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Contact Officer:

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27 December 2019

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 6 JANUARY 2020 at 7.00 pm.**

Yours faithfully

Satish Mistry  
Director of Corporate Services

**MEMBERS OF THE COMMITTEE**

Chairman: Councillor David Goodwin  
Vice-Chairman: Councillor Will Salmon

Councillor Tim Anderson  
Councillor Joss Bigmore  
Councillor Dennis Booth  
Councillor Gillian Harwood  
Councillor Gordon Jackson  
Councillor Nigel Manning  
Councillor Ted Mayne

Councillor Ann McShee  
Councillor Marsha Moseley  
Councillor George Potter  
Councillor Maddy Redpath  
Councillor James Steel  
Councillor Catherine Young

**QUORUM 5**



## THE COUNCIL'S STRATEGIC FRAMEWORK

### Vision – for the borough

For Guildford to be a town and borough:

- with strong infrastructure
- world-class businesses with capacity to expand and deliver growth
- an evolving and vibrant economy which creates a progressive and sustainable environment
- for people today and future generations living in an ever improving society.

### Five fundamental themes that support the achievement of our vision

- **Infrastructure** – working effectively with partners to drive development and business growth that will expand our economy
- **Economy** – to grow a sustainable economy that will support all aspects of life in our borough.
- **Development** – to ensure that there is appropriate infrastructure, commercial space and a range of homes, built sensitively, without damaging our heritage or countryside.
- **Sustainability** – to ensure the services we provide and the borough develops and grows, in the most sustainable way.
- **Society** – to evolve a self-reliant and sustaining community, while supporting our most vulnerable residents.

### 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.

### Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

### Developing our Council

To be a well led, collaborative organisation that has customer care and top quality at its heart. To have highly trained and proficient staff and councillors who challenge and learn.

## **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**

To confirm the minutes of the meeting of the Licensing Committee held on 27 November 2019. (Minutes to follow and will be circulated separately).

### **4 ANNOUNCEMENTS**

To receive any announcements from the Chairman of the Committee.

### **5 LICENSING COMMITTEE ITEMS**

#### **5.1 Taxi and Private Hire Fees and Charges 2020-21 (Pages 1 - 30)**

The Licensing Committee is asked to consider for consultation the Taxi and Private Hire Fees and Charges 2020-21.

### **6 LICENSING COMMITTEE WORK PROGRAMME (Pages 31 - 34)**

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

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Licensing Committee Report

Ward(s) affected: All

Report of the Licensing Team Leader

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Date: 6 January 2020

## **Taxi and Private Hire Fees and Charges 2020-21**

### **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 2020-21. The Licensing Committee must consider and approve the taxi and private hire fees and charges for 2020-21 to take effect from 1 April 2020.

### **Recommendation to Licensing Committee**

That the Taxi and Private Hire Fees and Charges for 2020-21, 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 2020 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 2020-21 to take effect on 1 April 2020.

### **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:

**Innovation:** Using innovation, technology and new ways of working to improve value for money and efficiency in Council services.

### **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 has been used to produce the fees for each subsequent financial year since 2017/18.
- 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.
- 4.3 The methodology used to calculate Private Hire Operator fees was updated for 2019/20 using the last five years of support and officer time costs divided across the current total number of licensed operators. There is no change to the fee for Private Hire Operators for 2020/21.
- 4.4 The calculations for the fees and charges is shown at appendix 2. There has been a reduction in total staff time for drivers and vehicles, and a reduction in the time per application. This results in a proposed reduction in the fee for both hackney carriage vehicles and private hire vehicles.

Whilst staff time has reduced, there is a proposed increase on the fee for drivers from £383.55 to £454.69. The proposed driver fee comprises of £168.67 of staff time, £160.76 of support costs and £110.84 recovered through the rolling programme.

Licensing Committee in 2019 set a fee of £970.97 for private hire operators based on 5 years of officer time and cost data, and no changes are proposed to this fee.

Elsewhere there are marginal increases to some fees and reductions to others. The fees for conversion from private hire to hackney carriage driver, and replacement drivers badge show reductions as only a small amount of time is coded to these applications, resulting in a low fee. Consequently it is proposed not to alter the fee.

- 4.5 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.
- 4.6 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.
- 4.7 If there are objections following the advertisement, the Licensing Committee will consider those objections at its meeting on 23 March 2020, approve the taxi and private hire fees and charges for 2020-21, 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 2020-21, 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 2020-21.

9.2 The fees and charges set out in Appendix 3 are recommended for approval. These fees recover 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 2020/21.
- Appendix 2: Fees and charges calculated as per the approved Methodology
- Appendix 3: Taxi and Private Hire Fees and Charges for 2020/21 recommended for approval.

<b>Service</b>	<b>Sign off date</b>
Regulatory Services Manager	<i>12 December 2019</i>
Finance / 151 Officer	<i>3 December 2019</i>
Legal / Governance	<i>2 December 2019</i>
HR	<i>2 December 2019</i>
Equalities	<i>2 December 2019</i>
Lead Councillor	<i>6 December 2019</i>
CMT	<i>10 December 2019</i>
Committee Services	<i>6 December 2019</i>

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## Taxi and Private Hire Fees and Charges Methodology for 2020-21

### 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 2020-21

### Fees Setting Process - Timetable for fees and charges 2020-21

No.	Action	Date	Officer/Department
1	Annual Timesheet data prepared and analysed	October 2019	Business Support
2	Hourly rate prepared	October 2019	Finance
3	Vehicle, private hire and operator activity data collated Identify cost of plates and door signs	October 2019	Licensing
4	Draft budget sheets produced.	End October 2019	Finance
5	Draft fees prepared in accordance with approved methodology using information collated in 1-4	Beginning November 2019	Licensing and Finance
6	Budget reviewed against predicted income and salary allocations Internal recharges reviewed for 2018/19	Beginning November 2019	Licensing and Finance
7	Draft fees audited by Audit	Mid November 2019	Audit
8	Meeting Licensing, Audit and Finance to discuss audit findings and agree fees and charges	End November 2019	Licensing, Finance and Audit
9	Make any adjustments to budgets, salary allocations and fees and charges finalised after meeting at No. 8	End November 2019	Licensing and Finance
10	<b>CMT</b>	<b>End November 2019</b>	Licensing
11	<b>Executive Liaison</b>	<b>December 2019</b>	Licensing
12	<b>Fees and Charges approved by Licensing Committee</b>	<b>January 2020</b>	Licensing
13	<b>Fees and Charges advertised in Newspaper</b>	<b>February 2020</b>	Licensing
14	<b>Objections and responses collated and prepared to be heard by Licensing Committee</b>	February/March 2020	Licensing
15	<b>CMT - objections</b>	March 2020	Licensing
16	<b>Objections heard by Licensing Committee and set of Fees and Charges Approved</b>	<b>25 March 2020</b>	Licensing
17	<b>Approved Fees and Charges implemented</b>	<b>1 April 2020</b>	Licensing

## Taxi and Private Hire Fees and Charges Methodology for 2020-21

No.	Action
<b>1</b>	<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 2019. 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>
<b>2</b>	<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 customer services and the regulatory services manager.</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 2019 including officer salaries plus on-costs.</li> </ol> <p><b>Officer: Finance</b></p>
<b>3</b>	<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 2018 to 30 September 2019.</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 2020-21

	<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>
<p><b>4.</b></p>	<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 2018 to 30 September 2019 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>
<p><b>5.</b></p>	<p><b><u>Draft fees prepared by Licensing and Finance in accordance with approved methodology using information collated in No. 1-4</u></b></p>

## Taxi and Private Hire Fees and Charges Methodology for 2020-21

above

**Methodology for:**

- A. Taxi vehicle applications**
- B. Private hire vehicle applications**
- I. Private hire operators applications**
- J. Taxi driver applications**
- K. Private hire applications**

The driver, vehicle and operator licence fees are calculated by adding together four categories:

- Business support and licensing officer, licensing team leader, management time, customer service time for the specific activity
- Other time related to administration of taxi and private hire by officer group
- Senior management time
- Support costs

<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	<p>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:</p> <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>	<p>To include time spent: Processing applications</p> <p>To include: Officer and Member training Compliance checks Officer transport related expenditure Complaints/information about licensed drivers and vehicles Licensing compliance action Advice and guidance</p>
Business support and licensing team and management time allocation for all other activities connected to the licensing function.	The time spent by business support, licensing officers, team leader and management conducting activities such as reviewing fees and charges, developing policy and communicating with the trade is recorded in the appropriate category. The time has been allocated by:	<p>To include time spent: Setting and reviewing fees Development, determination and production of policy Liaison with interested parties Collating registers and national</p>

**Taxi and Private Hire Fees and Charges Methodology for 2020-21**

		<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>	reporting
	Support costs	<p>The support costs are determined from the financial estimates for 202/21. 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>
<b>Methodology for:</b>			



## Taxi and Private Hire Fees and Charges Methodology for 2020-21

### **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.

#### **Methodology for:**

## Taxi and Private Hire Fees and Charges Methodology for 2020-21

### **G. Vehicle plate**

The vehicle plate cost is determined by adding 2 elements:

1. The cost of a vehicle plate on the 30 September 2019 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 2019 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 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.**

## Taxi and Private Hire Fees and Charges Methodology for 2020-21

The general time allocation per licence.  
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.

### Reconciliation

All fees and charges are reconciled in three-year rolling programme to ensure full cost recovery for the Council.

## Taxi and Private Hire Fees and Charges Methodology for 2020-21

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.

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.

The amount to be reconciled will be added or subtracted equally by the number of licences as appropriate in the categories below:

- A. Taxi vehicle applications
- B. Private hire vehicle applications
- I. Private hire operators applications
- J. Taxi driver applications
- K. Private hire applications

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.

### 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

Licence Type						
	Fee 2019/20	Total Processes	Applications Total	Cost Centre & GL Code	Proposed Fee 2020/21	Proposed Income 2020/21
<b>Taxi and Private Hire Drivers</b>						
Taxi Drivers Knowledge Test	£100.50	37	£3,718.50	H1104 K5213	£44.60	£1,650.18
Taxi Drivers Application and renewal	£383.55	66	£25,314.30	H1104 K5222	£454.69	£30,009.52
PH Drivers Knowledge Test	£25.47	40	£1,018.80	H1104 K5213	£24.82	£992.65
PH Drivers Application and renewal	£383.55	92	£35,286.60	H1104 K5222	£454.69	£41,831.45
Replacement Badge	£12.37	12	£148.44	H1104 K5224	£2.00	£23.94
Convert from PH Driver to Taxi Driver	£9.97	6	£59.82	H1104 K5222	£3.90	£23.38
<b>Total</b>		<b>253</b>	<b>£65,546</b>			<b>£74,531.11</b>

Driver new/renewals

158

**Support costs**

Employee related expenditure	£ 1,450.00	
Transport Related Expenditure	£ 1,160.00	
Supplies & Services	£ 8,800.00	
Support Services	£ 13,990.00	(customer services recharges removed)
<b>Total Support costs</b>	<b>£ 25,400.00</b>	
<b>support cost per process</b>	<b>£ 160.76</b>	

Officer costs	Total Hours	process (h:mm)	Hourly Rate	cost per process
Customer Services	16:49:00	0:06	£18.76	£2.00
Business Support Officer - application	415:22	2:37	£16.10	£42.33
Business Support officer - amendment/changes/general	524:09	3:19	£16.10	£53.41
Licensing Officer - application	3:25	0:01	£25.78	£0.56
Licensing Officer - amendment/changes/general	297:15	1:52	£25.78	£48.50
Licensing TL - application	18:40	0:07	£38.24	£4.52
Licensing TL - amendment/changes/general	64:20	0:24	£38.24	£15.57
Management	5:40	0:02	£50.05	£1.80
<b>Total</b>	<b>1345:40:00</b>	<b>8:24</b>		<b>£168.67</b>

	Total tests	Total Hours	process (h:mm)	Hourly Rate	cost per process
<b>Private Hire Knowledge Test</b>	<b>40</b>				
Business Support Officer		20:35	0:30	£16.10	£8.28
Licensing Officer		24:10	0:36	£25.78	£15.58
Licensing TL		1:00	0:01	£38.24	£0.96
Management		0:00	0:00	£50.05	£0.00
<b>Total</b>			<b>1:08</b>		<b>£24.82</b>

	Total tests	Total Hours	process (h:mm)	Hourly Rate	cost per process
<b>Hackney Carriage Knowledge Test</b>	<b>37</b>				
Business Support Officer		26:35	0:43	£16.10	£11.57
Licensing Officer		46:40	1:15	£25.78	£32.52
Licensing TL		0:30	0:00	£38.24	£0.52
Management		0:00	0:00	£50.05	£0.00
<b>Total</b>			<b>1:59</b>		<b>£44.60</b>

	Total applications	Total Hours	Time per process (h:mm)	Hourly Rate	cost per process
<b>Convert from Private Hire Driver to Hackney Carriage Driver</b>	<b>6</b>				
Business Support Officer		0:55	0:09	£16.10	£2.46
Licensing Officer		0:00	0:00	£25.78	£0.00
Licensing TL		0:00	0	£38.24	£0.00
Management		0:00	0	£50.05	£0.00
<b>Total</b>					<b>£2.46</b>

	Total tests	Total Hours	Time per process (h:mm)	hourly	cost per process
<b>Driver replacement badge</b>	<b>12</b>				
Business Support Officer		0:25	0:02	£16.10	£0.56
Cost badge					£1.44
					£2.00

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**Taxi and Private Hire Licensing Fees and Charges 2020-21**

	Support Services	Business Support, Licensing and Management Time	General Time	Rolling Programme Adjustment	Sundry Costs (plate, badge)	Calculated 2020/21 Fee	2019/20	Variance
<b>H1108 HC/PH Vehicles - 1 year licence</b>								
hackney carriage vehicle	£78.88	£95.68	£12.98	£3.28	£5.22	£196.04	£249.74	£-53.70
private hire vehicle	£78.88	£72.26	£12.98	£3.28	£5.22	£172.62	£173.69	£-1.07
Hackney Licence Vehicle Change		£26.83			£5.22	£32.04	£24.05	£7.99
Private Hire Vehicle Change		£26.83			£5.22	£32.04	£24.05	£7.99
hackney carriage temporary vehicle (3 months)	£19.72	£51.08	£3.24	£0.82	£5.22	£80.08	£89.25	£-9.17
Private Hire temporary vehicle (3 months)	£19.72	£45.22	£3.24	£0.82	£5.22	£74.22	£70.19	£4.03
Vehicle Licence Plates		£17.11			£5.22	£22.32	£14.79	£7.53
Private Hire Vehicle signs (pair)		£10.70			£11.23	£21.93	£20.80	£1.13
<b>H1104 HC/PH Drivers - 3 year licence</b>								
HC/PH drivers	£160.76	£168.67	£12.98	£110.84	£1.44	£454.69	£383.55	£71.14
Hackney Carriage - Knowledge test		£44.60				£44.60	£100.50	£-55.90
Private Hire - knowledge test		£24.82				£24.82	£25.47	£-0.65
Convert from Private Hire Driver to Hackney Carriage Driver		£2.46			£1.44	£3.90	£18.60	£-14.70
Private Hire Replacement Badge		£0.56			£1.44	£2.00	£13.66	£-11.66
<b>H1107 Operators - 5 year licence</b>								
PH Operators Application and Renewal	£688.75	£536.91	£12.98	£1,377.82		£2,616.46	£970.97	£1,645.49

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General Time (Diver, vehicle and operator)

Number of licence applications (driver new/renew;  
vehicle new/renew; operator new/renew)

605

<b>Total</b>	<b>Total Hours</b>	<b>Time per process (h:mm)</b>	<b>Hourly rate</b>	<b>cost per process</b>
Business Support Officer	55:20	0:05	£16.10	£1.47
Licensing Officer	63:59	0:06	£25.78	£2.73
Licensing TL	109:25	0:10	£38.24	£6.92
Management	22:30	0.00	£50.05	£1.86
<b>Total</b>	251:14	0:24		£12.98

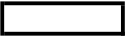
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Licence Type						
	Fee 2019/20	Total	Applications Total	Cost Centre & GL Code	Proposed Fee 2020/21	Proposed Income 2020/21
<b>Private Hire Operators</b>						
Operators Application - 5 year licence	£970.97	8.00	£7,767.76	H1107 K4944	£2,616.46	£20,931.68
<b>Total</b>		8	<b>£7,768</b>			<b>£20,931.68</b>

<b>Support costs</b>	
Employee related expenditure	£ 740.00
Transport Related Expenditure	£ 240.00
Supplies & Services	£ 1,540.00
Support Services	£ 2,990.00
Total Support costs	£ 5,510.00
<b>support cost per process</b>	<b>£ 688.75</b>
<b>support cost per process over 5 year licence term</b>	<b>£ 3,443.75</b>

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<b>Officer costs</b>	<b>Total Hours</b>	<b>Time per process (h:mm)</b>	<b>Hourly rate</b>	<b>cost per process</b>
Customer Services	0:10	0:01	£18.76	£0.39
Bussines Support Officer - application/renewal	21:40	0:11	£16.10	£43.60
Business Support Officer - amend/general	18:25	2:18	£16.10	£37.06
Licensing Officer - application/renewal	4:40	0:35	£25.78	£15.04
Licensing Officer - amend/general	107:15	13:24	£25.78	£345.61
Licensing TL - application/renewal	4:05	0:30	£38.24	£19.52
Licensing TL - amend/general	15:50	1:58	£38.24	£75.68
Management	0:00	0:00	£50.05	£0.00
<b>Total</b>				<b>£536.91</b>



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Three Year Rolling Programme - commencing 2017-18													
2017-18 to be included in 2018-19 Fees & Charges													
			2016-17			2017-18			2018-19				
			Year One			Year Two			Year Three				
HC & PH Drivers	Cost Code	Actual To Date	Disqualified	Total	Actual To Date	Disqualified	Total	Divide by 3	Actual To Date	Disqualified	Total	Divide by 3	
	H1104	Expenditure	£91,179.16	£3,876.40	£87,302.76	£86,448.49	£3,881.29	£82,567.20		£82,448.23	£7,135.51	£75,312.72	
		Income	-£72,012.05	£0.00	-£72,012.05	-£63,586.90	£0.00	-£63,586.90		-£57,043.54	£0.00	-£57,043.54	
			<b>£19,167.11</b>	<b>£3,876.40</b>	<b>£15,290.71</b>	<b>£22,861.59</b>	<b>£3,881.29</b>	<b>£18,980.30</b>	£6,326.77	<b>£25,404.69</b>	<b>£7,135.51</b>	<b>£18,269.18</b>	£6,089.73
PH Operators	Cost Code	Actual To Date	Disqualified	Total	Actual To Date	Disqualified	Total	Divide by 3	Actual To Date	Disqualified	Total	Divide by 3	
	H1107	Expenditure	£22,603.83	£415.87	£22,187.96	£14,258.24	£118.67	£14,139.57		£16,994.87	£1,748.08	£15,246.79	
		Income	-£10,109.50	£0.00	-£10,109.50	-£2,911.70	£0.00	-£2,911.70		-£5,485.40	£0.00	-£5,485.40	
			<b>£12,494.33</b>	<b>£415.87</b>	<b>£12,078.46</b>	<b>£11,346.54</b>	<b>£118.67</b>	<b>£11,227.87</b>	£3,742.62	<b>£11,509.47</b>	<b>£1,748.08</b>	<b>£9,761.39</b>	£3,253.80
HC & PC Vehicles	Cost Code	Actual To Date	Disqualified	Total	Actual To Date	Disqualified	Total	Divide by 3	Actual To Date	Disqualified	Total	Divide by 3	
	H1108	Expenditure	£170,979.33	£44,995.95	£125,983.38	£121,990.25	£15,454.77	£106,535.48		£113,468.17	£8,096.96	£105,371.21	
		Income	-£132,227.27	£0.00	-£132,227.27	-£95,636.62	£0.00	-£95,636.62		-£105,703.00	£0.00	-£105,703.00	
			<b>£38,752.06</b>	<b>£44,995.95</b>	<b>-£6,243.89</b>	<b>£26,353.63</b>	<b>£15,454.77</b>	<b>£10,898.86</b>	£3,632.95	<b>£7,765.17</b>	<b>£8,096.96</b>	<b>-£331.79</b>	-£110.60
<b>Pay Back</b>													
	H1104	Year One	Year End Balance	Yearly	2016-17	2017-18	2018-19	2018-19	Check	Yr1	Yr2	Yr3	
			£15,290.71	£5,096.90		£5,096.90				£5,096.90	£6,326.77	£6,089.73	£17,513.40
	H1104	Year Two	£18,980.30										
		Cumulative Total	£34,271.01	£11,423.67	2017-18		£11,423.67		Per applicatio	£110.84			
	H1104	Year Three	£18,269.18										
		Cumulative Total	£52,540.19	£17,513.40	2018-19			£17,513.40					
<b>Pay Back</b>													
	H1107	Year One	Year End Balance	Yearly	2016-17	2017-18	2018-19	2018-19	Check	Yr1	Yr2	Yr3	
			£12,078.46	£4,026.15		£4,026.15				£4,026.15	£3,742.62	£3,253.80	£11,022.57
	H1107	Year Two	£11,227.87										
		Cumulative Total	£23,306.33	£7,768.78	2017-18		£7,768.78		per applicatio	£1,377.82			
	H1107	Year Three	£9,761.39										
		Cumulative Total	£33,067.72	£11,022.57	2018-19			£11,022.57					
<b>Pay Back</b>													
	H1108	Year One	Year End Balance	Yearly	2016-17	2017-18	2018-19	2018-19	Check	Yr1	Yr2	Yr3	
			-£6,243.89	-£2,081.30		-£2,081.30				-£2,081.30	£3,632.95	-£110.60	£441.06
	H1108	Year Two	£10,898.86										
		Cumulative Total	£4,654.97	£1,551.66	2017-18		£1,551.66		per applicatio	£3.28			
	H1108	Year Three	-£331.79										
		Cumulative Total	£4,323.18	£1,441.06	2018-19			£1,441.06					
		Year End Balance	Yearly										
	Total Year One	£21,125.28	£7,041.76	2016-17									
	Total Year Two	£62,232.31	£20,744.10	2017-18									
	Total Year Three	£89,931.09	£29,977.03	2018-19									

Agenda Item number: 5(1)  
Appendix 6

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Licence Type	2019/20	Total Processes	Applications Total	Cost Centre & GL Code	Proposed Fee 2020/21	Proposed Income 2020/21
	<b>Taxis/Private Hire Vehicles</b>					
HC Vehicle Appl new and renew Fees	£249.74	147	£36,711.78	H1108 K4991	£196.04	£28,817.62
HC Licence Vehicle Change	£24.05	10	£240.50	H1108 K5229	£32.04	£320.42
Replacement Licence Plates	£14.79	8	£118.32	H1108 K5219	£22.32	£178.58
PH Vehicle Appl new and renew Fees	£173.69	292	£50,717.48	H1108 K4993	£172.62	£50,405.81
Private Hire Vehicle Change	£24.05	23	£553.15	H1108 K5229	£32.04	£736.97
Private Hire Signage	£20.80	82	£1,705.60	H1108 K5211	£21.93	£1,798.56
Hackney Carriage - Temporary 3 month vehicle	£89.25	0	£0.00	H1108 K4991	£80.08	£0.00
Private Hire - Temporary 3 month vehicle	£70.19	3	£210.57	H1108 K4993	£74.22	£222.67
<b>Total</b>		<b>565</b>	<b>£90,257</b>			<b>£82,480.64</b>

439 total applications and renewals  
33 total vehicle changes

total support costs	Private hire support costs	hackney support costs	taxi rank maintenance
Employee related expenditure			
Transport Related Expenditure			0
Supplies & Services (minus the cost of private hire door signs)			147
Support Services			
Total Support costs			
support cost per process	£ 78.88	£ 78.88	

(customer services time removed)

total hackney vehicles  
cost per hackney vehicle

Officer costs	Total Hours	Time per process (h:mm)	Hourly rate	cost per process
Customer Services - application/renewal	44:16	0:06	£18.76	£1.89
Business Support Officer - application/renewal	885:12	2:00	£16.10	£32.46
Business Support Officer - amend/general/transfer	25:35	0:03	£16.10	£0.94
Business Support Officer - Vehicle HC	69:02	0:28	£16.10	£7.56
Business Support Officer - Vehicle PH	101:08	0:20	£16.10	£5.58
Licensing Officer - application/renewal	6:35	0:00	£25.78	£0.39
Licensing Officer - amend/general	0:00	0:00	£25.78	£0.00
Licensing Officer - Vehicle HC	207:40	1:24	£25.78	£36.42
Licensing Officer - Vehicle PH	251:35	0:51	£25.78	£22.21
Licensing TL - application/renewal	16:50	0:02	£38.24	£1.47
Licensing TL - amend/general	0:00	0:00	£38.24	£0.00
Licensing TL - Vehicle HC	55:50	0:22	£38.24	£14.52
Licensing TL - Vehicle PH	55:45	0:11	£38.24	£7.30
Management	0:15	0:00	£50.05	£0.03
<b>Total</b>	1675:27			

Officer Costs - Hackney carriage 1 year licence	Cost per process
Customer Services	£1.89
Business Support Officer	£40.96
Licensing Officer	£36.81
Licensing TL	£15.99
Management	£0.03
<b>TOTAL</b>	<b>£95.68</b>

Officer Costs - Private Hire 1 year licence	Cost per process
Customer Services	£1.89
Business Support Officer	£38.98
Licensing Officer	£22.60
Licensing TL	£8.77
Management	£0.03
<b>TOTAL</b>	<b>£72.26</b>

Vehicle Change applications	Total Hours	Time per process (h:mm)	Hourly rate	cost per process
Customer Services	2:08	0:03	£18.76	£1.21
Business Support Officer	52:30	1:35	£16.10	£25.61
Licensing Officer	0:00	0:00	£25.78	£0.00
Licensing TL	0:00	0:00	£38.24	£0.00
Management	0	0:00	£50.05	£0.00
<b>Total</b>	52:30	1:35		£26.83

Hackney vehicle Temporary vehicle change (3 months)	Cost per process
Customer Service	£1.89
Business Support Officer cost to process application	£32.46
licensing cost to process application	£1.85
admin officer amend	£2.12
licensing officer amend	£12.74
mgt amend	£0.01
<b>Total</b>	<b>£51.08</b>

Private hire Temporary vehicle change (3 months)	Cost per process
Customer Services	£1.89
admin cost to process application	£32.46
licensing cost to process application	£1.85
admin officer amend	£1.63
licensing officer amend	£7.38
mgt	£0.01
<b>Total</b>	<b>£45.22</b>

Replacement plate	Total number	8		
	Total Hours	Time per process (h:mm)	Hourly rate	cost per process
Business Support Officer	8:30	1:03	£16.10	£17.11
Licensing Officer	0:00	0:00		£0.00
Licensing TL	0:00	0:00		£0.00
Management	0	0:00		£0.00
<b>Total</b>	8:30	1:03		£17.11

Replacement PHV Doorsignage	Total number	82		
	Total Hours	Time per process (h:mm)	Hourly rate	cost per process
Business Support Officer	54:30	0:39	£16.10	£10.70
<b>Total</b>		0:39		£10.70

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Appendix 3 – Fees and Charges 2020/21 for Approval

	<b>Proposed Fee for 2020/21</b>	<b>Current Fee</b>	<b>Variance</b>
<b>HC/PH Vehicles</b>			
Hackney Carriage Vehicle (new/renew)	<b>£196.04</b>	<b>£249.74</b>	-£53.70
Private Hire Vehicle (new/renew)	<b>£172.62</b>	<b>£173.69</b>	-£1.07
Hackney Licence Vehicle Change	<b>£32.04</b>	<b>£24.05</b>	£7.99
Private Hire Vehicle Change	<b>£32.04</b>	<b>£24.05</b>	£7.99
Hackney carriage temporary vehicle (3 months)	<b>£80.08</b>	<b>£89.25</b>	-£9.17
Private Hire temporary vehicle (3 months)	<b>£74.22</b>	<b>£70.19</b>	£4.03
Vehicle Licence Plates	<b>£22.32</b>	<b>£14.79</b>	£7.53
Private Hire Vehicle signs (pair)	<b>£21.93</b>	<b>£20.80</b>	£1.13
Vehicle Test	<b>£58.00</b>	<b>£57.00</b>	£1.00
<b>HC/PH Drivers</b>			
HC/PH Drivers Licence (new/renew)	<b>£454.69</b>	<b>£383.55</b>	£71.14
Hackney Carriage Driver Knowledge test	<b>£44.60</b>	<b>£100.50</b>	-£55.90
Private Hire Driver Knowledge test	<b>£24.82</b>	<b>£25.47</b>	-£0.65
Convert from Private Hire Driver to Hackney Carriage Driver	<b>£18.60</b>	<b>£18.60</b>	£0
Private Hire Replacement Badge	<b>£13.66</b>	<b>£13.66</b>	£0
<b>Private Hire Operators</b>			
PH Operators Licence (new/renew)	<b>£970.97</b>	<b>£970.97</b>	£0

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Licensing Committee Report  
Report of Director of Finance  
Author: Sophie Butcher  
Tel: 01483 444056  
Email: sophie.butcher@guildford.gov.uk  
Date: Monday 6 January 2020

## Licensing Committee work programme: 2019-20

### Recommendation to Licensing Committee

The Committee is invited to review and approve its current work programme for the remainder of the 2019-20 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: 2019-20

**Licensing Committee**  
**Draft Work Programme 2019-20**

<b>23 March 2020</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Taxi and Private Hire fees and charges 2020-21 – objections	To consider any objections received in relation to the Taxi and Private Hire fees and charges.	Mike Smith, Licensing Team Leader 01483 444387
Licensing Act Policy – Consultation	To seek approval to consult on the Licensing Act Policy.	Mike Smith, Licensing Team Leader 01483 444387

<b>May 2020</b>		
<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Taxi Policy Consultation	To seek approval to consult on the Taxi Policy Consultation.	Mike Smith, Licensing Team Leader 01483 444387

**July 2020**

<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>

**September 2020**

<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Purple Flag Update	The Committee to receive a verbal update on Purple Flag.	Mike Smith, Licensing Team Leader 01483 444387
Best Bar None Update	The Committee to receive a verbal update on Best Bar None.	Mike Smith, Licensing Team Leader 01483 444387

**November 2020**

<b>Item</b>	<b>Details of decision to be taken</b>	<b>Officer</b>
Licensing Act Policy Approval	The Committee to consider the consultation responses and consider approval of the Licensing Act Policy.	Mike Smith, Licensing Team Leader 01483 444387
Taxi Policy Approval	The Committee to consider the consultation responses and consider approval of the Taxi Policy.	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>