



Crawley Borough Council

Licensing Committee

Agenda for the **Licensing Committee** which will be held in **Committee Room C - Town Hall**, on **19 October 2023 at 7.00 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to be 'J. Ashraf', written in a cursive style.

Chief Executive

Membership:

Councillors

I Ashraf (Chair), Z Ali (Vice-Chair), M L Ayling, T G Belben, B J Burgess, D Crow, J Hart, I T Irvine, K L Jaggard, M G Jones, Y Khan, K McCarthy, A Nawaz, B Noyce and D M Peck

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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)

	Pages
1. Apologies for Absence	
2. Disclosures of Interest In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
3. Minutes To approve as a correct record the minutes of the Licensing Committee held on 12 September 2023.	3 - 6
4. Public Question Time To answer any questions asked by the public which relate to an item on this agenda and which are in line with the Council's Constitution. Public Question Time will be concluded by the Chair when all questions have been answered or on the expiry of a period of 15 minutes, whichever is the earlier.	
5. Proposed Fees and Charges for 2023: Hackney Carriage and Private Hire Licensing Regime (Update Report) To consider report HCS/067 of the Head of Community Services.	7 - 26
6. Supplemental Agenda Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.	

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Crawley Borough Council

Minutes of Licensing Committee

Tuesday, 12 September 2023 at 7.00 pm

Councillors Present:

I Ashraf (Chair)

Z Ali (Vice-Chair)

M L Ayling, T G Belben, D Crow, J Hart, I T Irvine, K L Jaggard, M G Jones, Y Khan,
K McCarthy, A Nawaz and B Noyce

Officers Present:

Georgina Bouette

Head of Community Services

Kareen Plympton

Team Leader - Health, Safety and Licensing

Jess Tamplin

Democratic Services Officer

Astrid Williams

Senior Lawyer (Solicitor)

Apologies for Absence:

Councillor B J Burgess

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 12 June 2023 were approved as a correct record and signed by the Chair.

3. Licensing Sub-Committee Minutes

The minutes of the Licensing Sub-Committee held on 22 June 2023 – Application for the Review of the Premises Licence for Saad News, 8 Brighton Road, Crawley, RH10 6AA (Southgate Ward) – were approved as a correct record and signed by Councillor Irvine as Chair of the Sub-Committee panel.

4. Public Question Time

There were no questions from members of the public.

5. Proposed Fees and Charges for 2023 - Hackney Carriage and Private Hire Licensing Regime

The Committee considered report [HCS/063](#) of the Head of Community Services. The Health, Safety and Licensing Team Leader presented the report, which set out proposals for an increase in the fees and charges related to the hackney carriage and private hire licensing regime. The Committee was requested to determine whether the fees be increased by 7.5%, 10%, or an alternative figure of its choosing. It was heard that the Council's licensing service was required to be self-financing, but the service was currently running on a deficit, which was one of the reasons for the proposed increase in the fees.

The Committee then discussed the matter. Concerns were raised regarding the taxi licensing service's budget deficit and the extent to which an increase in fees would alleviate this. The Licensing Team Leader explained that there had been a deficit for a number of years; this had been exacerbated by matters such as the obligation to instate new government standards and the need to replace outdated IT systems. Committee members were in agreement about the importance of decreasing the deficit by generating income and finding savings.

In discussing the options of instating either a 7.5% or 10% increase, the Committee sought to understand the rate of increase that would be required to balance the budget. The Licensing Team Leader explained that this was not known as the service's cashflow was irregular so its financial position was regularly fluctuating, but a 10% increase in fees would go some way to addressing the deficit over a number of years – however would not eliminate it. Further advice could be sought from the Council's Finance team if the Committee wished.

Committee members raised queries regarding the projected increase in budget deficit between 2023/24 and 2024/25 as shown in table 1. The Licensing Team Leader clarified that there was currently a vacancy for one member of staff, which when filled, would increase costs. Further explanation was sought regarding the figures in table 1, which were deemed to be unclear. It was also commented that some of the figures in appendix A did not seem to align with the proposed percentage increases and clarity was sought as to how these figures had been calculated. The Licensing Team Leader confirmed that the figures had been checked by the Council's Finance team, but would be checked further prior to being instated.

A Committee member put forward a suggestion that an officer from the Council's Finance team be present at future Licensing Committee meetings at which detailed financial figures were to be discussed.

Other matters raised as part of the discussion included:

- The fees charged by neighbouring local authorities – concerns were raised that some of the proposed fees seemed higher than those charged by other authorities. The Licensing Team Leader highlighted that it was difficult to compare directly as elements of the service that was provided differed across authorities. Some Committee members raised concerns that an increase in fees may cause drivers to instead obtain licenses from those authorities with lower fees. The Committee heard that, over recent years, Crawley had experienced a decline in its number of licensed drivers, but this number was

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now increasing. It was noted that there was a national trend of licensed drivers moving toward app-based vehicle and food delivery services, but there was no evidence that a substantial number of drivers had moved from Crawley to other areas.

- The most recent increase to the fees, which was confirmed to be a 5% increase instated earlier in 2023. There was no fee increase in 2022, so this equated to a 2.5% annual increase over the past two years.
- The introduction of a street listing pack, about which a Committee member sought further information. It was heard that this was to be provided due to demand from licensed drivers. A fee would be charged but individuals could opt out of receiving the pack; in which case the fee would not be charged.
- The consultation that would follow the Committee's approval of a fare increase, which the Licensing Team Leader explained would be open for comments from members of the public for 28 days. If objections were received, the matter would be returned to the Committee to enable the representations to be considered before the fees were finalised.
- The budgets of the other services provided by the Council as licensing authority, which the Licensing Team Leader explained were entirely separate to that of the taxi licensing service. Fee increases in those areas could not therefore be used to balance the taxi service's budget.

A Committee member proposed that, as the Committee had requested clarification on some of the projected figures included in the report and appendices, that the consideration of the item be deferred to a future meeting of the Licensing Committee. This would enable officers to collate supplementary information and further clarify the figures with the Council's Finance team, which would assist the Committee in its decision-making. Officers highlighted that, in order to align with the Council's budget-setting timescales, an extraordinary Committee meeting would likely be needed to consider the item.

The proposal was seconded and the Committee moved to a vote on the motion.

RESOLVED

That the Committee agrees to defer the item to a future meeting of the Licensing Committee.

6. Hackney Carriage Fares 2023-2024

The Committee considered report [HCS/065](#) of the Head of Community Services. The Health, Safety and Licensing Team Leader presented the report, which set out a proposal to vary the maximum fares chargeable by licensed hackney carriages. The proposed increases were based on a request put forward by the Crawley Hackney Carriage Association (CHCA).

The Committee then discussed the matter. A Committee member raised concerns that the proposed fare card was complex and may not be easily understood by the travelling public, and that the variance in fares over certain distances or times seemed unintuitive. The Licensing Team Leader acknowledged that the fare card was complex – this was mainly due to the functionality of the meters installed in the vehicles. The fare proposals made by the CHCA had been directly translated into distances and times, hence some of the figures not being round numbers. It was also necessary that there be different tariffs to account for matters such as the time of day of the journey and the number of passengers. The Licensing Team Leader confirmed that work was being done alongside the CHCA to bring about a simplified fare card, but

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this was an intricate process that may be open to loopholes if not executed effectively. It was confirmed that a working group was to be set up imminently to continue this work with members of the trade.

A Committee member questioned why the proposed fare card set out travelling distances in yards, rather than in metres. The Licensing Team Leader explained that the taxi meters were programmed to work in yards, but metres could be added to the fare card if the Committee agreed that this amendment should be made.

Upon receipt of a query regarding the raising of the soilage charge to a maximum of £120, the Licensing Team Leader highlighted that the soilage of a vehicle may cause it to be out of use for the entirety of the day, which could cause the driver to lose business. The £120 fee was a maximum; the amount to be charged was at a driver's discretion.

Several Committee members felt that the increase in fares was reasonable and expressed support for the proposals. The Committee then moved to a vote.

RESOLVED

That the Committee:

- a) Approves the table of fares put forward by the Chairman of the Crawley Hackney Carriage Association (on behalf of its members) without amendment, as set out in Appendix B to report HCS/065.
- b) Authorises the Head of Community Services to publish a Public Notice of the variation agreed upon and the period within which objections can be made in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.39 pm.

I Ashraf (Chair)

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Crawley Borough Council

Report to Licensing Committee

19 October 2023

Proposed Fees & Charges for 2023: Hackney Carriage and Private Hire Licensing Regime (Update Report)

Report of the Head Community Services – **HCS/067**

1. Purpose

- 1.1. Following the deferral of the item from the Licensing Committee meeting on 12 September 2023, this report sets out the points of clarification sought regarding the proposed licence fees and charges for mid-year 2023 in respect of the hackney carriage and private hire licensing regime.

2. Recommendation

- 2.1 That the Committee approves a 10% increase in hackney carriage and private hire licensing fees as set out in Appendix A and that this be implemented following the conclusion of the consultation period.

3. Reasons for the Recommendation

- 3.1 The Licensing Committee in September 2023 when considering report [HCS/063](#) raised a number of points for clarification before the Committee could consider the approval of the increase fees and charges.
- 3.2 Following the September Committee officers in the Finance Team have, as part of the budget setting review, undertaken a review the central service recharges and revised the recharge for hackney carriage and private hire licensing fees accordingly.
- 3.3 The Licensing Team has also reviewed the likely number of licenses that will be issued based on known information and forecast take up.
- 3.4 Table 1 has been updated to reflect both the revised recharges and licence numbers.
- 3.5 The Committee in September was asked to consider whether a 7.5% or 10% increase should be instated. As a result of the review of the budget position and number of licences it is proposed that a 10% increase be implemented to achieve a cost neutral position over the forthcoming three-year period.

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4. Clarifications Arising from September 2023 Committee

4.1. During the September Committee the below points of clarification were sought by Committee Members:

- Clarification on Fees and Charges in 2021/22 and 2022/23
- Clarification on figures provided in Table 1 of report HCS/063
- Clarification on the percentage point increase in fees and charges that would achieve a cost-neutral position
- Clarification on what consultation is associated with fees and charges in Taxi Licensing.

5. Clarification on Fees and Charges in 2021/22 and 2022/23

- 5.1. There were no changes to fees in 2021/22 and this was a decision made by the former Head of Community Services under delegated authority due to the financial pressure on the trade linked to the pandemic and also included a relaxation of the age-of-vehicle limit of 11 years which we estimate resulted in a loss of income of approximately £15,000.
- 5.2. A fee increase was agreed as part of the corporate fees and charges increase in 2022/23 and was a decision made by the Full Council. This increase was a 5% increase and, as no objections were received by the public, this was not required to be presented to the Licensing Committee for consideration.
- 5.3. A £15 annual compliance charge was introduced on 20th July 2023 which was approved by the Head of Community Services in consultation with the Chair and Vice-Chair of the Licensing Committee, and the Leader.

6. Table 1

- 6.1 At the meeting in September 2023, Committee members sought further clarification on the Taxi and Private Hire Licensing Operating Costs that were listed in HCS/063 at paragraph 4.16. At the time of this report the figures were correct. However, since this report was produced in accordance with the timeline for Committee reports, officers in the Finance Team commenced the budget setting review which meant a review of the central service recharges was undertaken and Table 1 has subsequently been updated to reflect this and is provided below in revised table 1.
- 6.2 The central services recharges include costs such as HR, Legal Services, IT and Democratic Services. The variations in the recharges have led to a favourable change in the recharge for hackney carriage and private hire licensing.
- 6.3 It is important to note that this service is required to recognise a cost-neutral position as assessed over a three-year period. This figure is given at the bottom of revised table 1.
- 6.4 The figures in the table below relate to hackney carriage and private hire and exclude any costs related to the wider Licensing service.

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Revised Table 1

Expenditure	2020/21	2021/22	2022/23	2023/24 Forecast*	2024/25 Estimate**
Employees	159,472.22	160,568.46	195,908.53	214,324.25	250,121.30
Operating Costs	7,158.20	19,304.15	20,434.04	36,801.28	25,000.00
Contracted Services	21,262.46	63,049.03	7,365.30	5,000.00	5,500.00
Central Support	121,661.13	126,062.20	138,635.55	104,100.00	108,800.00
Total Expenditure	309,554.01	368,983.84	362,343.42	360,225.53	389,421.30
Income					
Other Income	64,805.76	19,423.35	10,734.34	5,343.02	10,734.34
Hackney Carriage Fees	34,774.72	58,993.09	58,076.01	65,000.00	68,358.07
Private Hire Fees	149,971.96	250,043.46	280,531.04	280,000.00	285,886.67
Total Income	249,552.44	328,459.90	349,341.39	350,343.02	364,979.08
Over/Under Spend	60,001.57	40,523.94	13,002.03	9,882.51	24,442.22
3-Year average Net Expenditure (Over/Underspend)			37,842.51	21,136.16	15,775.59

** Estimate based upon fees and charges increase of 10%

6.5 Movement in spend:

- Employee costs in 2022/23 show an increase due to a vacancy in prior years.
- Operating costs forecast in 2023/24 include upgrading IT systems to enable online applications and renewals – to deliver convenience and efficiencies in service delivery.
- Other income is comprised of contributions to the unmet demand survey and grant funding in 2020/21 which included the Contain Outbreak Management Fund which did not continue into future years.

7. Clarification on the percentage point increase to achieve a cost-neutral position

7.1. There are a number of variables that make it difficult to predict the number and type of licences that will be requested and, therefore, income levels. These variables include:

- Numbers of individuals seeking to become a licensed driver.
- Numbers of individuals choosing to renew licences.
- Number of “other activity” transactions such as new vehicles into the trade, transfer of ownership of vehicles.
- The number of individuals and businesses applying for licences and the duration of those licences.

7.2. The Finance Team model estimates of likely activity against forecast spend to determine a percentage increase to achieve a cost neutral position. For 2024/25 to achieve a cost neutral position in insolation would require an 18% increase in fees. However, this would likely be unpalatable so it would, therefore, be prudent to stabilise the increase over the next three-year period at an annual increase of 10% to achieve cost neutral in 2027/28 as detailed in table 2 below.

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Table 2 – Financial Projections 2025-2030

Expenditure	2025/26 10%+	2026/27 10%	2027/28 0%	2028/29 0%	2029/30 4%
Employees	262,502	275,496	282,384	288,031	293,792
Operating Costs	25,875	26,393	26,920	27,459	28,008
Contracted Services	5,693	5,806	5,922	6,041	6,162
Central Support	114,186	119,838	122,834	125,290	127,796
Total Expenditure	408,255	427,533	438,060	446,821	455,758
Income					
Other Income	20,000	5,000	12,000	20,000	5,000
Hackney Carriage Fees	75,194	82,713	82,713	82,713	86,022
Private Hire Fees	314,475	345,923	345,923	345,923	359,760
Total Income	409,669	433,636	440,636	448,636	450,782
Over/Under Spend	- 1,414	- 6,103	- 2,576	- 1,815	4,976
3-Year average Net Expenditure (Over/Underspend)	10,970.31	5,641.70	- 3,364.38	- 3,498.04	195.13

- 7.3. Further investigative work is being carried out to explore other sources of revenue generation and cost savings within the service, alongside service improvement and modernisation, to ensure that the Council can attract and retain drivers. This work will be brought to the committee for consideration due course and may mean that the percentage increase can be revised for future years.

8. Consultation requirements regarding fees and charges

- 8.1 In accordance with Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 Crawley Borough Council, as Licensing Authority, will need to advertise its intention to change the fees and charges associated with vehicle (both hackney carriage and private hire) and private hire operator licences for a prescribed period by way of a consultation.
- 8.2 During this consultation period objections can be made, and it is a statutory requirement for the Committee to consider these objections in taking the decision whether to vary the fees.
- 8.3 Should the committee agree a fees and charges increase at this committee meeting of 19 October 2023, the statutory consultation will begin, and any objections received will be brought back to the committee at the next committee meeting.

9. Is there a decline in the number of drivers/vehicles licensed by Crawley Borough Council?

- 9.1. At the committee of 12th September, members raised concern regarding drivers leaving the trade within Crawley and seeking licences within other Local Authority areas and that Crawley had not attracted the same numbers of applicants that other local authority areas in Sussex and Surrey.
- 9.2. Using data from the Department for Transport, and reviewing figures from Adur, Arun, Chichester, Crawley, Horsham, Mid Sussex, Reigate and Banstead and Worthing, figures show that there has been an increase in vehicles licensed in these areas of 211

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comparing the years 2022 and 2023. The biggest authority of growth was in Reigate and Banstead; but no authorities showing a loss of vehicles within their figures, and Crawley have the third biggest growth reported.

- 9.3. When reviewing licenses issued, Crawley shows the greatest reduction in licenses issued, however, these figures do not consider that some licensed drivers held a 1-, 2- or 3-year driver licenses. This also means that drivers who left the trade during the pandemic that held a 3-year license will account for some of the reduction in new licenses issued.
- 9.4. Due to findings from an audit into the Tax Licensing Service pre-pandemic, and as we could not safely facilitate the delivery of knowledge tests in a covid-safe manner, the new application process was suspended, reopening in August 2022. This has seen significant growth in the number of applications received and processed; as of 9th October 2023, the total for 2022/23 is 109.
- 9.5. The biggest change to licenses issued across all areas were within the private hire trade and this is linked to a change to recruitment practices at the airport. It is important to note that during the pandemic, Gatwick Airport closed completely, leading to drivers looking for alternative work and as licensed drivers in other boroughs. The movement in figures suggests that there is now overall growth within this sector, rather than mass movement from one local authority to another and dual badges accounting for a small number of overall licenses issued.
- 9.6. Cross border hiring is a significant factor in so far as private hire vehicles licensed by other Boroughs carrying out bookings allocated to it. If a Private Hire Operator takes a booking in a District, providing they use a licensed driver and vehicle licensed by that same District, then a booking can be made, and a journey undertaken. This is a situation being felt by authorities across the country, where it may be perceived as easier to secure private hire operator licenses, driver and vehicle licences due to less stringent testing processes and or licensing regimes than in the town or city they wish to source work. One such example is licensed drivers and operators securing licences in Chichester or Reigate and Banstead but working in Brighton and Hove or Crawley. Whilst this is a lawful practice, this Licensing Authority has lobbied central government to review this practice on public safety grounds as it is key that a driver is aware of licence conditions, vehicle standards and the locality in which they are working.

10. Benchmarking & Comparisons

- 10.1. As detailed at the September Committee a benchmarking exercise was carried out and comparisons made with several other Licensing Authorities, including Reigate and Banstead, Mole Valley, Adur and Worthing, Arun, Horsham, and Mid Sussex.
- 10.2. This proved challenging as different authorities charge fees for differing activities so a like for like comparison was difficult and not representative.
- 10.3. Following feedback at the September Committee further information was sought from the other authorities, however, again due to differences in what is included in each authorities fees it has proved difficult to compare but additional information has been provided where available and is included at Appendix B.
- 10.4. For ease of reference, a three-year licence fee has been included in the case of licensed drivers and one year in the case of licensed vehicle and private hire operator licences.

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11. Equalities, Financial, Resource, Environmental and Legal Implications

- 11.1. Sections 53 and 70 of the Act allow for the recovery of a reasonable fee for the grant of a driver, operator, and vehicle licence. The fees must be set at a level which ensures that the Council does not make a profit and any deficit or surplus should be taken into consideration in subsequent fee reviews, to be recovered or refunded over a rolling three-year cycle.
- 11.2. There are financial and staffing consequences that will arise and elements of the Service may not be delivered if the fees and charges are not increased, including key regulatory and compliance work which may impact upon public safety. An Equality Impact Assessment is included at Appendix C.
- 11.3. The licensed trade provides an important service in transporting members of the public, some of which are vulnerable due to their age or for other reasons. Taxi fees should be set at a level which ensures that all necessary checks and testing can be carried out to ensure that new applicants are “fit and proper” to hold a licence and for compliance checks and appropriate enforcement measures to be undertaken with existing licence holders where required.
- 11.4. Councillors must ensure that they exercise their decision-making powers in a manner which is compliant with the Human Rights Act 1998, and the principles of natural justice.
- 11.5. The Council is required to consider the impact any decision may have on crime and disorder in the area (Crime & Disorder Act 1998) which states as follows.

(1) Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent:

- (a) Crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment, and
- (b) The misuse of drugs, alcohol, and other substances in its area, and
- (c) Re-offending in its area.

- 11.6 Pursuant to Section 149 of the Equality Act 2010, the Council when making decisions must have regard to the ‘public sector equality duty’. In summary, this means that the Council must, in the exercise of its functions, have due regard to the need to-

- (a) Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Act.
- (b) Advance equality of opportunity between persons who have a relevant protected characteristic and persons who do not share it.
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The characteristics protected by the Equality Act are:

- age
- disability
- gender reassignment
- marriage/civil partnership
- pregnancy/maternity
- race
- religion/belief

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- sex
- sexual orientation.

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TAXI LICENSING	CURRENT FEES 2023/2024 £	Proposed Fees +10%	Cost Increase +10%	Proposed Fees 7.5%	Cost Increase +7.5%	Notes
PRIVATE HIRE DRIVER'S LICENCE						
Initial Application - The fee consists of * - Note - DBS not subject to increase & Street Listing fee is new.	147.90	173.89	25.99	171.14	23.24	Will depend on individual circumstances such as DBS registration and course attainment
						DBS not increased but a new Street Listing added.
*Knowledge Test	43.30	47.63	4.33	46.55	3.25	
*New application admin fee	42.00	46.20	4.20	45.15	3.15	
*Criminal records bureau enquiry	38.00	NO INCREASE	NO INCREASE	NO INCREASE	NO INCREASE	DBS Fee does not change as set by the DBS at £38
*DVLA Disclosure enquiry	9.60	10.56	0.96	10.32	0.72	
Additional Expert Medical Consultation	43.70	48.07	4.37	46.98	3.28	Additional expert advice sought from Council Medical Expert
*Street Listing - NEW	New Charge	15.00	15.00	15.00	15.00	New Street Listing to aid identification of streets etc following trade feedback
*Additional fitness and proprietary checks cost per year	15.00	16.50	1.50	16.13	1.13	
Driver's Licence Fee:		-	-			
> Year 1 (By exception)	77.90	85.69	7.79	83.74	5.84	
> Year 2 (By exception)	155.50	171.05	15.55	167.16	11.66	
> Year 3(Standard duration)	232.30	255.53	23.23	249.72	17.42	
		-	-			
Replacement badge	14.80	16.28	1.48	15.91	1.11	
Replacement medical form	9.20	10.12	0.92	9.89	0.69	
		-	-	0.00		
HACKNEY CARRIAGE DRIVER'S		-	-	0.00		
Initial Application - The fee consists of * - Note - DBS not subject to increase & Street Listing fee is new.	147.90	173.89	25.99	171.14	23.24	Will depend on individual circumstances such as DBS registration

DBS not subject to an increase		-	-			DBS not increased as set by DBS as £38, but a new Street Listing added.
		-	-			
*Knowledge Test	43.30	47.63	4.33	46.55	3.25	
*New application admin fee	42.00	46.20	4.20	45.15	3.15	
*Criminal records bureau enquiry	38.00	NO INCREASE	NO INCREASE	NO INCREASE	NO INCREASE	
*DVLA Disclosure enquiry	9.60	10.56	0.96	10.32	0.72	
Additional Expert Medical Consultation (Ad Hoc)	43.70	48.07	4.37	46.98	3.28	Additional query Group II Medical - referred to Council Medical Advisor for view
*Street Listing - NEW	New Charge	15.00	15.00	15.00	15.00	
*Additional fit/ proper/compliance checks	15.00	16.50	1.50	16.13	1.13	
Driver's Licence Fee:		-	-			
> Year 1 (By exception)	77.90	85.69	7.79	83.74	5.84	
> Year 2(By exception)	155.50	171.05	15.55	167.16	11.66	
> Year 3(Standard duration)	232.30	255.53	23.23	249.72	17.42	
*Longer licences not subject to any yearly increase = savings		-	-			
Replacement badge	14.80	16.28	1.48	15.91	1.11	
Replacement medical form	9.20	10.12	0.92	9.89	0.69	
		-	-			
PRIVATE HIRE VEHICLES		-	-			
No Meter:		-	-			
New Vehicle	341.50	375.65	34.15	367.11	25.61	
Vehicle Renewal	311.20	342.32	31.12	334.54	23.34	
With a Meter:		-	-			
New Vehicle	352.80	388.08	35.28	379.26	26.46	
Vehicle Renewal	322.40	354.64	32.24	346.58	24.18	
Electric:		-	-	0.00		
No Meter:	118.70	375.65	256.95	367.11	248.41	In line with non metered PHV vehicles so exceeds 10%
Vehicle Renewal	157.60	342.32	184.72	334.54	176.94	In line with non metered PHV vehicles so exceeds 10%
		-	-	0.00		
Vehicle licence transfer of ownership	39.00	42.90	3.90	41.93	2.93	
Transfer of vehicle	157.60	173.36	15.76	169.42	11.82	

		-	-	0.00		
Replacement:		-	-	0.00		
Bracket	29.90	32.89	2.99	32.14	2.24	
External plate	12.70	13.97	1.27	13.65	0.95	
Internal plate	6.30	6.93	0.63	6.77	0.47	
Paper licence	6.30	6.93	0.63	6.77	0.47	
Replacement adhesive plate	11.30	12.43	1.13	12.15	0.85	
Plate deposit for new plates (hard.type or other)	27.50	NO INCREASE	NO INCREASE	NO INCREASE	NO INCREASE	This is a refundable deposit encouraging the return of the plate
		-	-			
PRIVATE HIRE OPERATOR - new and		-	-			
		-	-			
1 - 5 Vehicles	193.30	212.63	19.33	207.80	14.50	
6 - 10 Vehicles	385.60	424.16	38.56	414.52	28.92	
11 - 20 Vehicles	774.80	852.28	77.48	832.91	58.11	
21 - 50 Vehicles	1,467.60	1,614.36	146.76	1,577.67	110.07	
51 - 100 Vehicles	1,933.70	2,127.07	193.37	2,078.73	145.03	
101 + Vehicles	2,897.50	3,187.25	289.75	3,114.81	217.31	
		-	-			
Replacement paper licence	6.30	6.93	0.63	6.77	0.47	
		-	-			
HACKNEY CARRIAGE VEHICLES		-	-			
New Vehicle (inc plate, bracket) currently limited	466.10	512.71	46.61	501.06	34.96	
Vehicle Renewal	353.50	388.85	35.35	380.01	26.51	
New Electric Vehicle - currently limited	118.70	512.71	394.01	501.06	382.36	In line with current HCV costs no NEW licences being issued due to limitation
Electric Vehicle Renewal	157.60	388.85	231.25	380.01	222.41	In line with current HCV costs AS ABOCE
Transfer of Vehicle	157.60	173.36	15.76	169.42	11.82	
Vehicle licence transfer of ownership	39.00	42.90	3.90	41.93	2.93	
Adhesive Plate	11.30	12.43	1.13	12.15	0.85	
Unmet Demand Survey (Hackneys cover cost over licence term)	40.00	44.00	4.00	43.00	3.00	Unmet demand survey at least every 3 years and cost covered by hackneys
Replacement:		-	-			

Bracket	29.90	32.89	2.99	32.14	2.24	
External plate	12.70	13.97	1.27	13.65	0.95	
Internal plate	6.30	6.93	0.63	6.77	0.47	
Paper licence	6.30	6.93	0.63	6.77	0.47	
		-	-			
Plate deposit for rear plates (Hackney and Private Hire)	27.50	NO INCREASE	NO INCREASE	NO INCREASE	NO INCREASE	Deposit is refundable to encourage return of plate
CAPHPI Check HCV	47.30	52.03	4.73	50.85	3.55	
CAPHPI Check PHV	47.30	52.03	4.73	50.85	3.55	

ALL FIGURES WILL BE ROUNDED TO THE NEAREST 10 pence if approved

	Crawley	Horsham	Mole Valley	Reigate Banstead	Adur & Worthing	Mid Sussex	Arun
PRIVATE HIRE DRIVER'S LICENCE							
First 3 Year Licence Total Costs	Licence, Application fee, Knowledge Test, DVLA checks, DBS checks. £429.30	Licence, Knowledge Test, DBS checks, DVLA checks. £367.25	Licence, Application fee, Knowledge Test, DBS checks, DVLA checks. £535.50	Licence, Searches, Knowledge test. No data available re DBS, or DVLA checks. £319.00	Licence, Application fee, Knowledge Test, DBS checks. No data re DVLA checks. £461.50	Licence, Knowledge Test, English Test, DBS checks, DVLA checks. £421.00	Licence, Knowledge Test and study pack. No data re Searches, DBS or DVLA checks. 1 year £370.00
Renewal Total Costs - 3 year licence	Licence, Annual Compliance checks, Annual DVLA checks. £306.00	Licence, DVLA checks. £290.50	Licence only. No data available re Searches or DVLA checks. £325.02	Licence, Searches. No data available re DVLA checks. £257.00	Licence only. No data available re Searches or DVLA checks. £282.50	Licence, Annual DVLA checks. £200.00	Licence only. No data available re searches, or DVLA checks. 1 year £385.00
HACKNEY CARRIAGE DRIVER'S LICENCE							
First 3 Year Licence Total Costs	Licence, Application fee, Knowledge Test, DVLA checks, DBS checks. £429.30	Licence, Knowledge Test, DBS checks, DVLA checks. £452.25	Licence, Application fee, Knowledge Test, DBS checks, DVLA checks. £535.50	Licence, Searches, Knowledge test. No data available re DBS, or DVLA checks. £340.00	Licence, Application fee, Knowledge Test, DBS checks. No data re DVLA checks. £461.50	Licence, Knowledge Test, English Test, DBS checks, DVLA checks. £421.00	Licence, Knowledge Test and study pack. No data re Searches, DBS or DVLA checks. 1 year £370.00
Renewal Total Costs - 3 year licence	Licence, Annual Compliance checks, Annual DVLA checks. £306.00	Licence, DVLA checks. £290.50	Licence only. No data available re Searches or DVLA checks. £325.02	Licences, Searches. No data available re DVLA checks. £257.00	Licence only. No data available re Searches or DVLA checks. £282.50	Licence, Annual DVLA checks. £200.00	Licence only. No data available re searches, or DVLA checks. 1 year £385.00
HACKNEY CARRIAGE VEHICLES				Age Dependant			
Annual fee							
New Vehicle	£466.10	£360.00	£400.00	£202.00 - £236.00	£307.50	£262.00	£145.00
Vehicle Renewal	£393.50	£328.00	£400.00	£202.00 - £280.00	£307.50	£262.00	£128.00
New Electric Vehicle	£118.70						
Electric Vehicle Renewal	£157.60						
PRIVATE HIRE VEHICLE				Age Dependant			
Annual fee							
New Vehicle	£341.50	£328.00	£385.00	£202.00 - £236.00	£262.50	£222.00	£145.00
Vehicle Renewal	£311.20	£296.00	£385.00	£202.00 - £280.00	£262.50	£222.00	£128.00
Electric:							
New Vehicle	£118.70	£50.00	£400.00	£202.00 - £236.00	£262.50	£222.00	No Data
Vehicle Renewal	£157.60	£296.00	£400.00	£202.00 - £280.00	£262.50	£222.00	No Data
PRIVATE HIRE OPERATOR							
Operator first application fee	1 year 5 years	1 year 5 years	1 year 5 years	1 year/renewal 5 years/renewal	1 year 5 years	1 year 5 years	1 year 5 years
1 - Vehicle		N/A £863.00			£110.00 (1-2) £204.00 (£412.00)	N/A	£160.00/renew £130.00 (£593.00/renew £559.00)
1 - 5 Vehicles	£193.30 N/A	N/A (2 to 5) £1461.00	£400.00 N/A	£219.00/£137.00 £644.00/£563.00	(3-5) £297.00 (£877.00)	N/A	£160.00/renew £130.00 (£593.00/renew £559.00)
6 - 10 Vehicles	£385.60 N/A	N/A (6 to 12) £2632.00	£400.00 N/A	£282.00/£200.00 £959.00/£878.00	£472.40 (£1602.00)	N/A	£160.00/renew £559.00 (£593.00/renew £130.00)
11 - 20 Vehicles	£774.80 N/A	N/A (13 to 25) £4821.00	£400.00 N/A	£352.00/£270.00 £1309.00/£1228.00	£878.40 (£3632.00)	N/A	£160.00/renew £559.00 (£593.00/renew £130.00)
21 - 50 Vehicles	£1,467.60 N/A	N/A (26 to 50) £9899.00	£400.00 N/A	£492.00/£410.00 £2009.00/£1928.00	(21 - 30) £1574.40 (£7112.00)	N/A	£160.00/renew £559.00 (£593.00/renew £130.00)
51 - 100 Vehicles	£1,933.70 N/A	N/A (51+) £11055.00	£400.00 N/A	£667.00/£585.00 £2884.00/£2803.00	(31+) £1776.00 (£8272.00)	N/A	£160.00/renew £559.00 (£593.00/renew £130.00)
101 + Vehicles	£2,897.50 N/A			£842.00/£760.00 £3759.00/£3678.00			£160.00/renew £559.00

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Equality Impact Assessment

1. Introduction

Division:	Community Services
Name of activity:	Increase Fees and Charges – Hackney Carriage and Private Hire Licensing Service
Type of activity:	A change to an existing activity (including ceasing that activity) If other, please specify:
Completed by:	Kareen Plympton
Date completed:	15/08/23
Date approved by Head of Service	15/08/23

2. About the activity

Please note the term “activity” is used here to include any new services proposed for introduction, changes to an existing service, withdrawal of an existing service, any new policy or strategy or change to an existing policy or strategy, and any project.

What is the main purpose of the activity? <i>Please explain in a short paragraph</i>
To review and increase the fees and charges of the hackney carriage and private hire service to ensure that the deficit is recovered and that the service, which is self financing, so that it gets to a position where the income and costs of the service reach a cost neutral position
Why is it being introduced / reviewed / changed? <i>This could be, for example because of new government legalisation or guidance, changing services user needs, or financial reasons</i>
Review of hackney carriage and private hire fees to overcome deficit position and cover the cost of providing the Service, The matter is being considered by the Licensing Committee for an increase in fees of either 7.5 % or 10 % A mid-year review of fees and charges has been carried out and existing fees for driver licence fees, vehicle licence fees and operator licence fees may increase (subject to statutory advertisement/consultation and Licensing Committee decision) as a and the service which is sult. However, this must be balanced alongside the overriding Taxi and Private Hire Licensing Policy objective of protecting public safety. Case law judgments indicate that Licensing Committee’s should not take financial considerations into account when reaching taxi licence decisions and that the over-riding objective must be public safety. This is of relevance here and means that whilst the Council may be mindful

of fee impacts on the taxi trade, this cannot take precedence in decision making. Fees and charges set that ensure the service operates at a cost neutral position at no cost to the taxpayer, as is the best practice approach and set down in statutory guidance	
Who is the intended audience or target group?	
Internal audience or group:	Staff within one specific team (please specify below)
External audience or group:	Local businesses
If other, please specify below and provide details how the audience or target group will benefit?	
Taxi Licensing Team, Hackney Carriage and Private Hire Trade	
Have you already consulted on / researched the activity? <i>Please provide a brief explanation of the work that has been undertaken and any key findings / data. Are there any gaps that need further investigation?</i>	
<p>The proposals are being considered by the Licensing Committee on 12/09/23, and if agreed, the matter will be advertised in accordance with legislative requirements and any representations arising from that will be duly considered and remitted back to the Licensing Committee if needed. If no representations are received, the new fees and charges will be adopted (rounded to the nearest 10p)</p> <p>A mid year review of fees and charges has been carried out and existing fees for driver licence fees, vehicle licence fees and operator licence fees may increase (subject to statutory advertisement/consultation and Licensing Committee decision) as a result. However, this must be balanced alongside the overriding Taxi and Private Hire Licensing Policy objective of protecting public safety. Case law judgments indicate that Licensing Committee's should not take financial considerations into account when reaching taxi licence decisions and that the over-riding objective must be public safety. This is of relevance here and means that whilst the Council may be mindful of fee impacts on the taxi trade, this cannot take precedence in decision making. Fees and charges set that ensure the service operates at a cost neutral position at no cost to the taxpayer, as is the best practice approach and set down in statutory guidance</p>	

3. Assessing potential impact

When undertaking your assessment, it is important to think about every stage of the process regarding the activity. This includes the design phase, consultation, delivery phase and post completion of the activity. Information about the protected characteristic groups as defined by the

Equality Act is available [here](#). You should also use this assessment to consider impacts on other vulnerable groups such as those on low incomes.

Impact on people with a protected characteristic Is there a potential positive or negative impact based on the following?	
Age (older / younger people, children)	Neutral
Disability (people with physical / sensory impairment or mental disability)	Neutral
Gender reassignment (the process of transitioning from one gender to another.)	Neutral
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognised for same-sex couples)	Neutral
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	Neutral
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	Neutral
Religion & belief (religious faith or other group with a recognised belief system)	Neutral
Sex (male / female)	Neutral
Sexual orientation (heterosexual, gay, lesbian, or bisexual,)	Neutral
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Neutral

What evidence has been used to assess the likely impacts? (e.g. demographic profiles, research reports, academic research, benchmarking reports, consultation activities, staff surveys, customer surveys, public surveys, complaints, grievances, disciplinary cases, employment tribunal cases, ombudsman cases, media reports)

Impact on the hackney carriage and private hire trade due to increased cost arising from the increased fees and charges. However, these costs are tax deductible

What resource implications are there to deliver actions from this EIA?

(Quantify: people, time, budget, etc.)

Staffing costs

4. Outcome following initial assessment

Does the activity have a positive impact on any of the protected groups, or contribute to promoting equality, equal opportunities and improving relations within target groups?

Choose an item.

If yes, record the evidence below. If no STOP and re-examine the activity.

Fees and charges set that ensure the service operates at a cost neutral position at no cost to the taxpayer, as is the best practice approach and set down in statutory guidance

Does the activity have a negative impact on any of the protected groups, i.e. disadvantage them in any way?

Choose an item.

If yes, identify the necessary changes and record appropriate actions below. If no, record the evidence and assessment is complete.

Impact on the hackney carriage and private hire trade due to increased cost arising from the increased fees and charges. However, these costs are tax deductible

5. Decision following the initial assessment

Continue with existing activity or introduce new / planned activity	No
Amend activity based on identified actions	Yes

Has the EIA identified any positive or negative impact on any of the protected groups which requires action? <i>e.g., adjustments to the approach or documents, changes to terminology, broadening parameters of policy, etc. If so, record any actions to be undertaken and monitored</i>			
Impact identified	Action required	Lead Officer	Deadline

6. Monitoring & Review

How do you propose to monitor and review the impact of your proposal? <i>Please outline how you will monitor the impact of your proposal, once implemented, on protected characteristic groups, and what the mechanisms for review are.</i>
Feedback from the Hackney Carriage and Private Hire Licensing Trade, feedback via the statutory advertising process and resultant decision if remitted back to the Licensing Committee

Date of last review or Impact Assessment:	15/08/23
Date of next 12-month review:	15/08/24
Date of next 3-year Impact Assessment (from the date of this EIA):	15/08/26
Date Sent to HR and Organisational Development Team:	NA

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