licence)						
Scrap metal collectors licence (3 year licence)						
Charity collection permits:						
House to house collections	Statutory	Free	Free		} 600	Outside Scope
Street collections	Statutory	Free	Free			Outside Scope
<b>Certificate of suitability</b>						
Film certification	Discretionary	344.00	351.00	2.03%	0	Outside Scope



7. **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)