



GUILDFORD  
BOROUGH

James Whiteman  
Managing Director

[www.guildford.gov.uk](http://www.guildford.gov.uk)

Contact Officer:

Sophie Butcher, Committee Officer  
Tel no: 01483 444056

18 December 2018

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **MONDAY 7 JANUARY 2019 at 7.00 pm.**

Yours faithfully

James Whiteman  
Managing Director

**MEMBERS OF THE COMMITTEE**

Chairman: Councillor David Elms  
Vice-Chairman: Councillor Dennis Paul

Councillor Graham Ellwood  
Councillor David Goodwin  
Councillor Gillian Harwood  
Councillor Christian Holliday  
Councillor Mike Hurdle  
Councillor Jennifer Jordan  
Councillor Nigel Kearse

Councillor Nigel Manning  
Councillor Marsha Moseley  
Councillor David Quelch  
Councillor Tony Rooth  
Councillor James Walsh  
Councillor David Wright

**QUORUM 5**



## THE COUNCIL'S STRATEGIC FRAMEWORK

### Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

### Three fundamental themes and nine strategic priorities that support our vision:

- |                     |  |
|---------------------|--|
| <b>Place-making</b> | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
|                     | Making travel in Guildford and across the borough easier   |
|                     | Regenerating and improving Guildford town centre and other urban areas   |
| <b>Community</b>    | Supporting older, more vulnerable and less advantaged people in our community  |
|                     | Protecting our environment   |
|                     | Enhancing sporting, cultural, community, and recreational facilities   |
| <b>Innovation</b>   | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need       |
|                     | Creating smart places infrastructure across Guildford  |
|                     | Using innovation, technology and new ways of working to improve value for money and efficiency in Council services             |

### Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

## **A G E N D A**

### **1 APOLOGIES FOR ABSENCE**

### **2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS**

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

### **3 MINUTES (Pages 1 - 4)**

To confirm the minutes of the meeting of the Licensing Committee held on 28 November 2018.

### **4 ANNOUNCEMENTS**

To receive any announcements from the Chairman of the Committee.

### **5 TAXI AND PRIVATE HIRE FEES AND AND CHARGES 2019-20 (Pages 5 - 28)**

The Licensing Committee is asked to approve the variation to the methodology for calculating the Private Hire Operator Licence Fee for the production of the operator fee for 2019-20 and;

To approve the Taxi and Private Hire Fees and Charges for 2019-20 for public consultation to take effect from 1 April 2019.

### **6 LICENSING COMMITTEE WORK PROGRAMME (Pages 29 - 30)**

**PLEASE CONTACT US TO REQUEST THIS DOCUMENT IN  
AN ALTERNATIVE FORMAT**

This page is intentionally left blank

## LICENSING COMMITTEE

- \* Councillor David Elms (Chairman)
- \* Councillor Dennis Paul (Vice-Chairman)

- |                                 |                             |
|---------------------------------|-----------------------------|
| * Councillor Graham Ellwood     | * Councillor Nigel Manning  |
| Councillor David Goodwin        | * Councillor Marsha Moseley |
| * Councillor Gillian Harwood    | * Councillor Tony Phillips  |
| * Councillor Christian Holliday | * Councillor David Quelch   |
| * Councillor Mike Hurdle        | * Councillor James Walsh    |
| * Councillor Jennifer Jordan    | Councillor David Wright     |
| * Councillor Nigel Kears        |                             |

\*Present

### **L47 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors David Goodwin and David Wright.

### **L48 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS**

No disclosures of interests were declared.

### **L49 MINUTES**

The minutes of the Licensing Committee meeting held on 26 September 2018 were confirmed and signed by the Chairman.

### **L50 GAMBLING ACT 2005: STATEMENT OF PRINCIPLES 2019-2022**

The Licensing Committee received a report on the Gambling Act 2005: Statement of Principles 2019-2022. The Gambling Act 2005 required the Council as licensing authority to prepare and publish a Statement of Principles every three years. The existing Statement of Principles was published in January 2016 and was due for renewal by January 2019.

On the 30 May 2018, the Licensing Committee agreed that a public consultation was held on the draft Statement of Principles over the period June – September 2018. The Committee noted that following the consultation, a minor change was made to paragraph 26.3, as there was no longer a numerical limit on the number of category B3 machines in Bingo premises.

The Committee having considered the report

RESOLVED

To recommend to Full Council at its meeting on 4 December 2018 the adoption of the Gambling Act 2005: Statement of Principles 2019-2022.

### **L51 CHANGES TO LICENSING ARRANGEMENTS FOR ACTIVITIES INVOLVING ANIMALS**

The Committee received a report on a draft Animal Welfare Licensing Policy. The Committee noted the recommendation that a 12-week consultation was undertaken so as to obtain the views of interested parties.

The Committee was informed that the policy had been formulated in response to the fact that there had been legislative changes in the way in which animal boarding establishments, dog-

breeding establishments, pet shops and riding establishments were licenced as well as the commencement of responsibility for the licensing of the keeping of animals for exhibition.

The Committee noted that the Animal Welfare Act 2006 introduced a new licensing power, which enabled nationally set regulations to be made for any animal related activities specified in those regulations. As a result, The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 were published earlier this year, which significantly changed the way animal related businesses were inspected and licenced. The Regulations came into force on 1 October 2018.

The Committee was informed that a significant change was that all four existing types of licence, together with the additional activity of keeping and training animals for exhibition, which is to be brought over from Surrey County Council, would be encompassed by one new 'Animal Activity licence'.

The Committee noted that in order to ensure compliance with the Council's duties under the Regulations to ensure that only fit and proper persons are licensed, the Council had drafted a policy setting out criteria, which would ensure that only suitable applicants were granted a licence.

The Committee fully supported the new regulations, which gave greater protection to animals being looked after, displayed or sold by third parties.

The Committee having considered the report

RESOLVED

To approve the draft Animal Welfare Licensing Policy for a 12-week public consultation.

#### **L52 NATIONAL DATABASE OF TAXI AND PHV DRIVER LICENCE REFUSALS AND REVOCATIONS**

The Committee received a report outlining the work undertaken to utilise the National Register of taxi and PHV driver licence refusals and revocations.

The Committee noted that previously if drivers did not disclose information about a previous revocation or refusal of a licence by another authority, there was often no way for a licensing authority to find this information out. Consequently, drivers who might not be suitable could be licensed with no opportunity for licensing authorities to check that the driver was in fact suitable. This scenario had eroded public confidence in the safety of hackney carriages and PHV's.

The Committee was informed that the National Register of Refusals and Revocations had therefore been devised which enabled licensing authorities to record details when a Hackney Carriage or PHV driver's licence had been refused or revoked, and allow licensing authorities to check new applicants against the register.

The Committee discussed the database and noted that it had been created at the request of the Local Government Association (LGA). They requested confirmation of the status the register had. The Licensing Team Leader confirmed that authorities had been advised that it was good practice to use the database.

The Committee was also concerned that the fact a driver may have had their licence revoked for a minor incident would have a negative impact upon future applications at alternative authorities. The Committee was advised that each Licensing Authority had to consider a Hackney Carriage and PHV driver applicant's previous history and apply weight according to

the facts presented. A driver's history would therefore be a relevant consideration but would not necessarily prevent a licence being granted.

The Committee having considered the report

RESOLVED

To note the work being undertaken to utilise the National Database of Taxi and PHV driver licence refusals and revocations.

**L53 LICENSING COMMITTEE WORK PROGRAMME**

The Committee noted its work programme and had no additional comments.

The meeting finished at 7.15 pm

Signed

Date

.....

.....

Chairman

This page is intentionally left blank



Licensing Committee Report

Wards affected: All

Report of the Licensing Team Leader

Author: Mike Smith

Tel: 01483 444387

Email: mike.smith@guildford.gov.uk

Lead Councillor responsible: Graham Ellwood

Tel: 07899 846626

Email: graham.ellwood@guildford.gov.uk

Date: 7 January 2019

## **Taxi and Private Hire Fees and Charges 2019-20**

### **Executive Summary**

On 14 September 2016, the Licensing Committee approved a methodology for setting the taxi and private hire fees and charges.

Officers have calculated the taxi and private hire fees and charges for 2019-20. The Licensing Committee must consider and approve the taxi and private hire fees and charges for 2019-20 to take effect from 1 April 2019.

The calculation of the fees based upon the methodology shows an increase to the driver and vehicle fee due to an increase in staff time and a reduction in number of applications, which will be discussed in the report. The operator fee shows an increase due to the effect of the rolling programme on a 5 year licence.

Following internal review, a revised set of fees and charges is presented for Licensing Committee approval. These revised fees seek to remove some temporary staff time from the calculation of the driver and vehicle fees; and profile the cost of a Private Hire Operator Licence over 5 years.

### **Recommendation to Licensing Committee**

That the variation to the methodology for calculating the 5 year Private Hire Operator licence fee as set out in Appendix 1 be approved for the production of the Operator fee for 2019-20; and

That the Taxi and Private Hire Fees and Charges for 2019-20, as set out in Appendix 3 to this report, be approved for public consultation as per the legal requirements, to take effect from 1 April 2019 should no objections be received.

### **Reason for Recommendation:**

The Council is entitled to set the fees and charges for taxi and private hire licences detailed in Appendix 3 to this report in order to recover its reasonable costs.

**1. Purpose of Report**

- 1.1 To enable the Licensing Committee to approve the taxi and private hire fees and charges for 2019-20 to take effect on 1 April 2019.

**2. Strategic Priorities**

- 2.1 The process of setting taxi and private hire fees and charges will contribute to our fundamental themes and priorities as follows:

**Economy:** to grow a sustainable economy that will support all aspects of life in our borough.

**Your Council:** ensuring long-term financial stability and sound financial governance.

**3. Background**

- 3.1 Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976 (“the Act”) allow the Council to charge fees for the grant of licences in respect of hackney carriage and private hire drivers, vehicles and operators. The legislation specifies the elements that can be included in the cost of the licence fee.

- 3.2 The cost of issue and administration can be recovered in drivers’ licence fees. In respect of vehicle and operator licences, the reasonable cost of inspecting vehicles, providing hackney carriage stands and any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles can be included in the fees.

- 3.3 The Council cannot make a profit from licence fees and there must be a carry forward of any surplus. There can also be recovery of any deficit.

**4. Fees and Charges Methodology**

- 4.1 On 14 September 2016 the Licensing Committee endorsed a methodology for calculating taxi licence fees, which was used to produce the fees for 2017/18 subsequently approved by the Committee on 28 March 2017.

- 4.2 The methodology specifies that all fees and charges are reconciled in a three-year rolling programme to ensure full cost recovery for the Council. This is the second year where the rolling programme of reconciliation will have effect to recover any surplus or deficit in the final accounts.

- 4.3 The methodology has been updated under delegated authority and used to calculate the taxi and private hire fees and charges for 2019/20. The Methodology has been updated following the deletion of the Head of Health and Community Care Post in 2018. The methodology has also been updated to reflect the difference in hourly rate between the Licensing Team Leader and Licensing Officer Posts, and to recover the cost of plate and badge stationery

with each application. The methodology is attached as Appendix 1. This report proposes that the Licensing Committee agree a further variation to the methodology to calculate the Private Hire Operator fees as discussed in paragraph 4.9 below.

- 4.4 The fees have been produced by Licensing, with support from colleagues in Finance and Legal, and have been Audited internally. The fees produced according to the methodology are attached as Appendix 2.
- 4.5 As can be seen, the majority of fees show increases by applying the methodology. This is explained as follows:

There has been a reduction in the number of licensed drivers, vehicles and operators. On the operator's side, the reduction in Operator's applications is due to the switch in 2016 from a 1 year to 5 year licence with most licensed operators currently in years 2 or 3 of a 5 year licence

With regard to drivers and vehicles, the reduction is due to a number of factors, including the livery and BTEC policies, meaning that some have decided to become licenced by other authorities with less stringent requirements, however the most notable impact has been the considerable increase in popularity of Uber. This has had two specific implications. Firstly, Uber do not use Guildford licensed drivers/vehicles in Guildford, instead they require drivers and vehicles to be licensed by Transport for London (TfL). We have seen considerable numbers of drivers apply for a TfL Licence and as such, the number of applications received has reduced. Secondly, due to the increased competition, a number of licence holders have left the trade and not renewed, again reducing the number of applications.

**Total number of applications for the past 3 years:**

<b>Applications:</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Hackney Vehicle Appl new and renew	198	175	152
Hackney Licence Vehicle Change	20	19	12
PH Vehicle Appl new and renew Fees	357	316	333
Private Hire Vehicle Change	48	23	22
Hackney Carriage - Temporary 3 month vehicle	0	0	0
Private Hire - Temporary 3 month vehicle	3	8	3
<b>Total Vehicle</b>	<b>629</b>	<b>552</b>	<b>541</b>
Taxi Drivers Knowledge Test	12	42	24
Taxi Drivers Application and renewal	78	56	56
PH Drivers Knowledge Test	209	142	78
PH Drivers Application and renewal	113	120	108
Replacement Badge	9	3	9
Convert from PH Driver to Taxi Driver	7	5	2

<b>Total Driver</b>	<b>428</b>	<b>368</b>	<b>277</b>
Operators Application - 5 year licence	43	28	9

- 4.6 Whilst the number of applications has reduced, this has not been reflected in a reduction of time spent. The reason for the time difference is explained as follows:

Licensing and Business Support staff have been using a different database since 2017, and have had a number of temporary staff in the Business Support team. Such members of staff may not be as familiar with the database causing an increase in time spent. Similarly, the number of temporary staff has taken additional time to train, and these staff are not familiar with the work and time recording system, which may have contributed to the increase in application processing time. The Regulatory Services Manager, together with the Licensing Team Leader and Business Support Team Leader are working to address these issues as a priority.

The cost for replacement plates and signage shows an error due to two temporary business support officers incorrectly allocating time to the incorrect category.

In addition, the Council has also introduced a number of policies this year, including the revision of the convictions policy, CSE training requirement, card payment requirement and NAFN database. Licensing Officers have also spent considerable time responding to challenges, including the determination of the taxi fares challenge and subsequent implementation of the fares in late 2017, revision of the fares, the fares protest and implementation of the livery policy. The Council is entitled to recover these costs through the licence fee.

- 4.7 In accordance with the methodology, audit and finance reviewed the draft fees and charges against the methodology and the findings were discussed. As per the methodology a joint meeting was held with legal, finance, audit and licensing to sign off on the fees after the audit.
- 4.8 Appendix 3 shows a revised calculation of fees. For Driver and Vehicle licences, this has been produced by removing some temporary staff time so that the time spent is more reflective of the time spent when calculating the current fees. The rationale is that the less experienced and temporary staff have taken more officer time to process applications. This has been adjusted so as to not charge members of the trade for the increased time spent on the Licensing function.
- 4.9 For Operators, the fee for the 5 year licence has been calculated using the last five years of support and officer time costs divided across the current total number of licensed operators: The methodology has been varied to achieve this and approval of this variation is requested.

Number of Operators	61
Total 5 Year Budget Costs	£33,986.25
Total 5 Year Staff Costs	£20,401.38
Cost per licence	£891.60
General time Allocation Over 5 Years	£79.37
<b>Total fee per 5 year licence</b>	<b>£970.97</b>

- 4.10 The amended fees have been approved by the Council's Corporate Management Team.
- 4.11 After approval by Licensing Committee, as required by Section 70 of the Act, a notice will be published in a local newspaper advertising the fees and charges and confirming the date by which any objections must be made. The fees will take effect on that date if no objections are made. The licensed trade will also be notified of the proposed fees and charges via our newsletter.
- 4.12 If there are objections following the advertisement, the Licensing Committee will consider those objections at its meeting on 25 March 2019, approve the taxi and private hire fees and charges for 2019-20, with or without modification, and set a further date for their implementation.

## **5. Equality and Diversity Implications**

- 5.1 There are no equality and diversity implications arising from the taxi and private hire fees and charges.

## **6. Financial Implications**

- 6.1 The report sets out the calculation of the taxi and private hire fees and charges for 2019-20, which have been calculated with the aim of recovering the Council's reasonable costs.
- 6.2 The Council cannot make a profit and must carry forward any surplus. Any deficit is carried forward and will be recovered in subsequent years. Surpluses or deficits will be considered when fee setting in future years with the objective of recovering or refunding any surplus or deficit over a rolling three year cycle.

## **7. Legal Implications**

- 7.1 The Local Government (Miscellaneous Provisions) Act 1976 allows the Council to charge for the grant of licences in respect of hackney carriage and private hire drivers, vehicles and operators. The fees must be set at a level, which ensures that the Council does not make a profit.
- 7.2 Section 53(2) of the Act states, in relation to drivers' licences for hackney carriage and private hire vehicles:

“Notwithstanding the provisions of the Act of 1847, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.”

7.3 Section 70 of the Act states, in relation to vehicle and operators’ licences:

“(1) Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators’ licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

- (a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed;
- (b) the reasonable cost of providing hackney carriage stands; and
- (c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.”

7.4 Fees set must be published by means of a notice in a local newspaper setting out the fees and allowing a period of at least 28 days for objections to be made. A copy of the notice must be available for inspection at the Council offices for the same period.

7.5 If no objection is made or all objections made are withdrawn, the fees come into effect at the end of the period allowed for objection or the date of withdrawal of the last objection if later. Any objections made during the period allowed for must be considered and a further date set, being not later than two months after the first date, for the fees to come into force with or without modification.

## **8. Human Resource Implications**

8.1 There will no additional human resource implications because of the taxi and private hire fees and charges.

## **9. Conclusion**

9.1 The Licensing Committee must consider the proposed taxi and private hire fees and charges for 2019-20.

9.2 The Licensing Committee may agree the revised calculation methodology for the Private Hire Operator Fee and then agree the fees and charges for consultation.

9.3 The fees and charges set out in Appendix 3 are recommended for approval. These fees recover the majority of the Council’s costs in line with the legislation.

**10. Background Papers**

[Minutes of Licensing Committee 14 September 2016](#)

[Local Government \(Miscellaneous Provisions\) Act 1976](#)

**11. Appendices**

Appendix 1: Taxi and Private Hire Fees and Charges Methodology 2019/20 with changes highlighted.

Appendix 2: Version 1 of the Taxi and Private Hire Fees and Charges 2019-20 which have been calculated as per the approved Methodology

Appendix 3: Version 2 of the Taxi and Private Hire Fees and Charges 2019-20 recommended for approval, which have some temporary staff time removed

<b>Service</b>	<b>Sign off date</b>
Regulatory Services Manager	<i>4 December 2018</i>
Finance / 151 Officer	
Legal / Governance	<i>5 December 2018</i>
HR	<i>6 December 2018</i>
Equalities	<i>6 December 2018</i>
Lead Councillor	<i>7 December 2018</i>
CMT	<i>4 December 2018</i>
Committee Services	<i>5 December 2018</i>

This page is intentionally left blank



## Taxi and Private Hire Fees and Charges Methodology for 2019-20

### Scope

The scope of this methodology is the fees and charges setting process for the activities below to achieve full cost recovery:

- A. Taxi vehicle (including plate) – 1 year
- B. Private hire vehicle (including plate) – 1 year
- C. Taxi vehicle change
- D. Private hire vehicle change
- E. Taxi temporary vehicle change - 3 months
- F. Private hire vehicle change - 3 months
- G. Vehicle plate
- H. Private hire vehicle signs
- I. Private Hire Operator – 5 years
- J. Taxi driver – 3 years
- K. Private hire driver – 3 years
- L. Taxi knowledge test
- M. Private hire knowledge test
- N. Driver Replacement badge
- O. Convert from private hire driver to taxi driver

## Taxi and Private Hire Fees and Charges Methodology for 2019-20

### Fees Setting Process - Timetable for fees and charges 2019-20

No.	Action	Date	Officer/Department
1	Annual Timesheet data prepared and analysed	October 2018	Business Support
2	Hourly rate prepared	October 2018	Finance
3	Vehicle, private hire and operator activity data collated Identify cost of plates and door signs	October 2018	Licensing
4	Draft budget sheets produced.	End October 2018	Finance
5	Draft fees prepared in accordance with approved methodology using information collated in 1-4	Beginning November 2018	Licensing and Finance
6	Budget reviewed against predicted income and salary allocations Internal recharges reviewed for 2018/19	Beginning November 2018	Licensing and Finance
7	Draft fees audited by Audit	Mid November 2018	Audit
8	Meeting Licensing, Audit and Finance to discuss audit findings and agree fees and charges	26 November 2018	Licensing, Finance and Audit
9	Make any adjustments to budgets, salary allocations and fees and charges finalised after meeting at No. 8	End November 2018	Licensing and Finance
10	<b>CMT</b>	<b>End November 2018</b>	Licensing
11	<b>Executive Liaison</b>	<b>December 2018</b>	Licensing
12	<b>Fees and Charges approved by Licensing Committee</b>	<b>7 January 2019</b>	Licensing
13	<b>Fees and Charges advertised in Newspaper</b>	<b>2/9 February 2019</b>	Licensing
14	<b>Objections and responses collated and prepared to be heard by Licensing Committee</b>	February/March 2019	Licensing
15	<b>CMT - objections</b>	March 2019	Licensing
16	<b>Objections heard by Licensing Committee and set of Fees and Charges Approved</b>	<b>25 March 2019</b>	Licensing
17	<b>Approved Fees and Charges implemented</b>	<b>1 April 2019</b>	Licensing

## Taxi and Private Hire Fees and Charges Methodology for 2019-20

No.	Action
1	<p><b><u>Annual Timesheet data prepared and analysed</u></b></p> <p>Timesheet data for officers in business support, licensing, and the environmental health manager to be collated for previous 52 week period using date range 1 October 2017 to 30 September 2018. Total time spent by licence type to be calculated by the above officer groups.</p> <p>(During the year timesheet data will be reviewed on a monthly basis by the business support and licensing team leader to check for accuracy and completion)</p> <p>(Officers are provided with a guidance document on completion of timesheets which provides assistance on categorising activities)</p> <p><b>Officer: Business Support Team Leader</b></p>
2	<p><b><u>Hourly rate prepared</u></b></p> <p>The average officer hourly rate for business support and licensing officers is required plus the hourly rate for the environmental health manager and the head of health and community services.</p> <ol style="list-style-type: none"> <li>1. Identify the current licensing and business support posts to be included in each group.</li> <li>2. Calculate the average hourly rate as at 30 September 2018 including officer salaries plus on-costs.</li> </ol> <p><b>Officer: Finance</b></p>
3	<p><b><u>Vehicle, private hire and operator activity data collated</u></b></p> <p>The number of activities below is obtained from the computer system for the period 1 October 2017 to 30 September 2018.</p> <ol style="list-style-type: none"> <li>1. Taxi vehicle applications</li> <li>2. Private hire vehicle applications</li> <li>3. Taxi vehicle change</li> <li>4. Private hire vehicle change</li> <li>5. Taxi temporary vehicle change (3 months)</li> <li>6. Private hire vehicle change (3 months)</li> <li>7. Private hire operators applications</li> <li>8. Taxi driver applications</li> </ol>

## Taxi and Private Hire Fees and Charges Methodology for 2019-20

	<p>9. Private hire applications 10. Taxi knowledge test 11. Private hire knowledge test 12. Convert from private hire driver to taxi driver 13. Driver replacement badge</p> <p><b>Officer: Licensing Team Leader</b></p> <p><b><u>Identify cost of plates and private hire door signs</u></b></p> <p>Identify cost of purchasing plates and private hire door signs for the forthcoming year.</p> <p><b>Officer: Licensing Team Leader</b></p>
4.	<p><b><u>Draft budget sheets produced</u></b></p> <p>Version 1 of draft budgets for cost centres H1104, H1107, H1108 and H1109 are produced in July - budgets will be reviewed by Finance and Licensing.</p> <p>Version 2 of draft budgets for cost centres H1104, H1107, H1108 and H1109 are produced in Mid-Sept – draft salary allocations will be entered in the budget for the previous 12 months (1 September to 31 August). Timesheet data analysed will be used to adjust salary allocations in budget for forthcoming year as appropriate.</p> <p>Version 3 of draft budgets for cost centres H1104, H1107, H1108 and H1109 are produced in late-October/early-November for financial year 2019/20 – final salary allocations for period 1 October 2017 to 30 September 2018 are included. Timesheet data analysed will be used to adjust salary allocations in budget for forthcoming year as appropriate.</p> <p>Private Hire Operator Licences need to be profiled over 5 years.</p> <p>Identify budget for private hire door signs and taxi rank maintenance separately.</p> <p><b>Officer: Finance</b></p>

## Taxi and Private Hire Fees and Charges Methodology for 2019-20

<b>5.</b>	<p><b><u>Draft fees prepared by Licensing and Finance in accordance with approved methodology using information collated in No. 1-4 above</u></b></p> <p><b>Methodology for:</b></p> <ul style="list-style-type: none"> <li><b>A. Taxi vehicle applications</b></li> <li><b>B. Private hire vehicle applications</b></li> <li><b>I. Private hire operators applications</b></li> <li><b>J. Taxi driver applications</b></li> <li><b>K. Private hire applications</b></li> </ul> <p>The driver, vehicle and operator licence fees are calculated by adding together four categories:</p> <ul style="list-style-type: none"> <li>• Business support and licensing officer, licensing team leader, management time, customer service time for the specific activity</li> <li>• Other time related to administration of taxi and private hire by officer group</li> <li>• Senior management time</li> <li>• Support costs</li> </ul>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; padding: 5px;"><b>Category</b></th> <th style="width: 40%; padding: 5px;"><b>Method of data collection</b></th> <th style="width: 30%; padding: 5px;"><b>Notes</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Business support and licensing team, customer service officer and management time for processing applications and other activities related to the administration of licence by type</td> <td style="padding: 5px;">                     To calculate the cost of business support and licensing team plus management time for processing driver, vehicle and operator applications per process the following steps are followed:                     <ol style="list-style-type: none"> <li>1. Divide the time spent for each officer type by the number of processes completed in each category.</li> <li>2. Multiply the time spent per process by the hourly rate per officer type to identify the cost per process for the specific activity.</li> </ol> </td> <td style="padding: 5px;">                     To include time spent:                      Processing applications                       To include:                      Officer and Member training                      Compliance checks (not drivers and operators)                      Officer transport related expenditure                      Complaints about licensed vehicles                      Advice and guidance                 </td> </tr> <tr> <td style="padding: 5px;">Business support and licensing team and management time allocation for all other activities connected to the licensing</td> <td style="padding: 5px;">The time spent by business support, licensing officers, team leader and management conducting activities such as reviewing fees and charges and developing policy is recorded in the appropriate category. The time has been allocated by:</td> <td style="padding: 5px;">                     To include time spent:                      Setting and reviewing fees                      Development, determination and production of policy                      Liaison with interested parties                 </td> </tr> </tbody> </table>		<b>Category</b>	<b>Method of data collection</b>	<b>Notes</b>	Business support and licensing team, customer service officer and management time for processing applications and other activities related to the administration of licence by type	To calculate the cost of business support and licensing team plus management time for processing driver, vehicle and operator applications per process the following steps are followed: <ol style="list-style-type: none"> <li>1. Divide the time spent for each officer type by the number of processes completed in each category.</li> <li>2. Multiply the time spent per process by the hourly rate per officer type to identify the cost per process for the specific activity.</li> </ol>	To include time spent: Processing applications  To include: Officer and Member training Compliance checks (not drivers and operators) Officer transport related expenditure Complaints about licensed vehicles Advice and guidance	Business support and licensing team and management time allocation for all other activities connected to the licensing	The time spent by business support, licensing officers, team leader and management conducting activities such as reviewing fees and charges and developing policy is recorded in the appropriate category. The time has been allocated by:	To include time spent: Setting and reviewing fees Development, determination and production of policy Liaison with interested parties
<b>Category</b>	<b>Method of data collection</b>	<b>Notes</b>								
Business support and licensing team, customer service officer and management time for processing applications and other activities related to the administration of licence by type	To calculate the cost of business support and licensing team plus management time for processing driver, vehicle and operator applications per process the following steps are followed: <ol style="list-style-type: none"> <li>1. Divide the time spent for each officer type by the number of processes completed in each category.</li> <li>2. Multiply the time spent per process by the hourly rate per officer type to identify the cost per process for the specific activity.</li> </ol>	To include time spent: Processing applications  To include: Officer and Member training Compliance checks (not drivers and operators) Officer transport related expenditure Complaints about licensed vehicles Advice and guidance								
Business support and licensing team and management time allocation for all other activities connected to the licensing	The time spent by business support, licensing officers, team leader and management conducting activities such as reviewing fees and charges and developing policy is recorded in the appropriate category. The time has been allocated by:	To include time spent: Setting and reviewing fees Development, determination and production of policy Liaison with interested parties								

**Taxi and Private Hire Fees and Charges Methodology for 2019-20**

<p>function.</p>	<ol style="list-style-type: none"> <li>1. Multiplying the hours spent in conducting these allocation category by officer type by the hourly rate per officer type to determine total costs.</li> <li>2. Dividing the total cost by the total number of applications in each category. This results in the cost per application.</li> </ol>	<p>Collating registers and national reporting</p>
<p>Support costs</p>	<p>The support costs are determined from the financial estimates for 2019/20. The methodology and background for determining support costs is provided in Appendix A.</p> <p>The support cost per process is calculated by dividing the total cost of support services by the number of processes in each category.</p> <p>A number of elements are removed or allocated separately:</p> <p>Taxi rank maintenance is to be highlighted and only charge to taxi vehicles.</p>	<p><b>Supplies and Services</b>          Accommodation, stationery, IT          Equipment          Advertising          External legal advice          Third party costs - Medical checks</p> <p><b>Support Costs</b>          Public offices          Debtors section          Office services          Accountancy          Legal Services          Paymaster – salaries, creditors, insurance          Human resources          Business Systems          Customer Technical Support          Information Systems Support          Office Cleaning          Performance Management          Transport Plan          Health and Safety</p>

## Taxi and Private Hire Fees and Charges Methodology for 2019-20

### **Methodology for:**

#### **C. Taxi vehicle change**

To calculate the cost of a taxi vehicle change the following steps are followed:

Divide the time spent for each officer type by the number of taxi vehicle change processes completed.  
Multiply the time spent per process by the hourly rate per officer type to identify the cost.

### **Methodology for:**

#### **D. Private hire vehicle change**

To calculate the cost of a taxi vehicle change the following steps are followed:

Divide the time spent for each officer type by the number of private hire vehicle change processes completed.  
Multiply the time spent per process by the hourly rate per officer type to identify the cost.

### **Methodology for:**

#### **E. Taxi temporary vehicle change - 3 months**

To calculate the cost of a taxi vehicle change for 3 months the following steps are followed:

Add the cost to process a taxi vehicle application for a licensing officer and a business support officer and add a quarter of the annual cost of other costs (amend/change/general costs) for business support officers, licensing officers and management.

### **Methodology for:**

#### **F. Private hire vehicle change - 3 months**

To calculate the cost of a private hire vehicle change for 3 months the following steps are followed:

Add the cost to process a private hire vehicle application for a licensing officer and a business support officer and add a quarter of the annual cost of other costs (amend/change/general costs) for business support, licensing officers and management.

## Taxi and Private Hire Fees and Charges Methodology for 2019-20

### **Methodology for:**

#### **G. Vehicle plate**

The vehicle plate cost is determined by adding 2 elements:

1. The cost of a vehicle plate on the 30 September 2018 and
2. The cost to produce a replacement vehicle plate (calculation is below)

(Divide the time spent for each officer type by the number of processes completed.

Multiply the time spent per process by the hourly rate per officer type to identify the cost per process for the specific activity.)

### **Methodology for:**

#### **H. Private hire vehicle signs**

The private hire door sign cost is determined by adding 2 elements:

1. The cost of a door sign (per pair) on the 30 September 2018 and
2. The cost to produce a replacement vehicle sign (calculation is below)

(Divide the time spent for each officer type by the number of processes completed.

Multiply the time spent per process by the hourly rate per officer type to identify the cost per process for the specific activity.)

### **Methodology for:**

#### **I. Private Hire Operator**

**The 5 year private hire operator fee is determined by adding:**

**The support costs for the private hire operator cost centre for a 5 year period. For 2019/20, actual support costs are known for years 2016/17 and 2017/18. The budgeted costs can be used for 2018/19 and 2019/20. The fifth year is an average.**

**The officer time costs recorded for private hire operators for a 5 year period. For 2019/20, actual officer time is known for the**



## Taxi and Private Hire Fees and Charges Methodology for 2019-20

years 2017/18 to 2018/19. The remainder of the years is time produced for the 2019/20 fees, multiplied by 3. As only 9 applications were made in the time period for calculation of the 2019/20 fees, this lower figure is taken for the final 3 years.

The general time allocation per licence. For 2019/20 this allocation is known for the three years 2017/18 to 2019/20. An average is taken for a further two years.

These costs are totalled and divided by the total number of current operators.

### **Methodology for:**

#### **L. Taxi knowledge test**

#### **M. Private hire test**

Taxi and private hire knowledge tests fees are calculated by:

Divide the total number of knowledge tests in each group by the time spent by officer type in each category then multiple by the hourly rate for each officer type to determine the cost per test.

### **Methodology for:**

#### **N. Driver Replacement badge**

To calculate the cost of a driver badge replacement the following steps are followed:

Divide the time spent for each officer type by the number of processes completed.  
Multiply the time spent per process by the hourly rate per officer type to identify the cost.

### **Methodology for:**

#### **O. Convert from private hire driver to taxi driver**

To calculate the cost of converting from private hire driver to taxi drive the following steps are followed:

Divide the time spent for each officer type by the number of processes completed.  
Multiply the time spent per process by the hourly rate per officer type to identify the cost.

## Taxi and Private Hire Fees and Charges Methodology for 2019-20

<p><b>Reconciliation</b></p> <p>All fees and charges are reconciled in three-year rolling programme to ensure full cost recovery for the Council.</p> <p>The rolling programme of reconciliation would subsequently have the following timescale: Year 1 2016/17 final account – reconciled Year 3, 4, 5 (2018/19 – 2020/21) Year 2 2017/18 final account – reconciled Year 4, 5, 6 (2019/20 – 2021/2022) Year 3 2018/19 final account – reconciled Year 5, 6, 7 (2020/21 – 2022/2023) And continue into future years.</p> <p>The end of year closing figure for each cost centre has been divided by 3 and will be recovered equally over a three year period.</p> <p>The amount to be reconciled will be added or subtracted equally by the number of licences as appropriate in the categories below:</p> <p>A. Taxi vehicle applications B. Private hire vehicle applications I. Private hire operators applications J. Taxi driver applications K. Private hire applications</p> <p>Once finalised the end of year accounts will be published on the Council's website. The 50% subsidy paid for wheelchair accessible vehicles will be added to the final year accounts.</p>
--

### Review Period

- The methodology will be subject to an annual review with any amendments documented and approved by Regulatory Services Manager.

### Reference documents

- Local Government – Open for Business – LGA guidance on locally set fees

**Taxi and Private Hire Fees and Charges Methodology for 2019-20**

This page is intentionally left blank

Appendix 2 – Taxi and Private Hire Fees and Charges Calculated as per the Methodology

	Proposed 2019-20 Fee	2018/19	Variance
<b>H1108 HC/PH Vehicles - 1 year licence</b>			
hackney carriage vehicle	£269.04	£220.79	£48.25
private hire vehicle	£192.78	£173.69	£19.09
Hackney Licence Vehicle Change	£24.05	£15.55	£8.50
Private Hire Vehicle Change	£24.05	£15.55	£8.50
hackney carriage temporary vehicle (3 months)	£108.55	£78.76	£29.79
Private Hire temporary vehicle (3 months)	£89.48	£66.98	£22.50
Vehicle Licence Plates	£110.51	£9.25	£101.26
Private Hire Vehicle signs (pair)	£116.53	£16.10	£100.43
Vehicle Test	£57.00	£57.00	£0.00
<b>H1104 HC/PH Drivers - 3 year licence</b>			
HC/PH drivers	£440.15	£380.04	£60.11
Hackney Carriage - Knowledge test	£100.50	£52.45	£48.05
Private Hire - knowledge test	£25.47	£17.76	£7.71
Convert from Private Hire Driver to Hackney Carriage Driver	£9.97	£18.60	-£8.63
Private Hire Replacement Badge	£12.37	£13.66	-£1.29
<b>H1107 Operators - 5 year licence</b>			
PH Operators Application and Renewal	£2,046.87	£548.54	£1,498.33



### Appendix 3 – Adjusted Taxi and Private Hire Fees and Charges with Adjusted Staffing Time for Approval

	Proposed 2019-20 Fee	2018/19	Variance
<b>H1108 HC/PH Vehicles - 1 year licence</b>			
hackney carriage vehicle	£249.74	£220.79	£28.95
private hire vehicle	£173.69	£173.69	£0.00
Hackney Licence Vehicle Change	£24.05	£15.55	£8.50
Private Hire Vehicle Change	£24.05	£15.55	£8.50
hackney carriage temporary vehicle (3 months)	£89.25	£78.76	£10.49
Private Hire temporary vehicle (3 months)	£70.19	£66.98	£3.21
Vehicle Licence Plates	£14.79	£9.25	£5.54
Private Hire Vehicle signs (pair)	£20.80	£16.10	£4.70
Vehicle Test	£57.00	£57.00	£0.00
<b>H1104 HC/PH Drivers - 3 year licence</b>			
HC/PH drivers	£383.55	£380.04	£3.51
Hackney Carriage - Knowledge test	£100.50	£52.45	£48.05
Private Hire - knowledge test	£25.47	£17.76	£7.71
Convert from Private Hire Driver to Hackney Carriage Driver	£18.60	£18.60	£0.00
Private Hire Replacement Badge	£13.66	£13.66	£0.00
<b>H1107 Operators - 5 year licence</b>			
PH Operators Application and Renewal	£970.97	£548.54	£422.43

This page is intentionally left blank



Licensing Committee Report  
Report of Director of Finance  
Author: Sophie Butcher  
Tel: 01483 444056  
Email: sophie.butcher@guildford.gov.uk  
Date: 7 January 2019

## Licensing Committee work programme: 2018-19

### Recommendation to Licensing Committee

The Committee is invited to review and approve its current work programme for the remainder of the 2018-19 municipal year.

Reason for Recommendation:

To ensure that the Licensing Committee has an opportunity to review its work programme.

#### 1. Purpose of Report

1.1 The work programme is presented to enable necessary changes to be made and to provide updated information on items for future meetings. Appendix 1 to this report sets out the Committee's work programme to date, including any items currently unscheduled.

#### 2. Financial Implications

2.1 There are no specific financial implications arising from this report.

#### 3. Human Resource Implications

3.1 There are no specific human resources implications arising from this report.

#### 4. Legal Implications

4.1 There are no specific legal implications arising from this report.

#### 5. Background papers

None

#### 6. Appendices

Appendix 1: Licensing Committee - Draft Work Programme: 2018-19

**Licensing Committee**  
**Draft Work Programme 2018-19**

<b>25 March 2019</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Taxi and Private Hire fees and charges 2019-20 – objections	To consider any objections received in relation to the Taxi and Private Hire fees and charges.	Mike Smith, Licensing Team Leader 01483 444387

<b>UNSCHEDULED ITEMS</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Review of Licensed Vehicle Test Standards	To consider consultation results and make recommendations to full Council, which shall determine whether the Taxi and Private Hire Licensing Policy should be amended to adopt any revised vehicle test standards	Mike Smith, Licensing Team Leader 01483 444387