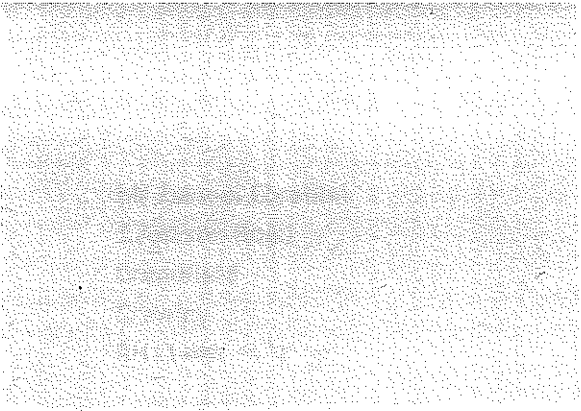


**LICENSING  
COMMITTEE**

**10 JUNE 2009**

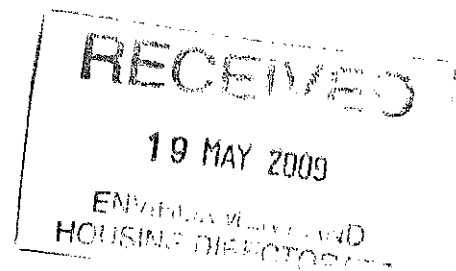
**AGENDA ITEM 5**

**ENCLOSURE F**



14 May 2009

Mrs Angela Tanner  
Head of Environmental Services  
Crawley Borough Council  
The Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ



Dear Mrs Tanner

Thank you for your letter dated 29 April 2009.

I would be grateful if you could kindly clarify the following:

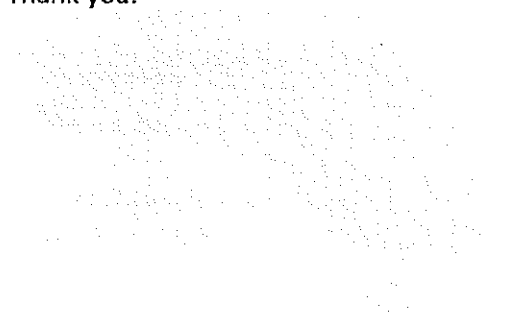
1. What accounting period was the £2000 loss incurred by the Council?
2. What year was the profit of £1500 made by the Council as we were told in the last meeting?
3. How much will the 2 year licence cost the drivers.

Also, what is the situation regarding the current proposal for increases in the vehicle and licence fee as stated in your recent licence fee table for 2009/2010.

I strongly urge you to take the current economic downturn which has affected the taxi trade badly by freezing or even reducing these fees until the situation improves.

Also, we would like to be invited to your next meeting regarding the above issues, which I understand is scheduled for 10 June 2009.

Thank you.



**Environmental Services**

Contact: **Angela Tanner**

Direct Line: **01293 438567**

Direct Fax:

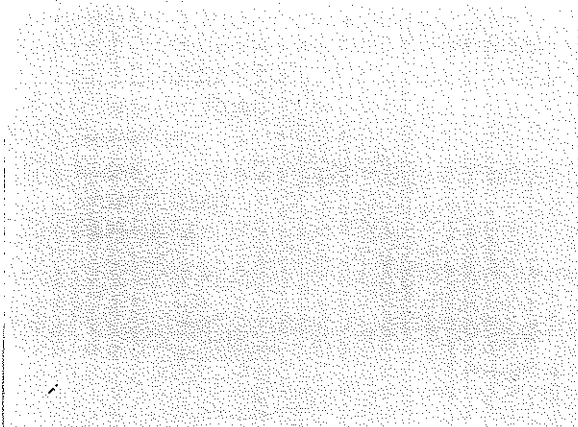
DX:

Your Ref:

Our Ref:

Email: **angela.tanner@ Crawley.gov.uk**

Date: **20 May 2009**



Environmental Services  
Crawley Borough Council  
The Town Hall  
The Boulevard  
CRAWLEY  
West Sussex  
RH10 1UZ

I am writing to you to acknowledge receipt of your letter dated 14 May 2009 regarding budgetary information in relation to Licensing.

I have forwarded your correspondence to Tony Baldock, Group Manger – Food, Licensing and Occupational Health, and confirm that we will respond to you shortly.

Yours sincerely

Mrs Angela Tanner  
**Head of Environmental Services**



INVESTOR IN PEOPLE

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DX: 57139 Crawley 1  
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## Environment & Housing Directorate

Contact: Tony Baldock  
Direct Line: 01293 432880  
Direct Fax: 01293 438604  
DX: 57139 Crawley 1

Your Ref:  
Our Ref: APB  
Email: [tony.baldock@crawley.gov.uk](mailto:tony.baldock@crawley.gov.uk)  
Date: 21<sup>st</sup> May 2009



Mrs A Tanner  
Head of Environmental Services  
Environment and Housing Directorate

**COPY**

### Local Government (Miscellaneous Provisions) Act 1976 Fees and Charges – Private Hire Vehicles and Drivers

I am writing in reply to your letter dated 14<sup>th</sup> May 2009 and would answer your questions as follows.

1. The accounting period for the year 2006 – 2007 was used to calculate the cost of the service associated with private hire vehicles and drivers (this also included operators and hackney carriage vehicles). This was undertaken at the request of the Elected Members and the results showed that a small loss was being encountered and that no profit from the fees was being generated.
2. I apologise but do not recall any mention of a £1500 profit having been discussed? The Council is not entitled to make any profit from such fees and any surplus would therefore be directly reinvested in improvements or the fees would be restructured if it appeared a gross miscalculation of costs was occurring. I would nevertheless advise that the purchase of new software and the updating of existing databases in 2009 have been undertaken without any costs being passed to the private hire trade or hackney carriage trade respectively.
3. The Council is constantly striving to improve services and efficiencies and to forward this agenda it is now possible for private hire drivers and hackney carriage drivers to purchase a 2 year licence. Please note that is not mandatory that a 2 year licence is taken out. Anybody wishing to move to the new 2 year licence is able to save the cost of the reprinting and issue of the documents which amounts to £13.00. The total cost of a 2 year licence is therefore £101.60.

At present no increase has been made to the fees and charges approved by the Licensing Committee in 2008. The legislation at the head of this letter obliges the Licensing Authority to consult on the cost of Private Hire Vehicle, Private Hire Operator and Hackney Carriage Vehicle licences only. Despite having no legal requirement to do so Crawley Borough Council consults on all fees relating to this type of service and having already received your earlier objections this will be discussed at the next committee meeting scheduled for the 10<sup>th</sup> June 09. This is a public open meeting (as are all Licensing Committee meetings) and you are therefore able and very welcome to attend.



H:\My Documents\Licensing\CLCDA reply concerning fees 2009.doc



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RH10 1UZ

I hope I have answered your queries to your satisfaction, but would urge you to contact me on the telephone extension at the head of this letter if you would like to discuss any issues in more depth.

Yours sincerely

A handwritten signature in black ink, appearing to read 'APL Baldock'.

APL Baldock  
Group Manager Food Licensing and Occupational Health  
**Environment and Housing Directorate**

## Environment & Housing Directorate

Contact: **Tony Baldock** Your Ref:  
Direct Line: **01293 432880** Our Ref: **APB**  
Direct Fax: **01293 438604** Email: **[tony.baldock@ Crawley.gov.uk](mailto:tony.baldock@ Crawley.gov.uk)**  
DX: **57139 Crawley 1** Date: **15<sup>th</sup> April 2009**

**Mrs A Tanner**  
**Head of Environmental Services**  
**Environment and Housing Directorate**

### **Road Vehicles (Display of Registration Marks) Regulations 2001** **Local Government (Miscellaneous Provisions) Act 1976** **Fees and Charges: Private Hire Vehicles 2009 – 2010 etc.**

Thank you for your time on 9<sup>th</sup> April 2009 when we discussed your recent letter to Mrs Angela Tanner concerning the above. Further to our conversation I would confirm the following.

The Council has endeavoured to keep any increases in costs to a minimum and the suggested increases for the coming year have been kept to 2.5%. This process is nevertheless subject to consultation and due to the responses I have received as a result of the advert placed in the local paper the fees will be held at the 2008 – 2009 rates prior to being discussed again by committee in June 2009. Please note that a number of Elected Members appeared to be favour a policy of not increasing the charges this year due to the current financial climate when requesting permission to advertise the new rates.

The manner in which the garages are selected to undertake Certificate of Compliance tests was reviewed in September 2008 and contract for the right to undertake the work was duly tendered. The work has subsequently been awarded to Crawley Down Ltd. and Nightingale Service Station respectively. The price for the service has been fixed through the tender process and persons presenting the vehicle for a test are now entitled to an MOT at no extra cost if required subject to prior notice being given. The cost of the test is £50.00 when undertaken at Crawley Down Ltd. and £53.10 when undertaken at Nightingale Service Station.

Comment: 2008

I can confirm that square number plates may be used on Private Hire Vehicles if they are of the correct design and letter size. I am aware that 2 vehicles had been fitted with square motorcycle type number plates in 2008 both of which have now been replaced. The testing stations have been asked to check this aspect when dealing with vehicles on our behalf and I would urge further guidance be sought from VOSA or alternatively by visiting the web sited listed below.

<http://www.dvla.gov.uk/media/pdf/leaflets/displayofnumberplates.pdf>

In respect to the renewal of a drivers licence we have sought to clarify that as of 1<sup>st</sup> September 2009 failure to renew will result in a new application being required. Historically 12 months grace has been allowed, although applicants using this facility were subject to Criminal Records Bureau clearance and Medical examinations. In the case of genuine error or hardship a sensible review of the individual case will of course be possible. Drivers will also be made aware of the impending expiry of their licence as per the current system. It is also now possible to apply for a 2 year Private Hire Drivers Licence.

I would also reiterate that the Council will be considering the manner in which the licensing of vehicles and operators is approached in 2009 – 2010 and I would welcome your comments. I suggest this may form part of the discussion during the proposed scheduled meetings which I have asked Mr Nailen to organise.

I hope I have clarified the matters concerning the drivers you represent but would ask should you have any additional questions or require further information to contact me on the number listed above.

Yours sincerely

APL Baldock  
Group Manager Food Licensing and Occupational Health  
**Environment and Housing Directorate**