

## Crawley Borough Council

### Licensing Committee

Agenda for the **Licensing Committee** which will be held **virtually - Microsoft Teams Live**, on **2 March 2021** at **7.00 pm**

Nightline Telephone No. 07881 500 227



**Chief Executive**

**Membership:**

Councillors

M G Jones (Chair), B J Burgess (Vice-Chair), M L Ayling, D Crow, F Guidera, J Hart, K L Jaggard, G S Jhans, K McCarthy, J Millar-Smith, C J Mullins, D M Peck and B A Smith

**Please note:** in accordance with Regulations in response to the COVID-19 Public Health Emergency, from April 2020 committee meetings are being held **virtually** via online video conferencing with committee members **in remote attendance only**. Any member of the public or press may observe a committee meeting (except where exempt information is to be discussed) via a link published on the Council's website **24 hours** before the scheduled start time.

Please contact [Democratic.Services@ Crawley.gov.uk](mailto:Democratic.Services@ Crawley.gov.uk) if you have any queries regarding this agenda.

Published 22 February 2021



Switchboard: 01293 438000  
Main fax: 01293 511803  
Minicom: 01293 405202 DX:  
57139 Crawley 1  
[www.crawley.gov.uk](http://www.crawley.gov.uk)

Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

The order of business may change at the Chair's discretion

## Part A Business (Open to the Public)

	<b>Pages</b>
<b>1. Apologies for Absence</b>	
<b>2. Disclosures of Interest</b>	
In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
<b>3. Minutes</b>	5 - 8
To approve as a correct record the minutes of the Licensing Committee held on 9 November 2020.	
<b>4. Public Question Time</b>	
To consider any written questions that were submitted in advance and accepted in line with the Constitution. These will be read to the Committee and be followed by a response. The questioner will receive an emailed copy of the response given at the meeting. There will be no supplementary questions.	
<b>5. Proposed Fees and Charges for 2021/22</b>	9 - 42
To consider report HCS/28 of the Head of Community Services.	
<b>6. Verbal Update - Decision Taken Under Urgency: Licensed Hackney Carriage and Private Hire Vehicles - Extend 11 Year Age Limit Due to Covid-19</b>	43 - 44
The Committee is asked to note that the Head of Community Services (in consultation with Councillor Jones, Councillor B Burgess, Councillor Jhans, and Councillor Jaggard) took an urgent decision on 9 February 2021 to extend the 11 year age limit of licensed vehicles due to COVID-19, with any extension being subject to the following conditions:	
<ol style="list-style-type: none"><li>1. 12 month extension to run 01/02/21 – 31/01/22 only.</li><li>2. Those vehicles already afforded a 3 month extension (or other period) shall be awarded a further 9 months only, to ensure equality and fairness and allowing a 12 month extension in total.</li><li>3. The above is applicable only for those vehicles identified, for the term identified and is not transferrable to another vehicle.</li></ol>	

4. A Certificate of Compliance is required at the application for an extension, and every 6 months thereafter.
5. An extension will be refused and the vehicle removed as a licensed vehicle if it is found that it does not meet the standards required by the Certificate of Compliance, and/or where the nominated Garage identifies a matter that impacts upon the vehicles safety or where it is no longer considered roadworthy.
6. A Nominated Licensing Officer of the Council may also form the view that to extend the term that a vehicle is licensed is unsuitable or inappropriate. This will be reviewed by the Team Leader for Health, Safety and Licensing, who will give written reasons where an extension is refused.

The decision was deemed 'urgent' as it could not wait until the next relevant Licensing Committee meeting, and it was therefore taken under, and in accordance with, [General Committee Procedure Rule](#) 18 (Urgent Action). The Chief Executive, who has authority under this provision to take urgent decisions, authorised the Head of Community Services to take the decision on her behalf.

Notification of the decision was published via the Councillors' Information Bulletin on 9 February 2021 and can be viewed in full [here](#).

## 7. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

**This information is available in different formats and languages. If you or someone you know would like help with understanding this document please contact the Democratic Services team on 01293 438549 or email: [democratic.services@crawley.gov.uk](mailto:democratic.services@crawley.gov.uk)**

This page is intentionally left blank

## Crawley Borough Council

### Minutes of Licensing Committee

Monday, 9 November 2020 at 7.00 pm

#### **Councillors Present:**

M G Jones (Chair)

B J Burgess (Vice-Chair)

M L Ayling, D Crow, J Hart, K L Jaggard, G S Jhans, K McCarthy, J Millar-Smith, C J Mullins  
and B A Smith

#### **Also in Attendance:**

Councillor R D Burrett

#### **Officers Present:**

Mez Matthews

Democratic Services Officer

Kareen Plympton

Health, Safety and Licensing Team Leader

Jess Tamplin

Democratic Services Support Officer

Astrid Williams

Senior Lawyer (Solicitor)

Kate Wilson

Head of Community Services

#### **Apologies for Absence:**

Councillor F Guidera

#### **Absent:**

Councillor D M Peck

#### **1. Disclosures of Interest**

No disclosures of interests were made.

#### **2. Minutes**

The minutes of the meeting of the Licensing Committee held on 15 September 2020 were approved as a correct record and signed by the Chair.

#### **3. Public Question Time**

There were no questions submitted by members of the public.

## 4. Department for Transport Statutory Taxi and Private Hire Standards - Overview and Consultation

The Committee considered report [HCS/22](#) of the Head of Community Services. The Team Leader for Environmental Health and Licensing (Licensing Team Leader) introduced the report, which set out the Department for Transport's (DfT) new statutory standards for local authorities' licensing of taxis and private hire vehicles. The report recommended that Crawley Borough Council as the Licensing Authority undertakes an initial public consultation to raise awareness of the DfT standards, and that the results of this consultation be reported to the Licensing Committee in early 2021 along with any proposed changes to the Council's Private Hire and Hackney Carriage Licensing Policy.

The Licensing Team Leader summarised the DfT standards, which requested licensing authorities put in place measures including (but not limited to):

- The 'fit and proper' test for drivers
- Enhanced DBS checks for licensed drivers and basic DBS checks for vehicle booking and dispatch staff
- A convictions policy
- Criminality checks for vehicle proprietors
- The Multi-agency Safeguarding Hub (MASH)
- A national information-sharing system on revoked or refused licences (the NR3 database)
- Safeguarding training for licensed drivers
- A local consultation to determine the value and effectiveness of installing CCTV in licensed vehicles
- Various record-keeping requirements.

The Committee assumed a detailed discussion on the report. It was noted that the proposed consultation would welcome responses from both the taxi trade and the public. A further consultation would be undertaken in 2021 which would seek opinions on the changes to the Council's Private Hire and Hackney Carriage Policy caused by implementation of the DfT standards. It was also confirmed that the DfT standards were a minimum requirement for all licensing authorities in order to form a standardised national approach, and a 'compelling reason' would be necessary should a council decide to change or omit any of the standards from its licensed vehicle policy.

The Committee discussed the DfT standards regarding convictions and criminality checks. It was heard that Council staff currently undertake a variety of checks on those applying to become licensed drivers, and that these checks would become more rigorous and regular under the new DfT standards (for example, six monthly enhanced DBS checks and registration to the national NR3 database).

The DfT's standard regarding CCTV in licensed vehicles was discussed. The Licensing Team Leader confirmed that CCTV was not mandatory at this stage but may become so in the future. Views would be sought via the consultations in order to inform the Council's decision of whether to add mandatory CCTV to its Private Hire and Hackney Carriage Policy, which was underpinned by the need to maintain public safety. Following a query from a Committee member it was confirmed that if CCTV was in operation, vehicles would be required to display clear signage to inform passengers. The Committee also heard that CCTV had previously been installed in licensed vehicles on an individual case-by-case basis where there had been conduct and/or policy breaches.

# Agenda Item 3

Licensing Committee (6)  
9 November 2020

Following a query from a Committee member regarding cross-border hiring via app-based providers, it was explained that this was a nationally legislated matter and not subject to local authority control, but that the DfT standards aimed to set a consistent approach to licensed vehicle policy nationwide. The Committee also heard that local authorities across Sussex were working cooperatively to ensure cohesion of their licensed vehicle policies.

It was clarified that the date of 31 January 2021 (stated in section 4.6 of report HCS/22) was not a deadline for full implementation of the DfT standards, but a deadline for providing the DfT with an update and a steer on the Council's consideration of the standards.

The Committee requested that its thanks be communicated to the officers responsible for report HCS/22 and the associated work that was undertaken.

A recorded vote was then taken on the recommendations in accordance with the Council's Virtual Committee Procedure Rules. The Committee agreed to a proposal from the Chair that recommendations 2.1, 2.2, and 2.3 be voted upon together, through a single recorded vote. The names of the Councillors voting for and against the recommendations, along with any abstentions, were recorded as follows:

For recommendations 2.1, 2.2, and 2.3:

Councillors Ayling, B J Burgess, Crow, Hart, Jaggard, Jhans, Jones, McCarthy, Millar-Smith, Mullins, and B A Smith. (11)

Against recommendations 2.1, 2.2, and 2.3:

None.

Abstentions:

None.

## **RESOLVED**

- 1) That the Licensing Committee notes report HCS/22, including Appendix A, the Department for Transport's Statutory Taxi and Private Hire Vehicle Standards, published on 21<sup>st</sup> July 2020.
- 2) That the Committee authorises the Head of Community Services, in consultation with the Cabinet Member for Environmental Services and Sustainability, to undertake a consultation exercise for a minimum of 4 weeks in order to raise awareness of the Department for Transport's Statutory Taxi and Private Hire Vehicle Standards.
- 3) That the Committee notes that a further report will be prepared for consideration at the Licensing Committee in the new year which details the relevant responses to this consultation, along with the proposed changes to the Council's Private Hire and Hackney Carriage Licensing Policy to incorporate the new statutory standards as well as a proposed implementation timetable to comply with the same.

## **Closure of Meeting**

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.16 pm

**M G Jones (Chair)**

This page is intentionally left blank



# Agenda Item 5

## Crawley Borough Council

### Report to Licensing Committee

2 March 2021

### Proposed Fees and Charges for 2021/22

Report of the Head Community Services – HCS/28

---

#### 1. Purpose

- 1.1. This report sets out the proposed licence fees and charges for 2021/22 relating to Street Trading, Sex Establishments and Sex Entertainment licences, Gambling premises, Taxi Licensing and Animal Activity licences as well as other licences (piercing/tattooing/acupuncture).

#### 2. Recommendations

- 2.1 The Committee is requested to approve the following licence fees:
- a) Taxi Licence fees, as set out in Appendix C.
  - b) Street Trading and Sex Establishment licence fees, as set out in Appendix D.
  - c) All Gambling Act 2005 fees as set out in Appendix E.
  - d) Animal Activity Licence fees and Acupuncture, Tattooing and Piercing licence fees as set out in Appendix F.

#### 3. Reasons for the Recommendations

- 3.1 In order to ensure that Council Tax payers are not subsidising work concerning Taxi Licensing, Street Trading, Gambling Act 2005 and Animal Activity Licences administration and related activity, income is raised by license fees with the aim of covering the cost of administration of each regime within the constraints of legislation and regulations. Licence fees should not be used to raise surplus revenues. The regulation of setting fees is detailed and changes as a result of legislation and cases outlined below. It is proposed to raise all fees, in the main, by the corporate rate of inflation (2%) for 2021/2022.
- 3.2 Given that the Council fees have been benchmarked and can demonstrate they are set fairly, it is felt that this approach helps provide more certainty for the Trade and ensures that our costs are fully recovered each year (taking account of inflationary uplifts). If there were any significant variations to the costs, then these are communicated to the Trade, advertised where appropriate according to the legislative requirements and feedback taken into account when setting the relevant fee/s.

#### 4. Licence Fee Setting General Principles

- 4.1 There must be a proper determination of the authorisation fee (see R. (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council [2017] UKS50.

# Agenda Item 5

- 4.2 A clear understanding of the policy and objects of the regime in question is required. It follows that the relevant considerations for vetting an applicant for a street trading licence will be different to those required for a sex establishment (see *R v Manchester City Council ex parte King* (1991) 89 LGR 696; also *R (on the application of Davis & Atkin) v Crawley Borough Council* [2001] EWHC 854 (Admin)). Particular attention needs to be had to those statutory provisions where a power is given to the local authority for the determination of an authorisation fee and other administrative fees.
- 4.3 Consideration of where the Provision of Services Regulations 2009 applies (see Hemming), and associated Guidance updated in December 2020 applies to street trading and sex licensing; not gambling or taxis.
- 4.4 There are different fee levels for different types of application. Crawley Borough Council as the Licensing Authority is entitled to set either the same or different fee levels for different types of applications: i.e. grant, renewal, variation, alteration or transfer. *R v Greater London Council, ex parte Rank Organisation* [1982] LS Gaz R 643.
- 4.5 There are also provisions for recovery of deficits. In *R v Westminster City Council, ex parte Hutton* (1985) 83 L.G.R. 461 it was held that where the fee income generated in one year fails to meet the costs of administering the licensing system, it is open to the local authority to make a proportionate increase in the licence fee for the following year so as to recoup the cost of the shortfall (Hutton at p 518). This longstanding principle was confirmed in later case law.
- 4.6 Crawley Borough Council must also account for any surplus monies. In Hemming [2012] EWHC 1260 (Admin) and [2013] EWCA Civ 591 the court determined surpluses as well as deficits are to be carried forward. The licensing authority is not entitled to make a profit. (*R v Manchester ex parte King* [1991] 89 LGR 696).
- 4.7 It is recognised in law that general anticipated calculations and costs can provide a helpful picture. The courts have said councils are not required to pin-point precision year on year. The Council does not have to adjust the licence fee every year to reflect any previous deficit or surplus, as long as it 'balances' eventually. The adjustment does not have to be precise: a general calculation which is broadly correct is considered satisfactory.
- 4.8 Anticipated costs are also used to map costs and spending. Cases demonstrate that the fee level may be fixed by reference to anticipated costs of administering the authorisation scheme.
- 4.9 Over-estimation is also kept under review and managed. Case law states that if the fee levied in the event exceeds the cost of operating the scheme, the original decision will remain valid provided it can be said that Council reasonably considered such fees would be required to meet the total cost of operating the scheme. *R v M ex parte King*.

## 5. Council Budget Position

- 5.1 The Council has a statutory responsibility to set Council Tax and its budget in advance of the commencement of the new financial year (1 April to 31 March). The Council Tax has to be set by 11 March each year. During 2020, the Council continued to review its spending plans and considered options to amend spending to

# Agenda Item 5

meet new priorities and mitigate where possible the impacts of the COVID-19 pandemic.

- 5.2 To provide adequate funding for the proposed level of services, and to fulfil the statutory requirement to set a Budget and Council Tax and report on the robustness of estimate. This continues to be monitored.
- 5.3 The Council's revenue expenditure is funded from a number of sources. The major sources are Council Tax, rents, Government grants, retained business rates, investment income and fees and charges. The majority of the Council's services are funded from the General Fund. The main exception is the management and maintenance of the Council's housing stock, which is funded through the Housing Revenue Account (HRA). At the time of writing this report, the 2021/22 General Fund and Housing Revenue Account Budgets and the 2023/24 Capital Programme will be recommended for approval by Full Council on 24th February 2021.
- 5.4 There have been a number of major financial pressures on the General Fund since the start of the financial crisis in 2008. In common with all authorities there have been significant reductions in Government funding, which are highly likely to continue in the coming years, this has been compounded by the impacts of the pandemic on Local Government finances. The pandemic has had a significant impact on the Council's finances, there will be long term implications on both Crawley as a town and the Council's long term budgets. The comprehensive spending review was for one year only so gives little assurance for future settlements. There are two consultation papers of which the outcome has been deferred due to the pandemic. These are a ['fair funding review: a review of relative needs and resources'](#) and ['business rates retention reform'](#). The outcome of these consultations will change the way that the Council is funded in the future, however this will not be known until a later date and as a result it will be difficult to project forwards.
- 5.5 The Council's approach in the past has been to maintain or enhance levels of service whilst keeping Council Tax increases to a minimum. This has been achieved in a number of ways, including redesigning services, delivering efficiency savings, a budget challenge process and generating new sources of income. However the pandemic has resulted in the need to make cuts to services for the first time in 7 years. This is because fewer people will be paying Council Tax as they claim Council Tax reduction (formally Council Tax benefits) and income levels from contracts, sales, fees and charges have reduced due to COVID-19. In addition costs have been incurred in the Council's community and business response to the pandemic.
- 5.6 The [Budget Strategy 2021/22 - 2025/26 FIN/508](#) was considered by the Cabinet on 25<sup>th</sup> November 2020 and recommended for approval. The Strategy was approved by Full Council on 16<sup>th</sup> December 2020 and details a series of costs, income and savings needed. In short, there is an overall increase in fees and charges across all services managed by Crawley Borough Council of 2%.
- 5.7 On fees and charges, it has been agreed that a revised approach to calculating and setting our fees and charges will apply for services we provide, and that cheques will not be accepted by the Council after 1<sup>st</sup> April 2021 as this is a costly way of processing payments and alternatives are much cheaper.
- 5.8 There are a number of services where budgets are susceptible to changes outside the direct control of the Council. These tend to be demand-led services such as taxi

# Agenda Item 5

licensing, alcohol and entertainment licensing, street trading and other licensing functions. In respect of these services, these are designed to be self-financing.

- 5.9 There is a risk that the economic outlook will continue to be depressed in the public sector as well as nationally which could have a significant effect on demand-led expenditure budgets and some income budgets; there will also be adverse impacts upon budgets due to the impacts of the pandemic, the impact on the economic climate, welfare reforms and the unknown future impacts such as supply now the UK has left the EU. Budgets are monitored by officers on a monthly basis and the Corporate Management Team receives an update on key issues, while a Quarterly Revenue and Capital Budget monitoring report is considered by the Cabinet and included in the Councillors' Information Bulletin. This should ensure that any projected variances are identified at an early stage.

## 6. COVID-19

- 6.1 Both businesses and self-employed individuals have had the opportunity to apply for various levels of financial support and grants throughout the COVID-19 pandemic. This includes monies provided via HMRC for self-employed people, loss of earnings grants and business grants. The amount of money available depends upon a range of factors.
- 6.2 It is important to note that Hackney Carriage and Private Hire Drivers, along with Private Hire Operators, have been permitted to trade since the start of the COVID-19 pandemic in March 2020, and have been permitted to operate throughout every stage of lockdown, forming part of the services termed as "essential public transport." However, it is recognised that the availability of work available to the Trade has reduced as a result of the pandemic.
- 6.3 A range of other measures have been undertaken by Environmental Health and Licensing to support businesses and individuals throughout the pandemic including:
- Business advice and signposting to sources of financial support.
  - Food safety and licensing advice.
  - Health and safety advice.
  - Signposting to the Department for Transport and Government advice regarding COVID-19 safe practice.
  - Resources diverted to focus on enforcement and compliance matters within the context of licensing.
  - At the time of writing this report, in respect of this latest lockdown, £120,750 has been paid in the form of grants to businesses, and 484 taxi drivers have applied for and granted £250. 303 licensed drivers have applied for a £400 loss of earnings grant. A range of grants have been available to drivers and Operators throughout the various lockdowns. The latest details can be found here: <https://crawley.gov.uk/emergency/coronavirus-information/businesses-and-employers/business-support-grants>
  - Installation of driver screens (between driver and passenger)
  - Stickers for use within licensed vehicles to remind passengers to wear face coverings.
  - Virtual meetings to advise and guide businesses to enable revised business operations to operate in a COVID-19 secure way.
  - Temporary extension of the maximum age of licensed vehicles beyond 11 years

# Agenda Item 5

in specific circumstances.

- Review of administrative and related practices to enable licensed drivers to continue to work.

## 7. Hackney Carriage & Private Hire Regime

7.1 The primary purpose of the hackney carriage and private hire licensing regime is a safe, accessible service whereby public safety is paramount. The service is self-financing and the Council must be able to show that it calculates hackney carriage and private hire licensing fees in accordance with the specific requirements of the Local Government (Miscellaneous Provisions) Act 1976. (LGMP Act 1976). This requires that such fees have to be reasonable to recover the cost of issue and administration of licences. Fees cannot be used to raise revenue or fund activities such as taxi marshals. This has been confirmed in the court case *Cummings and Others v Cardiff City Council* [2014] EWHC 2544 (Admin), which reiterated that fees set must have regard to any surplus or deficit in previous years for each regime (hackney carriage or private hire).

7.2 The recent Court of Appeal case: *R (on the application of Rehman) v Wakefield City Council* [2019] EWCA Civ 2166 established that costs of administration under Section 53(2) of the LGMP Act 1976 could include the costs of enforcement against drivers of hackney carriages and private hire vehicles. The Act allows for a range of costs to be recovered in the fees, including:

- The reasonable cost of carrying out vehicle inspection to decide if a licence should be granted
- The reasonable costs of providing hackney carriage stands
- Any reasonable administrative or other costs in connection with vehicle inspection and providing hackney carriage stands and
- Any reasonable administrative or other costs in the control and supervision of hackney carriage and private hire vehicles.

7.3 A trading position has been established, taking into account all expenditure that the Council has incurred in administering the service, including both direct and indirect costs. (Indirect costs for example would include an element of legal and management time to oversee the activity, a legitimate expense in administering the licensing function). The results are set out in Table 1 below and show expenditure, income and loss as well as financial projections for 2020/2021.

Table 1

	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 Forecast (£)
Employees	154,929.57	158,387.14	161,863.37	146,657.28
Operating Costs	23,108.96	51,344.16	24,235.19	10,600.00
Contracted Services	0	470.58	3,195.55	1,320.00
Central Support Costs	190,637.60	193,948.08	210,182.72	126,260.00
Hackney Carriage Fees	- 62,714.39	- 79,399.94	- 70,461.79	- 40,000.00
Private Hire Fees	-300,817.24	-310,803.07	-305,137.65	-190,000.00
<b>Loss</b>	<b>5,144.50</b>	<b>13,946.95</b>	<b>23,877.39</b>	<b>54,837.28</b>

# Agenda Item 5

- 7.4 The fee structure has been reviewed and simplified to help improve the application process over previous years and allow payments to be made remotely. The Taxi Licensing Service also purchased the basic version of IDOX On Line Application System in 2018, and ongoing work is being carried out to make it a bespoke system to meet the needs of Crawley Borough Council as the Licensing Authority, and to improve the customer journey, enabling applicants and current licence holders to apply on-line.
- 7.5 Investment is also being made into the current form, content and method of delivery in relation to the Council's Knowledge Test and Disability Awareness Tests, the passing of which is a prerequisite in completing the licensing process. This review is in response to feedback from the Hackney Carriage and Private Hire Trade that the Tests are "too easy," "anyone can get a licence," and "technology and the environment in which tests are undertaken is outdated and environment unpleasant".
- 7.6 Due to the COVID-19 pandemic, it has not been possible to carry out the tests for some time. Work is ongoing to identify a COVID-19 secure environment, as well upgrade systems to a cloud based alternative and reviewing the content of tests. Ongoing investment has been planned to upgrade current technology and make it "fit for purpose".
- 7.7 It is noted that in relation to the COVID-19 pandemic, the number of individuals choosing to renew licences and to remain a member of the licensed trade has reduced, as well as the number of individuals wishing to enter the Trade.
- 7.8 Despite this, the Taxi Service has received some 50 enquiries from individuals wishing to become a licensed driver or Private Hire Operator since January 2020 as individuals seek alternative employment and/or a new venture. On average, the Taxi Team approves 160 new applicants per annum but currently, cases cannot be determined as key elements of the licensing process cannot not be completed due to the COVID-19 pandemic.
- 7.9 At the time of writing this report, the total number of licences issued by the Council as Licensing Authority stands at 1050 drivers, of which 146 hold a dual Hackney Carriage and Private Hire Driver's Licence.
- 7.10 In April 2020, there were 686 Private Hire Vehicles licensed by the Council. At the time of writing this report, there are 601, a drop of 85. The number of Hackney Carriage Vehicles, in line with the current Policy to limit numbers remains at 123.
- 7.11 Since March 2020, 51 licensed drivers have allowed their hackney carriage or private hire licence to expire, and 15 have surrendered licences.
- 7.12 As previously mentioned, primarily as a result of the COVID-19 pandemic, Crawley Borough Council as the Licensing Authority has been unable to provide a COVID-19 secure space or environment where the Driver Assessments, Knowledge Test and/or Disability Awareness Test could be undertaken. This has had the following impact:
- New applicants wishing to become a licensed drive are unable to progress or complete the licensing process to become a licensed driver.
  - Whilst the Council cannot prevent new applications being made, the number

# Agenda Item 5

being received has reduced significantly as applicants cannot complete the licensing process due to being unable to provide a COVID-19 secure environment either for staff or applicants.

- Many of the established Private Hire Operators are streamlining the workforce as opposed to taking on new drivers.
  - The lack of new applicants, set in conjunction with numbers of individuals deciding to leave the Trade has helped to protect existing licensed drivers during the COVID-19 pandemic. As a result, a smaller number of drivers are competing for the same pool of work, which it is noted, has reduced due to the COVID-19 pandemic.
  - There has been an increase in the number of individuals applying to become a Private Hire Operator.
- 7.13 The Taxi Licensing Service is also reviewing and scoping its approach to the Department for Transport “Statutory Taxi and Private Hire Vehicle Standard Report” and the recommendation therein, as published on 21<sup>st</sup> July 2020. Significant officer time and investment is required to update Council Policy, review driver training and other recommendations included in this document. This was considered by the Licensing Committee at its last meeting.
- 7.14 Some charges associated with the licensing process have remained the same, for example, where this is set by another body (for example Disclosure and Barring Service (DBS).) No further charge has been listed for the next financial year in relation to costs associated with carrying out an Unmet Demand Survey. The cost of this has been met by the hackney carriage trade over the preceding 3 years and there are now sufficient funds in place to cover this. As a result, the renewal fee for hackney carriage driver licences has been reduced by £40.
- 7.15 At this juncture, an Unmet Demand Survey has not been undertaken due to the COVID-19 Pandemic as it is considered that any findings would not be representative of the market position. This will be kept under review as a survey is necessary to keep up to date with the demand for hackney carriages.
- 7.16 As detailed in Section 5, a corporate rate increase of not less than 2% is recommended across the Authority where fees and charges are levied, except for where they are set by statute (such as the Licensing Act 2003 fees).
- 7.17 At this juncture, an increase of 2% as opposed to anything higher is suggested, given the financial challenges faced by the Trade as a result of the COVID-19 pandemic.
- 7.18 Overall the level of income will be largely unaffected by these changes and the proposed fees, but there is likely to be a further budget deficit in relation to the Hackney Carriage and Private Hire budget. It is anticipated that there will be a further loss of revenue as individuals do not renew licences, and opt to come out of the Trade.
- 7.19 Reintroduction of key elements of the licensing process should enable new applicants to become licensed as hackney carriage or private hire drivers, but the level of demand is hard to predict, as is the number of drivers being recruited by Private Hire Operators or becoming journeymen in the case of hackney carriages.
- 7.20 Fees should however, be set at a level to ensure that there is full cost recovery. As previously detailed, the Taxi Licensing Service has operated at a deficit for the past 3

# Agenda Item 5

years and this will need to be addressed.

7.21 The current and proposed fees are set out in **Appendix C**.

## 8. Legal Requirement to Advertise

8.1 In accordance with Section 70 of the Local Government (Miscellaneous Provisions) Act 1976, Crawley Borough Council as Licensing Authority advertised its intention to increase the fees and charges associated with vehicle (both hackney carriage and private hire) and private hire operator licences, with the deadline for representations being 10<sup>th</sup> February 2021. A copy of the advertisement is included at **Appendix A**. In addition to being advertised in the Crawley Observer, information was also posted on the Council's website, and also included information about proposed increases in hackney carriage and private hire driver's licence fees.

## 9. Representations

9.1 As a result of the advertisement, 40 representations were received from licensed drivers, and the Crawley Hackney Carriage Association. Copies of the full, redacted representations are included at **Appendix B**. In summary, the representations object to the proposed increase in fees and charges. A summary of the reasons is included below.

- *The Trade have had a reduced income due to COVID-19 and cannot afford an increase.*
- *The Council should offer a 80 – 50 percent reduction in fees, not an increase*
- *There is a lack of work and a lack of income, fees should be waived.*
- *Refund the fees as the taxi trade haven't had much work*
- *The Trade do not foresee the work situation improving in 2021 and it will be a grim prospect for taxi drivers. The Trade are still paying for hire and reward insurance, compliance test fees, road tax, and licensing fees to keep our cars licensed for the taxi trade.*
- *Most drivers have had a decrease in their income, an increase is not necessary.*
- *No fees should be implemented this year or dare I say it a refund be given for this last year as most of us haven't been able to work normally now for the best part of a year.*

9.2 It is a statutory requirement for the Committee to consider these representations in taking the decision whether to vary the fees and charges as detailed in Appendix C (as it relate to vehicle and operator licences), and it is recommended that they are also taken into account when making a decision to vary driver licence fees.

## 10. Sex Establishments and Street Trading

10.1 The administration of Sex Establishments and Sex Entertainment venues (SEV) falls to the Council as Licensing Authority. Currently, there are no SEVs in Crawley, but applications can be made, and the case determined on its merits. A SEV Policy is in place, and applications determined with reference to this Policy. Initial and annual inspections are carried out to ensure compliance with their licence.

10.2 A trading position has been established, taking into account all expenditure that the Council has incurred in administering the service, including both direct and indirect costs. The proposed fees are set to rise in line with the corporate rate of inflation at



# Agenda Item 5

2%.

10.3 Following the same principles as stated previously, a trading position has been established for Street Trading. Once again, the proposed fees are set to rise in line with the corporate rate of inflation.

10.4 A copy of the current and proposed fees in relation to these functions is included at **Appendix D**.

## **11. Gambling Act 2005**

11.1 The fees are set to rise in line with the corporate rate of inflation at 2% and are yet to reach the maximum set as part of the Gambling Act 2005.

11.2 A copy of the current and proposed fees in relation to these functions is included at **Appendix E**.

## **12. Animal Activity Licensing, Acupuncture and Tattooing**

12.1 It is proposed to raise all animal activity licensing fees in line with the corporate rate of inflation (2%).

12.2 Following the same principles as stated previously, a trading position has been established for close personal services (tattooing/piercing). Once again, the proposed fees are set to rise in line with the corporate rate of inflation.

12.3 A table with the current and proposed fees is included at **Appendix F**.

## **13. Financial and Other Implications**

13.1 Licence fees are set annually at a level that it is reasonably believed will cover the costs of providing the service, and in accordance with the legal principles involved. This is necessary in order to ensure that Council Tax payers are not subsidising work concerning licensing administration.

## **14. Legal constraints on setting fees**

14.1 Fees must be charged in accordance with the requirements of the legislation under which they are charged. Thus for instance, the Licensing Act 2003 gives the Council no discretion regarding fees and charges as they are set centrally by the relevant Government department.

14.2 Other legislation such as the Local Government (Miscellaneous Provisions) Act 1982 which covers a raft of activities and includes street trading and sex establishments simply states that the Council may charge such fees as we consider reasonable.

14.3 The term 'reasonable' however does not imply wide discretion but incorporates important legal principles and constraints. These were highlighted in the case of *R v Manchester City Council ex parte King* concerning street trading. This case held that the fees charged must be related to the costs incurred in providing the street trading service. They must not be used to raise revenue generally. Fees must be proportionate. This principle is key and applies to other licensing regimes such as sex establishments.

# Agenda Item 5

- 14.4 This principle was contained in the Provision of Services Regulations 2009 and emphasised in the by guidance in December 2020 includes requirements that processes must be non-discriminatory, justified, proportionate, clear, objective, made in advance, transparent and accessible. Any fee charged for establishing a service can only be based on cost recovery and cannot be set at an artificial high level to deter service sectors from an area. The applicability of the Provision of Service Regulations has been discussed in the case of Hemming [2017].. It is permissible for enforcement costs to be included in a licence fee but this element of the fee must be levied once the application has been granted. Crawley Borough Council as the Licensing Authority schedules regular fee reviews.
- 14.5 Therefore the trading accounts must be carefully looked at in accordance with these principles. There is a risk of challenge by way of Judicial Review in cases where fees are set at an unreasonable or unlawful level.

## 15. Background Papers/Information

[UK Guidance on the Provision of Services Regulations 2020](#)

Contact Officer:  
Kareen Plympton  
Email: [kareen.plympton@ Crawley.gov.uk](mailto:kareen.plympton@ Crawley.gov.uk)  
Tel: 01293 438023

# Classified

## PUBLIC NOTICES

### PUBLIC NOTICES

#### Watwick Airport Limited TRAFFIC REGULATION ORDER - THE GATWICK AIRPORT LIMITED (WAITING LOADING PARKING AND CLEARWAY RESTRICTIONS) ORDER 2021

1. NOTICE IS HEREBY GIVEN that Gatwick Airport Limited (hereafter referred to as "the Airport Operator"), propose to make the above Order in exercise of powers under Sections 1(1&3), 2 (1,4&5), 3(2), 4(1-2), 5(1), 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 61, 63, 64(1-4), 65(1), 66(1), 67(1-3), 68(2), 69(1-3), 74, 95(1, 3-7), 96, 99, 100, 101, 102, and 104 of the Road Traffic Regulation Act 1984 and the Local Authorities Traffic Orders (Procedures) (England and Wales) Regulations 1996.

2. The effect of this Order is to: (1) Apply Waiting, Loading, Parking and Clearway restrictions in the form of Red Route Controls, where the stopping of vehicles is prohibited at any time in; Cargo Road; Timberham Farm Road; Long-stay North car park access/egress; Perimeter Road North; Povey Cross Road; Northgate Engineering Depot; Northgate; Longbridge Way; Longbridge Gate; Service yard; Service Road; Arrivals Forecourt Road; Arrivals Road; Northway; Crossway; North Terminal Approach; Racecourse Way; Gatwick Way; Departures Road; Furlong Way; A23 Link; Perimeter Road East; Station Approach Road; Station Approach Road entry; Station Approach Road exit; Station Approach Road North; Westway; Ring Road North; Eastway; Staff car park H egress; Ring Road North PFS entry; Ring Road North PFS exit; Ring Road South; Linkway; Buckingham Gate; Buckingham Gate East; Buckingham Gate Entry; Buckingham Gate Exit;

(2) Revoke any existing Waiting, Loading, Parking and Clearway restrictions on the roads listed above which have been replaced by Red Route Control.

(3) Revoke any existing Waiting, Loading, Parking and Clearway restrictions on South Terminal Outer Forecourt One; South Terminal Outer Forecourt Two; Northway One; Northway Two (with these controls being replaced by the contractual terms and conditions of use as identified on signage in the forecourts).

3. These proposals are required in order to maintain the safety of road users, to preserve the amenities of the area and enable effective enforcement of the public road network at Gatwick Airport.

4. Deposited documents giving more detailed particulars of the Order may be inspected at First Point, Buckingham Gate, Gatwick Airport, West Sussex, RH6 0NP.

Information may be requested via post at: Traffic Regulation Orders, Property Department, Gatwick Airport Ltd, 5th Floor Destinations Place, South Terminal, Gatwick Airport, West Sussex, RH6 0NP or via e-mail request at [community@gatwickairport.com](mailto:community@gatwickairport.com).

5. Any person(s) wishing to object or make other representations relating to this Order must do so within 21 days from the date on which this notice of proposals is published. In the event of such an objection, it should be made in writing, it should state the grounds on which it is made, and it should be sent to the Traffic Regulation Orders address given above.

Dated 13th January 2021  
Stewart Wingate  
Chief Executive Officer

#### KEITH CHADWICK (Deceased)

Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the above named, late of 33 Hallsland Crawley Down Crawley West Sussex RH10 4XZ, who died on 07/11/2020, are required to send written particulars thereof to the undersigned on or before 15/03/2021, after which date the Estate will be distributed having regard only to the claims and interests of which they have had notice.

LLOYDS BANK  
ESTATES ADMINISTRATION SERVICE,  
PO Box 5005 Lancing West Sussex BN99 8AZ.

local information at your finger tips...

#### CRAWLEY BOROUGH COUNCIL PRIVATE HIRE VEHICLE, PRIVATE HIRE OPERATOR AND HACKNEY CARRIAGE VEHICLE LICENCE FEES TABLE 2021/2022

NOTICE IS HEREBY GIVEN THAT Crawley Borough Council intends to vary the hackney carriage vehicle, private hire vehicle and operators licence fees in accordance with Section 70 of the Local Government (Miscellaneous Provisions) Act 1976

Private Hire Vehicle and Carriage Vehicle	Current Charge	Proposed Charge
<b>Private Hire Vehicle</b>		
<b>Licence fees and charges</b>	<b>£</b>	<b>£</b>
<b>Private Hire vehicles</b>		
New vehicle – no meter		
New vehicle with a meter	318.80	325.20
Vehicle renewal – no meter	329.40	336.00
Vehicle renewal with a meter	290.60	296.40
Electric Vehicle New	301.00	307.00
Electric Vehicle Renewal	110.80	113.00
Vehicle licence transfer	147.20	150.10
Transfer of vehicle ownership	147.20	150.10
Replacement Paper Licence	36.40	37.10
Replacement Bracket	5.90	6.00
Replacement External Plate	27.90	28.50
Replacement internal plate	11.90	12.10
Adhesive Plate	5.90	6.00
New Plate Deposit	10.60	10.80
HPI Check	27.50	27.50
<b>Private Hire Operator</b>	<b>45.00</b>	<b>45.00</b>
1 - 5 vehicles	180.50	184.10
6 - 10 vehicles	360.00	367.20
11 - 20 vehicles	723.40	737.90
21 - 50 vehicles	1370.30	1397.70
51 - 100 vehicles	1805.50	1841.60
101 + vehicles	2705.40	2759.50
Replacement paper licence	5.90	6.00
<b>Hackney Carriage Vehicles</b>		
New vehicle	435.20	443.90
Vehicle renewal	330.10	336.70
Vehicle licence transfer	147.20	150.10
Electric Vehicle New	110.80	113.00
Electric Vehicle Renewal	147.20	150.10
Vehicle Transfer of Ownership	36.40	37.10
Replacement paper licence	5.90	6.00
Replacement bracket	27.90	28.50
Replacement External Plate	11.90	12.10
Replacement Internal Plate	5.90	6.00
Adhesive Plate	10.60	10.80
New Plate Deposit	27.50	27.50
Crawley Station Taxi Rank	40.00	40.00
HPI Check	45.00	45.00

Copies of the proposed variation of fees are available for remote inspection by prior appointment with the below named person. A copy of this Notice will be available within the Public Notice Board at the front of Crawley Borough Council's Town Hall, The Boulevard, Crawley and on the Councils website at <https://crawley.gov.uk> council-information/how-council-works/consultation Due to the current COVID-19 pandemic, it is not possible for these to be inspected in person.

Any person who wishes to make any objections or representations relating to the above fees may do so in writing to the Team Leader, Health, Safety and Licensing, Taxi Licensing Section, Community Services, Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UJ by 10th February 2021. If no objections are made within the 28 day objection period the proposed fees will come into force on 1 April 2021.

Karen Plympton – Team Leader – Health, Safety & Licensing

## PUBLIC NOTICES

#### West Sussex County Council (Crawley – Pound Hill: Peeks Brook Lane & Various Roads)

#### (40mph Speed Limit) Order 202\*

NOTICE is hereby given that West Sussex County Council proposes to introduce a permanent Order under the provisions of the Road Traffic Regulation Act 1984, the effect of which will be to introduce a 40mph speed limit on a length of Peeks Brook Lane from Antlands Lane northwards to the Surrey County boundary, and, on the entire lengths of Fernhill Road and Antlands Lane West.

The consultation for this proposal will start on 13 January 2021 and, AT THAT TIME, full details of the proposals in this Notice can be viewed on the TRO pages of the West Sussex County Council website. The website includes a response form for comments or objections.

Due to current social distancing requirements, paper copies of documents will not be available to view in council offices or libraries. People without access to a computer who wish to view details of the scheme should telephone the West Sussex County Council Contact Centre on 01243 642105 to receive the documents by post.

Any objections or comments about these proposals must be received by 10 February 2021. These may be sent via the response form on the website, in writing to: TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH; or by e-mail to: [tro.team@westsussex.gov.uk](mailto:tro.team@westsussex.gov.uk). All correspondence should be addressed to the undersigned, quoting the reference TRO/CRW1904/PC. Only correspondence including a full name and address will be considered.

Dated this 13 January 2021  
Director of Law & Assurance  
County Hall  
Chichester

## JOBS

### GENERAL VACANCIES



#### Recruitment Consultant

Crawley

Job Type: Full-time | Salary: £16,000.00 to £25,000.00 /year

TGI Life Sciences is a specialist recruitment consultancy that focuses on international pharmaceutical, biotechnology and medical device industries. The life sciences industry has become more competitive than ever for the right talent, and we partner with businesses that understand this in order to form an effective relationship that gives our clients access to this highly sought after talent. We mirror the industry and operate in 2 key regions, the European and the US market.

Our Vision is for our clients and candidates alike to see us as their number one valued recruitment partner.

- We do this as we understand that the Life sciences field is one that depends on innovation, excellence and the highest standards.
- TGI Life Sciences is a recruitment partner that mirrors these core needs.
- We are a highly versatile business that works with our clients to ensure their business goals are met.
- We do this by simply providing the best talent in a timely and cost effective way.
- Our culture is one that enables our consultants to have the autonomy to tailor approaches to their client's needs.
- We fully understand that every business is different with their own unique challenges. Therefore we believe our service offering needs to be in line with each individual business's needs.

We are unique for potential employees in the sense that we are a streamlined, highly successful small business with the backing of a global recruitment firm. This means you will have direct access to the knowledge, mentorship and training from the director of the business and you will be surrounded by highly skilled, experienced colleagues. Unlike other businesses, the director is still very much "on the tools". They will not hold you accountable for anything they themselves are not accountable for.

TGI Life Sciences employees are ambitious, hard-working, successful and motivated. Through the combination of a strong work ethic, meaningful relationships with their clients and candidates, as well as superb knowledge of their industry, our consultants are acknowledged as being first class. We don't pretend therefore that working for us is easy. Our industry is about hard work, commitment, getting out and meeting your clients – as well as high volumes of phone calls. Recruitment has never been a walk in the park, but working for TGI Life Sciences is rewarding.

Experienced in sales or a target driven environment, you will have the desire and drive to become an expert within your field. Your exceptional communication skills and potential to succeed will see you rewarded with an excellent commission structure, fantastic work/life balance, an adult environment which is built on motivation and accountability to ensure you thrive within the business. Previous recruitment experience is advantageous but not essential, as long as you possess the ability and skills needed to work in this busy, but rewarding environment.

For more information please email a copy of your CV and covering letter to: [sgill@tgilifesciences.com](mailto:sgill@tgilifesciences.com).

Initially, we can have an informal discussion over the phone.

## PERSONAL FINANCE

### Homeowners aged 55 or over

Could you release a lump sum of money from your home?

Equity release may involve a home reversion plan or a lifetime mortgage which is secured against your property. To understand the features and risks ask for your personalised illustration. Equity release requires paying off any existing mortgage. Any money released plus accrued interest, would be repaid upon death or moving into long-term care.

\*UK's No.1, based on volume of plans, source: Touchstones data Jan 2018 - Sept 2019.



Request your FREE guide to equity release

Freephone 0808 1450 167

Age Partnership Limited is authorised and regulated by the Financial Conduct Authority. FCA registered number: 425232. Company registered in England and Wales No. 5265895. Age Partnership Limited, 2200 Century Way, Thorpe Park, Leeds, LS15 8ZB. VAT registration number 162 9335 92.

### Public & Legal Notice COVID-19 UPDATE FROM JPI MEDIA:

If you require a Public & Legal notice, our team is still on hand to assist you with this. Our business hours and deadlines will remain the same. For any enquiries in the first place please email [publicnotices@jpimedia.co.uk](mailto:publicnotices@jpimedia.co.uk) with your requirements,

- ◆ Including your full name,
- ◆ Full business address including post code,
- ◆ A contact telephone number
- ◆ Full wording for the notice you require
- ◆ Newspaper title and date required.

For further advice please call the team on

0207 023 7931  
**jpimedia**

### SELL YOUR CAR HERE

## MOTORS

### MAIN DEALER

#### FREE BRAKE CHECK

Experienced mobile mechanic offers you a free brake check at your home. Brake shoes and pads fitted at low rates.

Also Servicing & Repairs

Call for a free estimate  
**S. JONES 07941 383299**

#### MOBILE WELDING

Specialist Mig Equipment  
Sills supplied and fitted at low rates

**FREE ESTIMATES**  
Call S.JONES

**07941 383299**



PLEASE CHECK SIZE IS CORRECT

1370824 Crawley Hackney x58 12:42 Mon, 11 Jan 202

**CRAWLEY BOROUGH COUNCIL  
 PRIVATE HIRE VEHICLE, PRIVATE HIRE OPERATOR  
 AND HACKNEY CARRIAGE VEHICLE LICENCE FEES  
 TABLE 2021/2022**

NOTICE IS HEREBY GIVEN THAT Crawley Borough Council intends to vary the hackney carriage vehicle, private hire vehicle and operators licence fees in accordance with Section 70 of the Local Government (Miscellaneous Provisions) Act 1976

**Private Hire Vehicle and Operator And Hackney Carriage Vehicle**

**Current Charge Proposed Charge**

**Licence Fees Table 2021/2022 2020/2021 2021/2022**

Licence fees and charges	£	£
<b>Private Hire vehicles</b>		
New vehicle – no meter		
New vehicle with a meter	318.80	325.20
Vehicle renewal – no meter	329.40	336.00
Vehicle renewal with a meter	290.60	296.40
Electric Vehicle New	301.00	307.00
Electric Vehicle Renewal	110.80	113.00
Vehicle licence transfer	147.20	150.10
Transfer of vehicle ownership	147.20	150.10
Replacement Paper Licence	36.40	37.10
Replacement Bracket	5.90	6.00
Replacement External Plate	27.90	28.50
Replacement internal plate	11.90	12.10
Adhesive Plate	5.90	6.00
New Plate Deposit	10.60	10.80
HPI Check	27.50	27.50
<b>Private Hire Operator</b>		
1 - 5 vehicles	180.50	184.10
6 - 10 vehicles	360.00	367.20
11 - 20 vehicles	723.40	737.90
21 - 50 vehicles	1370.30	1397.70
51 - 100 vehicles	1805.50	1841.60
101 + vehicles	2705.40	2759.50
Replacement paper licence	5.90	6.00
<b>Hackney Carriage Vehicles</b>		
New vehicle	435.20	443.90
Vehicle renewal	330.10	336.70
Vehicle licence transfer	147.20	150.10
Electric Vehicle New	110.80	113.00
Electric Vehicle Renewal	147.20	150.10
Vehicle Transfer of Ownership	36.40	37.10
Replacement paper licence	5.90	6.00
Replacement bracket	27.90	28.50
Replacement External Plate	11.90	12.10
Replacement Internal Plate	5.90	6.00
Adhesive Plate	10.60	10.80
New Plate Deposit	27.50	27.50
Crawley Station Taxi Rank	40.00	40.00
HPI Check	45.00	45.00

Copies of the proposed variation of fees are available for remote inspection by prior appointment with the below named person. A copy of this Notice will be available within the Public Notice Board at the front of Crawley Borough Council's Town Hall, The Boulevard, Crawley and on the Councils website at <https://crawley.gov.uk/council-information/how-council-works/consultation>  
 Due to the current COVID-19 pandemic, it is not possible for these to be inspected in person.

Any person who wishes to make any objections or representations relating to the above fees may do so in writing to the Team Leader, Health, Safety and Licensing, Taxi Licensing Section, Community Services, Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UZ by 10th February 2021. If no objections are made within the 28 day objection period the proposed fees will come into force on 1 April 2021.

**Karen Plympton – Team Leader – Health, Safety & Licensing**

## Taxi Licensing Fees: email representations received

\*\*\*\*\*

To whom it my concern. I am very concerned about the proposal of taxi licence fee increases. I do not see how you can justify this increase in the light of the current pandemic, when the taxi trade has suffered unprecedented decline and loss of business. I feel that the council should instead be refunding 80% of last years fees and furthermore propose that a substantial reduction to the fee is due in the year 2021. We do not foresee the work situation to improve in the imminent future - 2021 will be a grim prospect for taxi drivers. We are still paying for hire and reward insurance, compliance test fees, road tax, and licensing fees to keep our cars licenced for the taxi trade. We know that other councils have assisted and helped the taxi drivers immensely with zero licensing fees and very generous grants. In contrast, I feel that the decision to increase the fees by Crawley Borough Council was done without any compassion or thought for the livelihood of taxi drivers.

Yours faithfully Farid Bahaji, private hire driver.

Mr Farid Bahaji  
Received 09.02.21

\*\*\*\*\*

Dear licensing Officer

I just saw future fee increase in Taxi license. I do great objection on this year has been very hard on income also expenses were there.

I would request this year renewal of vehicle should be free of charge having no income in the trade.

Best Regards  
Mr Aamir Bhatti

Mr Aamir Bhatti  
Received 03.02.21

\*\*\*\*\*

If Crawley Council licensing intended to increase taxi fees after the year we have had with Covid and 2021 does not look like it's going to get any better you might as well come around and take the food off my children's plate. You despicable people to even think about increasing the fees. Most councils around the UK have been giving up to £1,500 of grants to taxi drivers who's trade have been ravaged by Covid-19 while Crawley Council trying to squeeze every drop out of the lemon.

#SHAMELESSCRAWLEYLICENSING

Mr Abid Rehman  
Received 03.02.21

\*\*\*\*\*

Hi team

I strongly disagree with the proposed changes to the increase in fee's. We have had no work since the pandemic and I don't think it will be getting any better in 2021.

Most taxi drivers and private hire drivers in Crawley have had a 90% decrease in their income.

Please could you possibly put these proposed changes on hold, atleast untill we are out of this pandemic and things have gone back to normal.

Kind regards

Adnan

Adnan Ishtiaq

Received 03.02.21

\*\*\*\*\*

Dear Taxi Liscence team/Head  
Crawley Borough Council.

I have seen on the CBC website where you have proposed to change the liscencing fee for private hire and hackney carriage. Although the proposal doesn't come with any break up of costs in comparison, but our guess will be it will defenietly increase.

The Taxi trade which has suffered adversaly since the start of Pandemic till date and will take years to come back to normal once after the vaccination is completed.

We have struggled to keep up with the fee for this year which despite of all the hardships hasn't been either discounted or waived considering the trade situation.

For us Taxi drivers CBC has given so far only one discretionary grant of mare £250 for the whole year as we are not able to claim small business grant of 10K., And the second one of £400 is in process where as other borough councils like mid sussex gave upto £2300 in the start of Pandemic solely to taxi drivers in grant in the month of May to keep up with everyday expences.

Another punch in the face would be if you raise the liscencing fee for the year starting in April 2021. Has there been any consideration towards keeping the trade alive from this office at all as most of the taxi drivers are either not working or have switched to other jobs while waiting for the grass to become green again. There has been nothing done practically to keep UBER away from Crawley or Gatwick who are still been able to steel our jobs freely and openly.

Our town which has been hit badly by corona virus economically, worst of the trade that has been hit is taxi although the office has successfully taken their fees through out the year without any hiccups.

If you have any consideration and passion to keep the trade alive, You should really be thinking about giving atleast a 50% discount in the fees for the coming year if you can't waive it completely but rather you are suggesting to increase the fee, which is a very shambolic, cold hearted, mean act towards all the taxi trade.

I along with others strongly oppose this increase and would appreciate if the office consider it to reduce it to 50% atleast for the coming year.

Afzaal Hassan  
Pvt Hire Driver.

Mr Afzaal Hassan  
Received 03.02.21

\*\*\*\*\*

Dear Sir/Madam

I am writing in connection with the proposed taxi license fee increases.

How can council propose an increase in licensing fees in the current climate when taxi drivers have suffered almost a full year thus far without any income.

The council should refund 80% of last years fees and propose to charge 20% in 2021, as at this present moment, the work situation has not improved.

We are still having to pay hire and reward insurance, compliance test fees, road tax and licensing fees to keep our cars licensed despite still not earning any money and it is a big struggle.

How can Crawley Council even propose this in the current climate as Crawley has one of the highest fees already.

Other councils have helped the taxi drivers' immensely, either with zero licensing fees or very generous grants, whereas Crawley Council has charged a full licenaing fee last year and only offered £250 grant for taxi drivers.

Regards

Ahjaz Ali

Mr Ahjaz Ali  
Received 03.02.21

\*\*\*\*\*

Dear Sir/Madam

With due respect I object to the increase of license fees.

Because of the covid-19 pandemic and on and off lockdown since march 2020 the taxi business has been hit the hardest adversely in Crawley.

Gatwick almost shut and local businesses like public houses and night industry closed there is no way to afford the already incurred costs of the taxi business let alone an increase.

I would request the authority to be realistic and give it a second thought and not only propose an increase rather reduce upto 50% of the existing licenses fee. As long as the local economy is underperforming I would request to grant this relief to license holders.

Thanks very much.

Looking forward to hearing from you

AKHTAR SAEED

Mr Akhtar Saeed  
Received 05.02.21

\*\*\*\*\*

Writing to you to ask for reduction of 50% of charges for renewal of badge, fees for all charges made from council please. Due to the circumstances of effect of covid 19 situation. We all cannot afford these charges as there is no work.

Mr Amjad Chaudary  
Received 06.02.21

\*\*\*\*\*

I object to the fees going up due to this pandemic, work has not been good. And the fees shouldn't go up.

Thanks,  
Anwar Khan

Mr Anwar Khan  
Received 05.02.21

\*\*\*\*\*

Hi Sir/Madam

I would like to request you as you aware of present situation because of covid there is no much taxi work left at the moment, I would like to humbly request you instead of increase a penny more please reduce the taxi licence fee and badge fee please. This will be great help if you do that..

Many thanks  
Asad Satti

Mr Asad Satti  
Received 03.02.21

\*\*\*\*\*

Dear Sir/Madam

During the past year taxi drivers have had a terrible time earning a living especially Crawley Borough Council licensed drivers, other councils have helped their licencees by zero licence fees and generous grants. I therefore oppose to the licence fee increase



Regards

MA Khan

Mr M A Khan  
04.02.21

\*\*\*\*\*

Dear sir/madam

I believe if there is any change in our fees they should be reduced by at least 50%, the reason being the Covid-19 virus has destroyed our trade.

Regards Derek Kiernan

Mr Derek Kiernan  
Received 03.02.21

\*\*\*\*\*

Dear Sir/Made

This is regarding the fare increase proposal. I object the proposal and it had been a hard time for our trade as all others and it will be even harder in near future. So I kindly request your management not to increase the fare.

Thank you

Farhan Jalaldeen

Mr Farhan Jalaldeen  
Received 03.02.21

\*\*\*\*\*

Hi

I am strongly objecting about the proposal of fee changes to higher than usual. During this pandemic I am not working as many others, almost zero income from the trade. Since April 2020 it will be highly appreciated and recommended to renew this year without charge as a response to the pandemic.

Thank you

Mohamed

Mr Razmy Mohamed  
Received 03.02.21

\*\*\*\*\*

I can't believe what I am reading as regards to price rises for plate and badge renewals. I like the rest of my colleagues have had a year with practically no earnings to speak of. Now we hear a proposal to increase our fees. All I can say is that you are totally out of sync with the rest of society.

I am not one for protests normally, but on this occasion I will be on the front line to show my disgust at this hideous proposal.

Gerard Grant.

Mr Gerard Grant  
Received 03.02.21

\*\*\*\*\*

Please outline what changes the Council is thinking of implementing.  
Has the Council considered the fact that taxi drivers have seen a 95% fall in income.  
Regards Gregory Boulden  
Airport Cars Gatwick.

Mr Gregory Boulden  
Received 03.02.21

\*\*\*\*\*

Dear sir/madam

This is very grateful if Taxi licence related charges reduce by 50% or more as you aware that taxi business is almost gone by the covid 19 crisis. Many thanks  
Gul Durrani

Mr Gul Durrani  
Received 03.02.21

\*\*\*\*\*

Dear Sirs

It has recently come to my attention that the Council intend on increasing the taxi licence fees.

I am strongly against any fees increase for taxi licences given the current situation. I have not been working for some time now due to the impact COVID has had on work in general so to impose an increase in fees is completely unacceptable and will no doubt cause further financial hardship.

I would be grateful if you could consider the above when reaching a decision in respect of the fees.

I look forward to hearing from you.

Kind Regards

Mr.J.Hussain

Mr Javaid Hussain  
Received 03.02.21

\*\*\*\*\*

This is makhan rahmathkhan that just let you know, I just seen u published a list of taxi fair changes is totally unexceptable so please consider about at least to 30% of the total fee because of no job going around here Thanks regards Makhan

Mr Makhan Rahmathkhan  
Received 03.02.21

\*\*\*\*\*

Dear Sir/Madam,

I am emailing you regarding the proposed Taxi license fee increase

I am shocked that CBC propose Increase in licencing fee despite knowing the current circumstances of the taxi drivers.

I am Private Hire Driver at LGW and I haven't been to work since March 2020 because there is hardly any work but i still have to pay my Taxi Insurance/license fee/PHV license fee to have my vehicle licensed without having any help from the council and yet council is thinking of increasing the fee. Other councils have been a great support for their drivers and our council is ignoring the fact that all the drivers are struggling to feed their families and proposed an increase.

CBC should refund some money to the drivers as they've not been able to trade due to the pandemic and decrease the fee for renewal.

Kind regards

Matee khan

Mr Matee Khan  
Received 03.02.21

\*\*\*\*\*

Hello madam/sir

As aware out taxi trade has effected so heavily during this pandemic. It's not a right time to increase fees. I am totally disagree with the proposal.

Many Thanks

Regards

Fazlan Nizamdeen

Mr Fazlan Nizamdeen  
Received 03.02.21

\*\*\*\*\*

Dear Taxi Liscence team/Head  
Crawley Borough Council.

I have seen on the CBC website where you have proposed to change the liscencing fee for private hire and hackney carriage.

The Taxi trade which has suffered adversaly since the start of Pandemic till date and will take years to come back to normal once after the vaccination is completed.

We have struggled to keep up with the fee for this year which despite of all the hardships hasn't been either discounted or waived considering the trade situation.

For us Taxi drivers CBC has given so far only one discretionary grant of mare £250 for the whole year as we are not able to claim small business grant of 10K,, And the second one of £400 is in process where as other borough councils like mid sussex gave upto £2300 in the start of Pandemic solely to taxi drivers in grant in the month of May to keep up with everyday expences.

If you have any consideration and passion to keep the trade alive, Please think about giving atleast a 50% discount in the fees for this year 2021 ,if you can't waive it completely. but rather you are suggesting to increase the fee.

I along with others strongly oppose this increase and would appreciate if the licence team would consider it to reduce it to 50% of the license fee.

Thank you  
Kind regards  
Sawraj Sahabdeen

Mr Sawraj Sahabdeen  
Received 04.02.21

\*\*\*\*\*

Subject... license fee change... Hi Sir/Madam I just heard you guys are planning to increase the license fee this year. As you know becaze of covid 19 we r worse effected people as a taxi driver so i would humbly request you dont increase any penny in ...

Mr Nadeem Mehmood  
Received 03.02.21

\*\*\*\*\*

To whom it may concern. I am very concerned about the proposal of taxi license fee increases. I do not see how you can justify this increase in the light of the current pandemic, when the taxi trade has suffered unprecedented decline and loss of business. I feel that the

council should instead be refunding 80% of last year's fees and furthermore propose that a substantial reduction to the fee is due in the year 2021. We do not foresee the work situation to improve in the imminent future- 2021 will be a grim prospect for taxi drivers. We are still paying for hire and reward insurance, compliance test fees, road tax, and licensing fees to keep our cars licensed for the taxi trade. We know that other councils have assisted and helped the taxi drivers immensely with zero licensing fees and very generous grants. In contrast, I feel that the decision to increase the fees by Crawley borough council was done without any compassion or thought for the livelihood of taxi drivers. Yours faithfully Sohrab Qureshi, Private hire driver.

Mr Sohrab Qureshi  
Received 03.02.21

\*\*\*\*\*

Good morning,  
I'm bringing this to your kind attention that , taxi driver are one of the worst effected by this pandemic, the proposed licensing fee increase will have a significant impact on them, I would kindly request the committee to reconsider the increase for few more year.

Thanks  
Nazmil mohamed

Mr Nazmil Mohamed  
Received 04.02.21

\*\*\*\*\*

I object to any increase in fees that you are proposing, with current situations with COVID 19 we can not even afford the current prices.  
I suggest you should give us 50% reduction in fees

Mr Nehman Hussain  
Received 04.02.21

\*\*\*\*\*

Good Afternoon,  
I am writing this email to suggest that we would like a 50% reduction in the fees as working as a taxi driver in the pandemic is very difficult. We can't get a stable income with the lack of customers and it would be very difficult to pay the taxi licence fees. I hope you understand the situation.

Yours sincerely, Rafiq Mohammed.

Mr Rafiq Mohammed  
Received 03.02.21

\*\*\*\*\*

Dear Taxi Licencing

Please can you consider not increasing your fees at present.

We are all struggling at the moment as you are very well aware it doesn't make sense to do this at this very hard time.

If anything I would of thought you would of offered the Privite hire & Hackney drivers some sort of discount to help in this difficult time.

I hope that you will give us all a positive response.

Kindest Regards

Rahim Sarangi

Mr Rahim Sarangi  
Received 03.02.21

\*\*\*\*\*

To whomever it may concern

I strongly object to any increase in fees for badges & plates.

I can't believe in this current pandemic where we have very little or NO work that anyone in power would consider increasing our fees. I would like to see at least a 50 percent decrease for 2021 fees.

Regards

Mr Ryan Grice

Mr Ryan Grice  
Received 03.02.21

\*\*\*\*\*

Dear Taxi Liscence team/Head  
Crawley Borough Council.

I have seen on the CBC website where you have proposed to change the liscencing fee for private hire and hackney carriage.

The Taxi trade which has suffered adversaly since the start of Pandemic till date and will take years to come back to normal once after the vaccination is completed.

We have struggled to keep up with the fee for this year which despite of all the hardships hasn't been either discounted or waived considering the trade situation.

# Agenda Item 5 Appendix b

For us Taxi drivers CBC has given so far only one discretionary grant of mare £250 for the whole year as we are not able to claim small business grant of 10K,, And the second one of £400 is in process where as other borough councils like mid sussex gave upto £2300 in the start of Pandemic solely to taxi drivers in grant in the month of May to keep up with everyday expences.

If you have any consideration and passion to keep the trade alive, Please think about giving atleast a 50% discount in the fees for this year 2021 ,if you can't waive it completely. but rather you are suggesting to increase the fee.

I along with others strongly oppose this increase and would appreciate if the licence team would consider it to reduce it to 50% of the license fee.

Thank you  
Kind regards  
Safeur Rahman

Mr Safeur Rahman  
Received 05.02.21

\*\*\*\*\*

Dear Sir/Madam,

Please be good enough to reduce the Taxi License renewal, at least by 50% this year, as I am struggling to pay like other Taxi Drivers. You known there are no works nowadays; also, I have children and other important bills to pay, so i politely ask you to reduce the amount please, as I mentioned above.

Thank you  
Regards  
Seyyadu Zauril

Mr Seyyadu Zauril  
Received 04.02.21

\*\*\*\*\*

Hi, objecting to any fee increases & asking for a reduction of 50%  
At a time like this I think this is very important that help is provided.  
Thank you.  
Syed Mannan

Mr Syed Mannan  
Received 04.02.21

\*\*\*\*\*

With the current covid 19 pandemic I requeste to the council taxi licence fee should be half price thanks

Mr Tariq Rahman  
Received 03.02.21

\*\*\*\*\*

Dear sir/madam I am private hire driver due to current situations instead of reducing the prices u r increase witch is not right at the moment we stragglng to make living many thanks

Mr Mirza  
Received 03.02.21

\*\*\*\*\*

Good afternoon  
I am a taxi driver and I object to the increase in the taxi fee.  
Kind regards  
Wajid Ali

Mr Wajid Ali  
04.02.21

\*\*\*\*\*

To whom it may concern,

I am a taxi driver writing about taxi licensing fees and charges. Due to coronavirus there is a lack of work and income and therefore a difficulty meeting living costs. There has been an increase in fees which is hard to pay. Therefore, I am writing to object the increase of taxi licensing fees and charges and would recommend a 50% reduction in fees. I hope you take this into consideration

Kind regards  
Waseem Riaz

Mr Waseem Riaz  
04.02.21

\*\*\*\*\*

Hi  
To whom it may concern  
I wazoomi wahid is a Hackney carriage vehicle licensed driver. I hope there no increase in fees. As our trade hit most by COVID-19 pandemic. As many drivers out of work it be really appreciated if you can abolish the licensing fees totally or less charge half.

Looking forward to here a positive news on this regards.

Kind regards  
Wazoomi wahid

Mr Wazoomi Wahid



Received 03.02.21

\*\*\*\*\*

It submitted there should be no increase in license renewal fee.  
Suggested instead of increasing one year free waver to be given as business is badly effected due to Covid situation in Crawley. Also suggested PHV should be merged into HCV badge as been practice is been done neighbouring Councils.

Waver should be given in license and in plate.

Regards

Zafar Mahmood Satti

Mr Zafar Mahmood Satti

Received 03.02.21

\*\*\*\*\*

Dear Madam/ Sir,

I would like to inform my opinion regarding the changes on Taxi licensing fees. I hope this is not a time to increase the fees because the trade is badly affected due this pandemic.

Thanks

Mohamed Ariff

Mr Mohamed Ariff

Received 04.02.21

\*\*\*\*\*

This page is intentionally left blank

# Agenda Item 5 Appendix c

<b>TAXI LICENSING</b>	<b>2020/21</b>	<b>2021/22</b>				
<b>PRIVATE HIRE DRIVER'S LICENCE</b>	<b>Current Charges</b>	<b>Increase in Charge</b>	<b>Gross Fee</b>	<b>ROUNDED FEE</b>	<b>% INCREASE</b>	
Initial Application Fee*	£ 144.50	£ 2.09	£ 146.59	£ 146.60	1%	
<b>*This Fee consists of:</b>						
Knowledge re-test	£ 40.40	£ 0.81	£ 41.21	£ 41.20	2%	
New application admin fee	£ 39.20	£ 0.78	£ 39.98	£ 40.00	2%	
Criminal records bureau enquiry	£ 40.00	£ -	£ 40.00	£ 40.00	0%	
DVLA Disclosure enquiry	£ 8.90	£ 0.18	£ 9.08	£ 9.10	2%	
Disability awareness training	£ 16.00	£ 0.32	£ 16.32	£ 16.30	2%	
Additional Expert Medical Consultation	£ 40.80	£ -	£ 40.80	£ 40.80	0%	
Private Hire Driver's License - New Applicant Pack	£ 16.00	£ 0.32	£ 16.32	£ 16.30	2%	
<b>Driver's Licence renewal:</b>						
> Year 1	£ 72.70	£ 1.45	£ 74.15	£ 74.20	2%	
> Year 2	£ 145.20	£ 2.90	£ 148.10	£ 148.10	2%	
> Year 3	£ 216.90	£ 4.34	£ 221.24	£ 221.20	2%	
Replacement badge	£ 13.80	£ 0.28	£ 14.08	£ 14.10	2%	
Replacement medical form	£ 8.60	£ 0.17	£ 8.77	£ 8.80	2%	
<b>HACKNEY CARRIAGE DRIVER'S LICENCE</b>						
Initial Application Fee*	£ 144.50	£ 2.09	£ 146.59	£ 146.60	1%	
<b>*This Fee consists of:</b>						
Knowledge re-test	£ 40.40	£ 0.81	£ 41.21	£ 41.20	2%	
New application admin fee	£ 39.20	£ 0.78	£ 39.98	£ 40.00	2%	
Criminal records bureau enquiry	£ 40.00	£ -	£ 40.00	£ 40.00	0%	
DVLA Disclosure enquiry	£ 8.90	£ 0.18	£ 9.08	£ 9.10	2%	
Disability awareness training	£ 16.00	£ 0.32	£ 16.32	£ 16.30	2%	
Additional Expert Medical Consultation	£ 40.80	£ -	£ 40.80	£ 40.80	0%	
Hackney carriage Driver's License - New Applicant Pack	£ 16.00	£ 0.32	£ 16.32	£ 16.30	2%	
<b>Driver's Licence renewal:</b>						
> Year 1	£ 72.70	£ 1.45	£ 74.15	£ 74.20	2%	
> Year 2	£ 145.20	£ 2.90	£ 148.10	£ 148.10	2%	
> Year 3	£ 216.90	£ 4.34	£ 221.24	£ 221.20	2%	
Replacement badge	£ 13.80	£ 0.28	£ 14.08	£ 14.10	2%	
Replacement medical form	£ 8.60	£ 0.17	£ 8.77	£ 8.80	2%	
<b>PRIVATE HIRE VEHICLES</b>						
<b>No Meter:</b>						
New Vehicle	£ 318.80	£ 6.38	£ 325.18	£ 325.20	2%	
Vehicle Renewal	£ 290.60	£ 5.81	£ 296.41	£ 296.40	2%	
<b>With a Meter:</b>						
New Vehicle	£ 329.40	£ 6.59	£ 335.99	£ 336.00	2%	
Vehicle Renewal	£ 301.00	£ 6.02	£ 307.02	£ 307.00	2%	
<b>Electric:</b>						
New Vehicle	£ 110.80	£ 2.22	£ 113.02	£ 113.00	2%	
Vehicle Renewal	£ 147.20	£ 2.94	£ 150.14	£ 150.10	2%	
Vehicle licence transfer of ownership	£ 36.40	£ 0.73	£ 37.13	£ 37.10	2%	
Transfer of vehicle	£ 147.20	£ 2.94	£ 150.14	£ 150.10	2%	
<b>Replacement:</b>						
Bracket	£ 27.90	£ 0.56	£ 28.46	£ 28.50	2%	
External plate	£ 11.90	£ 0.24	£ 12.14	£ 12.10	2%	
Internal plate	£ 5.90	£ 0.12	£ 6.02	£ 6.00	2%	
Paper licence	£ 5.90	£ 0.12	£ 6.02	£ 6.00	2%	
Plate deposit for new plates	£ 27.50	£ -	£ 27.50	£ 27.50	0%	
<b>PRIVATE HIRE OPERATOR</b>						
1 - 5 Vehicles	£ 180.50	£ 3.61	£ 184.11	£ 184.10	2%	
6 - 10 Vehicles	£ 360.00	£ 7.20	£ 367.20	£ 367.20	2%	
11 - 20 Vehicles	£ 723.40	£ 14.47	£ 737.87	£ 737.90	2%	
21 - 50 Vehicles	£ 1,370.30	£ 27.41	£ 1,397.71	£ 1,397.70	2%	
51 - 100 Vehicles	£ 1,805.50	£ 36.11	£ 1,841.61	£ 1,841.60	2%	
101 + Vehicles	£ 2,705.40	£ 54.11	£ 2,759.51	£ 2,759.50	2%	
Replacement paper licence	£ 5.90	£ 0.12	£ 6.02	£ 6.00	2%	
<b>HACKNEY CARRIAGE VEHICLES</b>						
New Vehicle (inc plate, bracket & door sign)	£ 435.20	£ 8.70	£ 443.90	£ 443.90	2%	
Vehicle Renewal	£ 330.10	£ 6.60	£ 336.70	£ 336.70	2%	
New Electric Vehicle	£ 110.80	£ 2.22	£ 113.02	£ 113.00	2%	
Electric Vehicle Renewal	£ 140.90	£ 2.94	£ 150.14	£ 150.10	7%	
Transfer of Vehicle	£ 147.20	£ 2.94	£ 150.14	£ 150.10	2%	
Vehicle licence transfer of ownership	£ 36.40	£ 0.73	£ 37.13	£ 37.10	2%	
Adhesive Plate	£ 10.60	£ 0.21	£ 10.81	£ 10.80	2%	
Crawley Station Taxi Rank	£ 40.00	£ -	£ 40.00	£ 40.00	0%	
Unmet Demand Survey*	£ 40.00			£ -	-100%	
*Removed, already hold sufficient funds for Unmet Demand Survey						
<b>Replacement:</b>						
Bracket	£ 27.90	£ 0.56	£ 28.46	£ 28.50	2%	
External plate	£ 11.90	£ 0.24	£ 12.14	£ 12.10	2%	
Internal plate	£ 5.90	£ 0.12	£ 6.02	£ 6.00	2%	

# Agenda Item 5 Appendix c

Paper licence	£ 5.90	£ 0.12	£ 6.02	£ 6.00	2%
Plate deposit for new plates	£ 27.50	£ -	£ 27.50	£ 27.50	0%
CAPHPI Check HCV	£ 45.00	£ -	£ 45.00	£ 45.00	0%
CAPHPI Check HCV	£ 45.00	£ -	£ 45.00	£ 45.00	0%

# Agenda Item 5 Appendix d

<b>TRADING LICENCES</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2021/22</b>	
<b>STREET TRADING</b>	<b>Current Charges</b>	<b>Increase in Charge</b>	<b>Gross Fee</b>	<b>ROUNDED FEE</b>	<b>% INCREASE</b>
<b>Industrial areas per annum:</b>					
250 Days per annum	£ 6,929.00	£ 138.58	£7,067.58	£ 7,068.00	2%
125 Days per annum	£ 3,465.00	£ 69.30	£3,534.30	£ 3,534.00	2%
63 Days per annum	£ 1,732.00	£ 34.64	£ 1,766.64	£ 1,767.00	2%
Town Centre per Stall per Day	£ 33.00	£ 0.66	£ 33.66	£ 33.70	2%
<b>SEX ESTABLISHMENTS</b>					
Application	£ 2,158.00	£ 43.16	£2,201.16	£ 2,201.00	2%
Renewal (1 year subsequent years charged as multiple of 1 year fee)	£ 1,079.00	£ 21.58	£1,100.58	£ 1,101.00	2%
Variation (No Committee hearing)	£ 74.00	£ 1.48	£ 75.48	£ 75.50	2%
Variation (Committee hearing)	£ 288.00	£ 5.76	£ 293.76	£ 294.00	2%
Transfer fee (No Committee hearing)	£ 74.00	£ 1.48	£ 75.48	£ 75.50	2%
Transfer fee (Committee hearing)	£ 288.00	£ 5.76	£ 293.76	£ 294.00	2%
Duplicate licences	£ 33.00	£ 0.66	£ 33.66	£ 33.70	2%
<b>SMALL LOTTERIES</b>					
New Application	£ 40.00	£ 0.80	£ 40.00	£ 40.00	0%
Renewal	£ 20.00	£ 0.40	£ 20.00	£ 20.00	0%

This page is intentionally left blank

# Agenda Item 5 Appendix e

	2020/21	2021/22	2021/22	2021/22	
PERMIT FEES	Current Charges	Increase in Charge	Gross Fee	ROUNDED FEE	% Increase
<b>FEC GAMING MACHINE</b>					
Application Fee	£ 300.00	£ 6.00	£ 306.00	£ 306.00	2%
Renewal Fee	£ 300.00	£ 6.00	£ 306.00	£ 306.00	2%
Transitional Application Fee	£ 100.00	£ 2.00	£ 102.00	£ 102.00	2%
<b>PRIZE GAMING</b>					
Application Fee	£ 300.00	£ 6.00	£ 306.00	£ 306.00	2%
Renewal Fee	£ 300.00	£ 6.00	£ 306.00	£ 306.00	2%
Transitional Application Fee	£ 100.00	£ 2.00	£ 102.00	£ 102.00	2%
<b>ALCOHOL LICENCES PREMISES</b>					
One off Notification fee (2 or less)	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
Application Fee	£ 150.00	£ 3.00	£ 153.00	£ 153.00	2%
Annual Fee	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
Transitional Application Fee	£ 100.00	£ 2.00	£ 102.00	£ 102.00	2%
<b>CLUB GAMING MACHINE PERMIT</b>					
Application Fee (200 machines)	£ 200.00	£ 4.00	£ 204.00	£ 204.00	2%
Annual Fee (50 machines)	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
Renewal Fee (200 machines)	£ 200.00	£ 4.00	£ 204.00	£ 204.00	2%
Transitional Application Fee	£ 100.00	£ 2.00	£ 102.00	£ 102.00	2%
<b>CLUB GAMING PERMIT</b>					
Application Fee (200 machines)	£ 200.00	£ 4.00	£ 204.00	£ 204.00	2%
Annual Fee (50 machines)	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
Renewal Fee (200 machines)	£ 200.00	£ 4.00	£ 204.00	£ 204.00	2%
Transitional Application Fee (100 machines)	£ 100.00	£ 2.00	£ 102.00	£ 102.00	2%
<b>CLUB FAST TRACK GAMING OR GAMING MACHINE PERMIT</b>					
Application Fee (200 machines)	£ 200.00	£ 4.00	£ 204.00	£ 204.00	2%
Annual Fee (50 machines)	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
Renewal Fee	£ 200.00	£ 4.00	£ 204.00	£ 204.00	2%
Transitional Application Fee	£ 100.00	£ 2.00	£ 102.00	£ 102.00	2%
<b>SMALL SOCIETY LOTTERY REGISTRATION</b>					
Application Fee (40 machines)	£ 20.00	£ 0.40	£ 20.40	£ 20.40	2%
Annual Fee (20 machines)	£ 20.00	£ 0.40	£ 20.40	£ 20.40	2%
Transitional Application Fee (20 machines)	£ 20.00	£ 0.40	£ 20.40	£ 20.40	2%
<b>FEC PERMITS</b>					
Change of Name	£ 25.00	£ 0.50	£ 25.50	£ 25.50	2%
Copy of Permit	£ 15.00	£ 0.30	£ 15.30	£ 15.30	2%
<b>PRIZE GAMING PERMITS</b>					
Change of Name	£ 25.00	£ 0.50	£ 25.50	£ 25.50	2%
Copy of Permit	£ 15.00	£ 0.30	£ 15.30	£ 15.30	2%
<b>ALCOHOL PREMISES - Notification of:</b>					
Change of Name	£ 25.00	£ 0.50	£ 25.50	£ 25.50	2%
Copy of Permit	£ 15.00	£ 0.30	£ 15.30	£ 15.30	2%
Variation	£ 100.00	£ 2.00	£ 102.00	£ 102.00	2%
Transfer	£ 25.00	£ 0.50	£ 25.50	£ 25.50	2%
<b>CLUB GAMING PERMIT / CLUB GAMING MACHINE</b>					
Copy of Permit	£ 15.00	£ 0.30	£ 15.30	£ 15.30	2%
Variation	£ 100.00	£ 2.00	£ 102.00	£ 102.00	2%
<b>GAMBLING ACT FEES</b>					
<b>EXISTING CASINOS</b>					
Transactional Fast Track Application	£ 292.00	£ 5.84	£ 297.84	£ 298.00	2%
Transactional Non-Fast Track Application	£ 1,951.00	£ 39.02	£ 1,990.02	£ 1,990.00	2%
Annual Fee	£ 2,920.00	£ 58.40	£ 2,978.40	£ 2,978.00	2%
Application to Vary	£ 1,948.00	£ 38.96	£ 1,986.96	£ 1,987.00	2%
Application to Transfer	£ 1,315.00	£ 26.30	£ 1,341.30	£ 1,341.00	2%
Application for Re-Instatement	£ 1,315.00	£ 26.30	£ 1,341.30	£ 1,341.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
<b>NEW SMALL CASINO</b>					
New Application	£ 7,785.00	£ 155.70	£ 7,940.70	£ 7,941.00	2%
Annual Fee	£ 4,866.00	£ 97.32	£ 4,963.32	£ 4,963.00	2%
Application to Vary	£ 3,892.00	£ 77.84	£ 3,969.84	£ 3,970.00	2%
Application to Transfer	£ 1,751.00	£ 35.02	£ 1,786.02	£ 1,786.00	2%
Application for Re-Instatement	£ 1,751.00	£ 35.02	£ 1,786.02	£ 1,786.00	2%
Application for Provisional Statement	£ 7,785.00	£ 155.70	£ 7,940.70	£ 7,941.00	2%
Licence Application (Provisional Statement Holders)	£ 2,920.00	£ 58.40	£ 2,978.40	£ 2,978.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
<b>NEW LARGE CASINO</b>					
New Application	£ 9,733.00	£ 194.66	£ 9,927.66	£ 9,928.00	2%
Annual Fee	£ 9,733.00	£ 194.66	£ 9,927.66	£ 9,928.00	2%
Application to Vary	£ 4,866.00	£ 97.32	£ 4,963.32	£ 4,963.00	2%
Application to Transfer	£ 2,093.00	£ 41.86	£ 2,134.86	£ 2,135.00	2%
Application for Re-Instatement	£ 2,093.00	£ 41.86	£ 2,134.86	£ 2,135.00	2%
Application for Provisional Statement	£ 9,733.00	£ 194.66	£ 9,927.66	£ 9,928.00	2%
Licence Application (Provisional Statement Holders)	£ 4,866.00	£ 97.32	£ 4,963.32	£ 4,963.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
<b>REGIONAL CASINO</b>					
New Application	£ 14,597.00	£ 291.94	£ 14,888.94	£ 14,889.00	2%

# Agenda Item 5 Appendix e

Annual Fee	£ 14,597.00	£ 291.94	£14,888.94	£ 14,889.00	2%
Application to Vary	£ 7,299.00	£ 145.98	£ 7,444.98	£ 7,445.00	2%
Application to Transfer	£ 6,325.00	£ 126.50	£ 6,451.50	£ 6,452.00	2%
Application for Re-Instatement	£ 6,325.00	£ 126.50	£ 6,451.50	£ 6,452.00	2%
Application for Provisional Statement	£ 14,597.00	£ 291.94	£14,888.94	£ 14,889.00	2%
Licence Application (Provisional Statement Holders)	£ 5,838.00	£ 116.76	£ 5,954.76	£ 5,955.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
<b>BINGO CLUB</b>					
Transactional Fast Track Application	£ 291.00	£ 5.82	£ 296.82	£ 297.00	2%
Transactional Non-Fast Track Application	£ 1,703.00	£ 34.06	£ 1,737.06	£ 1,737.00	2%
New Application	£ 3,406.00	£ 68.12	£ 3,474.12	£ 3,474.00	2%
Annual Fee	£ 973.00	£ 19.46	£ 992.46	£ 992.00	2%
Application to Vary	£ 1,702.00	£ 34.04	£ 1,736.04	£ 1,736.00	2%
Application to Transfer	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Application for Re-Instatement	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Application for Provisional Statement	£ 3,406.00	£ 68.12	£ 3,474.12	£ 3,474.00	2%
Licence Application (Provisional Statement Holders)	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
<b>BETTING PREMISES OTHER</b>					
Transactional Fast Track Application	£ 291.00	£ 5.82	£ 296.82	£ 297.00	2%
Transactional Non-Fast Track Application	£ 1,460.00	£ 29.20	£ 1,489.20	£ 1,489.00	2%
New Application	£ 2,920.00	£ 58.40	£ 2,978.40	£ 2,978.00	2%
Annual Fee	£ 583.00	£ 11.66	£ 594.66	£ 595.00	2%
Application to Vary	£ 1,460.00	£ 29.20	£ 1,489.20	£ 1,489.00	2%
Application to Transfer	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Application for Re-Instatement	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Application for Provisional Statement	£ 2,920.00	£ 58.40	£ 2,978.40	£ 2,978.00	2%
Licence Application (Provisional Statement Holders)	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
<b>TRACKS</b>					
Transactional Fast Track Application	£ 291.00	£ 5.82	£ 296.82	£ 297.00	2%
Transactional Non-Fast Track Application	£ 1,622.00	£ 32.44	£ 1,654.44	£ 1,654.00	2%
New Application	£ 2,434.00	£ 48.68	£ 2,482.68	£ 2,483.00	2%
Annual Fee	£ 973.00	£ 19.46	£ 992.46	£ 992.00	2%
Application to Vary	£ 1,217.00	£ 24.34	£ 1,241.34	£ 1,241.00	2%
Application to Transfer	£ 924.00	£ 18.48	£ 942.48	£ 942.00	2%
Application for Re-Instatement	£ 924.00	£ 18.48	£ 942.48	£ 942.00	2%
Application for Provisional Statement	£ 2,434.00	£ 48.68	£ 2,482.68	£ 2,483.00	2%
Licence Application (Provisional Statement Holders)	£ 924.00	£ 18.48	£ 942.48	£ 942.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
<b>FAMILY ENTERTAINMENT CENTRES</b>					
Transactional Fast Track Application	£ 291.00	£ 5.82	£ 296.82	£ 297.00	2%
Transactional Non-Fast Track Application	£ 973.00	£ 19.46	£ 992.46	£ 992.00	2%
New Application	£ 1,947.00	£ 38.94	£ 1,985.94	£ 1,986.00	2%
Annual Fee	£ 730.00	£ 14.60	£ 744.60	£ 745.00	2%
Application to Vary	£ 973.00	£ 19.46	£ 992.46	£ 992.00	2%
Application to Transfer	£ 924.00	£ 18.48	£ 942.48	£ 942.00	2%
Application for Re-Instatement	£ 924.00	£ 18.48	£ 942.48	£ 942.00	2%
Application for Provisional Statement	£ 1,947.00	£ 38.94	£ 1,985.94	£ 1,986.00	2%
Licence Application (Provisional Statement Holders)	£ 924.00	£ 18.48	£ 942.48	£ 942.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%
<b>ADULT GAMING CENTRES</b>					
Transactional Fast Track Application	£ 291.00	£ 5.82	£ 296.82	£ 297.00	2%
Transactional Non-Fast Track Application	£ 973.00	£ 19.46	£ 992.46	£ 992.00	2%
New Application	£ 1,947.00	£ 38.94	£ 1,985.94	£ 1,986.00	2%
Annual Fee	£ 973.00	£ 19.46	£ 992.46	£ 992.00	2%
Application to Vary	£ 973.00	£ 19.46	£ 992.46	£ 992.00	2%
Application to Transfer	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Application for Re-Instatement	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Application for Provisional Statement	£ 1,947.00	£ 38.94	£ 1,985.94	£ 1,986.00	2%
Licence Application (Provisional Statement Holders)	£ 1,169.00	£ 23.38	£ 1,192.38	£ 1,192.00	2%
Copy Licence	£ 25.00	£ 0.50	£ 25.50	£ 26.00	4%
Notification of Change	£ 50.00	£ 1.00	£ 51.00	£ 51.00	2%



# Agenda Item 5 Appendix f

<b>ENVIRONMENTAL SERVICES</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2021/22</b>	
<b>LICENCE FEES (Per Annum)</b>	<b>Current Charges</b>	<b>Increase in Charge</b>	<b>Gross Fee</b>	<b>ROUNDED FEE</b>	<b>% INCREASE</b>
Ear Piercing	£ 121.20	£ 2.42	£ 123.62	£ 123.60	2%
Acupuncture	£ 121.20	£ 2.42	£ 123.62	£ 123.60	2%
Tattoo	£ 121.20	£ 2.42	£ 123.62	£ 123.60	2%
Dangerous wild animals	£ 121.20	£ 2.42	£ 123.62	£ 123.60	2%
<b>Dog Breeding establishments</b>					
- Application	£ 172.00	£ 3.44	£ 175.44	£ 175.40	2%
- Grant of license	£ 312.00	£ 6.24	£ 318.24	£ 318.20	2%
- Re-inspection	£ 156.00	£ 3.12	£ 159.12	£ 159.10	2%
<b>Boarding for Cats and/or dogs (Kennels)</b>					
- Application	£ 172.00	£ 3.44	£ 175.44	£ 175.40	2%
- Grant of license	£ 312.00	£ 6.24	£ 318.24	£ 318.20	2%
- Re-inspection	£ 156.00	£ 3.12	£ 159.12	£ 159.10	2%
<b>Home Boarding for Dogs</b>					
- Application	£ 172.00	£ 3.44	£ 175.44	£ 175.40	2%
- Grant of license	£ 312.00	£ 6.24	£ 318.24	£ 318.20	2%
- Re-inspection	£ 156.00	£ 3.12	£ 159.12	£ 159.10	2%
<b>Dog Day Care</b>					
- Application	£ 172.00	£ 3.44	£ 175.44	£ 175.40	2%
- Grant of license	£ 312.00	£ 6.24	£ 318.24	£ 318.20	2%
- Re-inspection	£ 156.00	£ 3.12	£ 159.12	£ 159.10	2%
<b>Hiring out horses</b>					
- Application	£ 172.00	£ 3.44	£ 175.44	£ 175.40	2%
- Grant of license	£ 312.00	£ 6.24	£ 318.24	£ 318.20	2%
- Re-inspection	£ 156.00	£ 3.12	£ 159.12	£ 159.10	2%
<b>Selling Animals as pets</b>					
- Application	£ 172.00	£ 3.44	£ 175.44	£ 175.40	2%
- Grant of license	£ 312.00	£ 6.24	£ 318.24	£ 318.20	2%
- Re-inspection	£ 156.00	£ 3.12	£ 159.12	£ 159.10	2%
<b>Keeping or training animals for exhibition</b>					
- Application	£ 172.00	£ 3.44	£ 175.44	£ 175.40	2%
- Grant of license	£ 312.00	£ 6.24	£ 318.24	£ 318.20	2%
- Re-inspection	£ 156.00	£ 3.12	£ 159.12	£ 159.10	2%
<b>Scrap metal licences (3 Years )</b>					
- Site Licences	£ 595.52	£ 11.91	£ 607.43	£ 607.40	2%
- Collectors Licences	£ 514.27	£ 10.29	£ 524.56	£ 524.60	2%

This page is intentionally left blank

# Agenda Item 6

## **Verbal Update – Decision Taken Under Urgency: Licensed Hackney Carriage and Private Hire Vehicles – Extend 11 Year Age Limit Due to Covid-19**

The Committee is asked to note that the Head of Community Services (in consultation with Councillor Jones, Councillor B Burgess, Councillor Jhans, and Councillor Jaggard) took an urgent decision on 9 February 2021 to extend the 11 year age limit of licensed vehicles due to COVID-19, with any extension being subject to the following conditions:

1. 12 month extension to run 01/02/21 – 31/01/22 only.
2. Those vehicles already afforded a 3 month extension (or other period) shall be awarded a further 9 months only, to ensure equality and fairness and allowing a 12 month extension in total.
3. The above is applicable only for those vehicles identified, for the term identified and is not transferrable to another vehicle.
4. A Certificate of Compliance is required at the application for an extension, and every 6 months thereafter.
5. An extension will be refused and the vehicle removed as a licensed vehicle if it is found that it does not meet the standards required by the Certificate of Compliance, and/or where the nominated Garage identifies a matter that impacts upon the vehicles safety or where it is no longer considered roadworthy.
6. A Nominated Licensing Officer of the Council may also form the view that to extend the term that a vehicle is licensed is unsuitable or inappropriate. This will be reviewed by the Team Leader for Health, Safety and Licensing, who will give written reasons where an extension is refused.

The decision was deemed 'urgent' as it could not wait until the next relevant Licensing Committee meeting, and it was therefore taken under, and in accordance with, [General Committee Procedure Rule 18](#) (Urgent Action). The Chief Executive, who has authority under this provision to take urgent decisions, authorised the Head of Community Services to take the decision on her behalf.

Notification of the decision was published via the Councillors' Information Bulletin on 9 February 2021 and can be viewed in full [here](#).

This page is intentionally left blank