

# AGENDA

## Regulatory Panel

Wednesday, 14 October 2020 AT 16:00

**This meeting will be a virtual meeting and therefore will not take place in a physical location.**

### **Register of Attendance and Declarations of Interest**

A roll call of persons in attendance will be taken and Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any item on the agenda at this stage.

### **Apologies for Absence**

To receive apologies for absence and notification of substitutions

### **Public and Press**

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

### **Minutes of Previous Meeting**

**3 - 4**

The Chair will move the minutes of the meeting held on 9 September 2020 as a correct record. The only part of the minutes that may be discussed is their accuracy.

(Copy minutes herewith).

## **PART A**

**To be considered when the Public and Press are present**

**A.1 REVIEW OF CHARGES 2021.22 - LICENSING**

**5 - 22**

The Licensing Manager to submit a report setting out the proposed fees and charges for areas falling within the responsibility of the Licensing Section of the Governance and Regulatory Services Directorate.(Copy Report GD.50/20 herewith)

**A.2 HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS - MEDICALS**

**23 -  
28**

The Licensing Manager to submit a report setting out proposals for new and existing drivers to have a medical with an alternative provider for a period of 12 months.  
(Copy Report GD.49/20 herewith)

**PART B**

**To be considered when the Public and Press are excluded from the meeting**

- NIL -

**Members of the Regulatory Panel:**

**Conservative** – Bainbridge, Collier, Meller, Morton (Vice Chair), Nedved, Shepherd, Ellis (sub), Mrs Mallinson (sub), J Mallinson (sub)

**Labour** – Ms Ellis-Williams (Chair), Miss Sherriff, Dr Tickner, Patrick, Miss Whalen, Birks (sub), McNulty (sub), Rodgerson (sub)

**Independent** - Tinnion, Paton (sub)

Enquiries, requests for reports, background papers etc to:

Rachel Plant, Democratic Services Officer - [rachel.plant@carlisle.gov.uk](mailto:rachel.plant@carlisle.gov.uk)

**REGULATORY PANEL**

**WEDNESDAY 9 SEPTEMBER 2020 AT 4.00pm**

**PRESENT:** Councillor Ellis- Williams (Chair), Mrs Mallinson (as substitute for Councillor Bainbridge), Mallinson J (as substitute for Councillor Collier), Meller, Morton, Nedved, Patrick, Miss Sherriff, Dr Tickner, Tinnion and Miss Whalen.

**OFFICERS:** Assistant Solicitor  
Regulatory Services Manager  
Licensing Manager

**RP.13/20 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf on Councillor Bainbridge and Councillor Collier.

**RP.14/20 DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

**RP.15/20 PUBLIC AND PRESS**

It was agreed that the items of business in Part A be dealt with in public and the items of business in Part B be dealt with when the public and press were excluded.

**RP.16/20 COVID 19 – ISSUES RELATING TO HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING**

The Licensing Manager submitted report GD.46/20 which gave the Panel a second update on how the service had adapted and how issues were being addressed in order to continue to provide a service to existing hackney carriage and private hire licence holders.

The Licensing Manager reported that applications for new vehicle licences were not being accepted and the necessary checks tests to fulfil the criteria for licencing could be carried out. However, it was not yet possible to accept new applications for Hackney Carriage and Private Hire drivers.

The Licensing Manager set out the changes to the administration of licences and GP medicals along with an update on the suspensions of MOT/COC tests. She reminded the Panel of the guidance for protective screens and informed them that 16 applications for screens had been made to the authority.

Although Hackney Carriage and Private Hire vehicles were not included in the mandatory requirement to wear a face covering whilst using public transport. The Government did recommend that one should be worn in an enclosed environment. A taxi driver or private hire operator may be entitled to refuse to accept a passenger is they were not wearing a face covering. In conjunction with the Public Health Team at Cumbria County Council the Licensing Team had continually reinforced the recommendation for drivers and passengers to wear a face covering in a licensed vehicle.

In response to Members' questions the Licensing Manager confirmed / clarified the following:

- There was no requirement for Hackney Carriage drivers to keep records of their fares if passengers did not want to submit information for Test and Trace. The Council encouraged driver to keep records but, as it was not part of the conditions, it could not be enforced;
- City Council supported the installation of protective screens in licensed vehicles provided they were fit for purpose and were of a safe standard. A guidance note had been produced which encouraged the installation, but it was not mandatory;
- The disability awareness training was delivered in house by the Licensing team; however the training was not Carlisle specific so there could be an opportunity to work with other authorities to deliver the virtual training;
- It was acceptable to ask a driver to remove their face covering and show their badge so passengers could be assured they were licensed drivers before getting into the vehicle;
- Guidance was circulated to drivers via email where possible or through the post.
- National standards had been released for taxi drivers and private hire drivers, a workshop information session would be arranged to discuss the guidance and how it would be incorporated into Council processes.

RESOLVED – That Covid -19 issues relating to Hackney Carriage and private Hire Licensing (GD.46/20) be noted.

[The meeting ended at 4.22pm]

# Report to Regulatory Panel

Agenda Item:  
**A.1**

Meeting Date: 14<sup>th</sup> October 2020  
 Portfolio: Finance, Governance and Resources  
 Key Decision: Not Applicable:  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: Review of Charges 2021/22 – Licensing  
 Report of: Director of Governance & Regulatory Services  
 Report Number: GD 50/20

## Purpose / Summary:

This report sets out the proposed fees and charges for licences falling within the responsibility of the Licensing Section and the Food and Public Protection Section of the Governance and Regulatory Services Directorate. The Regulatory Panel has responsibility for determining the licence fees, with the exception of those under the Scrap Metal Dealers Act 2013 which falls to the Executive

## Recommendations:

The Regulatory Panel is asked to agree the charges as set out in Appendices ‘A’, ‘B’ and ‘C’ with effect from 1<sup>st</sup> April 2021 and to recommend to the Executive to agree the charges for the Scrap Metal Act Fees for 2021/22.

## Tracking

Executive:	<b>9<sup>th</sup> November &amp; 14<sup>th</sup> December 2020</b>
Scrutiny:	<b>Health &amp; Wellbeing O&amp;S Panel – 19<sup>th</sup> November 2020</b> <b>Economic Growth O&amp;S Panel - 26<sup>th</sup> November 2020</b> <b>Business &amp; Transformation O&amp;S Panel - 1<sup>st</sup> December 2020</b>
Council:	<b>N/A</b>

## **1. BACKGROUND**

- 1.1 Each Directorate is required to carry out an annual review of fees and charges.
- 1.2 This report proposes a review of charges within the Governance and Regulatory Services Directorate in respect of licence charges delegated to the Regulatory Panel. The report has been prepared in accordance with the principles approved under the Council's Corporate Charging Policy.
- 1.3 The charges, which have been reviewed, are addressed separately below.
- 1.4 Attached at **Appendix A, B & C** is an extract from the summary of charges book, which shows the current and proposed level of charge for each of these services.

## **2. CORPORATE CHARGING POLICY 2021**

- 2.1 The Corporate Charging Policy, which is part of the Strategic Financial Framework, was approved by the Executive and Full Council and sets out the City Council's policy for reviewing charges.
- 2.2 It is recognised that licence fees (that can be determined by local authorities) can only be set at a level which recovers the cost of administration, inspection and in some cases compliance of existing licences, which arise out of carrying out their licensing functions under the various legislation. Under European Directive 2006/123 art 13(2), any charges which an applicant for a licence may incur shall be reasonable and proportionate to the cost of the authorisation procedures in question and shall not exceed the cost of the procedures.
- 2.3 It is Council policy to maximise charges to maintain full cost recovery wherever possible, and this should be the case when setting charges. In the case of licensing Section, we are currently operating at an income level that is achieving full cost recovery.
- 2.4 Recognition should be made of the risk that licensing income levels can be subject to market forces out with the Council's overall control, including new responsibilities and the repeal of other legislation. In previous years, shortfalls in income projections for certain services were encountered. This reinforces the message that any practice of simple annual increments in charges in line with the rate of inflation is inappropriate, as is a copycat approach that simply compares prices with other authorities, without taking into account other local factors, demand, and the achievement of Council priorities. The full range of factors identified in the guidance must be taken into account when setting charges, with the overall aim of achieving target income levels to achieve the full cost recovery of the administration, inspection and compliance with the licensing function.
- 2.5 In addition, the policy recognises that each Directorate is different, and requires Directors to develop specific principles for their particular service or client groups.

### 3 LICENCES

3.1 Licensing income covers an extremely wide range of functions for which the Council is the licensing authority and the number of applications for various licences fluctuates each year. The current principal functions relate to the issue of licences for Premises and Personal (Licensing Act 2003), Hackney Carriages/Private Hire (Vehicles, Drivers and Operators), Gambling Premises and Machine Permits (Gambling Act 2005), Street Trading, Auctioneers and Sex Establishments.

3.2 The licensing of activities involving animals is administered and enforced by Food and Public Protection Section of Environmental Health. The fees and charges associated with these licences are brought to Regulatory Panel for determination and approval. The licences issued under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, include:

- Selling animals as pets
- Animal boarding (including Kennels/Catteries/Dog Day Care/Home Boarding for dogs)
- Breeding of dogs
- Hiring Out Horses (including Riding Establishments)
- Keeping or training animals for exhibition

The Food and Public Protection Team are also responsible for the licensing Dangerous Wild Animals (Dangerous Wild Animals Act 1976) and Zoos (Zoo Licensing Act 1981).

3.3 The registration of persons or businesses engaged in the business or practice of Cosmetic Piercing, Tattooing, Electrolysis, Semi-Permanent Skin Colouring and Acupuncture, are administered and enforced by the Food and Public Protection Section of Environmental Health.

3.4 With regard to the Gambling Act 2005 local authorities assumed responsibility for licensing gambling premises and gaming machines during 2007, whilst the Gambling Commission licensed operators and personal licence holders. The fee banding was set nationally, and licensing authorities were given the flexibility to set their fees within these bands, dependent upon local circumstances. On 4<sup>th</sup> April 2007 the Licensing Committee (through delegated authority) determined the fees in accordance with the regulations which are included in Appendix B. Fees under the Act for Lottery registration are fixed by Central Government.

3.5 The remaining licences administered by the Authority have locally set charges. A full review of the charging was undertaken for the charges for 2018/19 using a new formula on a cost per hour charge and a fee structure was agreed. This has formed a fair charging structure and it is proposed that the charges which are set by the Council are increased for 2021/22 by 3% in line with the MTFP. This will not

compromise the Council's position as a fair charging authority and should achieve full cost recovery for the administration process.

#### **4 LICENCING ACT 2003**

##### **PREMISES LICENCES AND CLUB CERTIFICATES**

- 4.1 The total number of premises and club certificates currently licensed is 512. This will always fluctuate each year and applications for variations will continue. There has been an impact in the current year budget due to a reduction in applications and events due to Covid-19 and it is prudent to project that this reduction will continue in 2021/22.
- 4.2 The fee structure is fixed by central government and is based upon five non-domestic rateable value bands. There is no change in the fee structure and based upon the current number of licences issued, it is estimated that there will be an income of £90,000 in 2021/22 as set out in the fee bands at Appendix A.

##### **PERSONAL LICENCES**

- 4.3 Any person who authorises the sale of alcohol requires a personal licence. All premises that are licensed for the sale of alcohol must therefore have a personal licence holder to authorise that sale.
- 4.4 We currently have a total of 1960 Personal Licences issued to date and a licence is issued for an indefinite period.
- 4.5 The Authority receives requests for amendments to licences and these are charged at £10.50.
- 4.6 There has been a significant decrease in personal licence applications during the period 1<sup>st</sup> April – 1<sup>st</sup> September 2020 (10) compared to the same period in 2019 (42) which will affect the income for the current year. It is expected that this reduction may continue in 2021/22 and an income of £3,000 is projected.

#### **5 VEHICLE & DRIVERS LICENCES**

##### **HACKNEY CARRIAGE VEHICLES**

- 5.1 Under the provision of the Local Government (Miscellaneous Provisions) Act 1976, the City Council may fix a reasonable fee to cover the cost of administration of Hackney Carriage Licences and vehicle inspections.

##### **HACKNEY CARRIAGE DRIVER LICENCES**

- 5.2 The cost of a new driver licences reflect work that is currently undertaken with prospective new drivers. This includes advice, training, knowledge and communication tests, verification of Disclosure and Barring Service applications and an assessment on the initial application to determine the fitness and propriety of an applicant.



- 5.3 Licences are issued for a 3 year period unless a request has been made for a 1 year licence and licenced Private Hire drivers who apply for a Hackney Carriage Drivers Licence are charged at a renewal rate.

### **PRIVATE HIRE**

- 5.4 The Local Government (Miscellaneous Provisions) Act 1976 provides for the regulation of the private hire trade by means of the issue of licences for operators, vehicles and drivers.

### **PRIVATE HIRE DRIVER LICENCES**

- 5.5 The cost of a new driver licence reflects work that is currently undertaken with prospective new drivers. This includes advice, training, knowledge and communication tests, verification of Disclosure and Barring Service applications and an assessment on the initial application to determine the fitness and propriety of an applicant.
- 5.6 Licences are issued for a 3 year period unless a request has been made for a 1 year licence and licenced Hackney Carriage Drivers who apply for a Private Hire Drivers Licence are charged at a renewal rate.
- 5.7 The number of hackney carriage drivers and vehicles has risen steadily over the last three years and therefore the projected income has been increased.
- 5.8 The fees for drivers, vehicles and operators, which aim to generate income of £80,000 for Hackney Carriage and £30,400 for Private Hire in 2021/22, are set out in Appendix A.

## **6 SEX ESTABLISHMENTS**

- 6.1 The City Council has issued two sex establishment licences. It is proposed that the fee is set to £2,120 for a new application and £2,000 for a renewal application. It is estimated that the income received is £4,000 in 2021/22.

## **7 AUCTIONEERS**

- 7.1 We only have one premise which requires licensed auctioneers. Currently we have 17 licensed Auctioneers. The estimated income in 2021/22 is £600.

## **8 PLEASURE BOATS & BOATMEN**

- 8.1 The number of pleasure boats and boatmen has remained static in recent years although no licences were applied for in 2020/21 due to Covid restrictions. Although it is not clear what the position will be during the Spring/Summer 2021 it is hoped that there will be an offer of hiring pleasure boats and the income target is set at £500.

## **9 SCRAP METAL DEALERS**

- 9.1 The Scrap Metal Dealers Act 2013 which commenced on 1st October 2013 brings together two earlier pieces of legislation that covered Scrap Metal and Motor

Salvage Operators. The licence covers a three-year period and the income is appropriated accordingly.

- 9.2 The current fee was agreed by the Executive on 16th September 2019 and has been reviewed every three years previously.
- 9.3 It is proposed that the fee is reviewed annually in line with other licensing fees and a recommendation is made to the Executive to agree the fees detailed at Appendix A.
- 9.4 The current renewals expect to generate income of £2,900 in 2021/22, as set out in Appendix A.

## **10 STREET TRADING**

- 10.1 The Council issues Street Trading Consents on an annual and occasional basis. The number of consents issued has decreased over the past three years and currently there are 15 holders of annual consents which is a reduction of 3 in the previous year.
- 10.2 There has only been 1 Occasional Street Trading Consent issued in the current financial year in contrast with 8 during the same period in 2019/20. The events whereby consent would be required are not currently taking place due to Covid restrictions and it is unclear what impact this will have on the Street Trading budget in 2021/22.
- 10.3 Based upon the current numbers of consents it is estimated that this will generate an estimated annual income of £4,000.

## **11 ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS)**

- 11.1 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 requires licences for the following animal activities:
- Selling animals as pets
  - Animal boarding (including Kennels/Catteries/Dog Day Care/Home Boarding for dogs)
  - Breeding of dogs
  - Hiring Out Horses (including Riding Establishments)
  - Keeping or training animals for exhibition
- 11.2 The fee structure for the new licensing regime were first approved by Regulatory Panel in October 2018.
- 11.3 Fees have been increased by 3% in line with the Corporate Charging Policy. Based on the proposed fees and charges, an estimated income of £8,000 will be generated in 2021/22 for animal activity related licences.
- 11.4 The fee for an individual to hold a Dangerous Wild Animal licence was reviewed and increased as part of the 2020/21 charging report. A 3% increase has been applied

as specified in the Corporate Charging Policy. The licence will be issued for 2 years and a compliance visit will be made in the second year. The cost of the compliance visit is incorporated into the grant of licence fee. The full fee structure is detailed in Appendix B. We currently have no licences issue under the Dangerous Wild Animals Act 1976.

- 11.5 The fee for a Zoo Licence was reviewed and increased as part of the 2020/21 charging report. A 3% increase has been applied as specified in the Corporate Charging Policy. The existing fee does not reflect the full costs associated with a business/individual applying for a licence. On application for a new zoo licence, the law indicates that a licence will be issued for a 4-year period in the first instance. The applicant is then required to apply for their licence renewal in the 4th year. If successful, a 6-year licence will then be issued and renewed thereafter every 6 years. The proposed Application Fee and Grant of Licence Fee will cover the full term of the licence. The full fee structure is detailed in Appendix B. We currently have no licences issue under the Zoo Licensing Act 1981.

## **12 COSMETIC PIERCING, TATTOOING, ELECTROLYSIS & ACUPUNCTURE**

- 12.1 Any person or businesses engaged in the business or practice of Cosmetic Piercing, Tattooing, Electrolysis, Semi-Permanent Skin Colouring and Acupuncture, must be registered with their Local Authority. This is a one-off registration and is not subject to renewal requirement. The administration and enforcement of the registration provisions is undertaken by officers of the Food and Public Protection Team. The current fee should generate an income of approximately £1,000 in 2021/22. The effects of the COVID restrictions may have had an impact on the 2020/21 income generation due to less individuals entering the sector.

## **13 GAMBLING ACT 2005**

### **LOTTERY LICENCES**

- 13.1 The fee for lottery registrations is determined by central government and is at present £40 and the renewal fee is £20; these charges were last increased in September 2007. There has been a decrease in the number of applications received over recent years and the income target has been reduced to reflect this. The current fee should generate approximately £3,800 in 2021/22.

### **GAMBLING PREMISES AND MACHINE PERMITS**

- 13.2 The fee bands are set by central government and the Licensing Committee sets its own fees within these limits, based upon full cost recovery of providing the licensing service. These fees were determined on 4<sup>th</sup> April 2007 by this committee and we continue to recover the full cost of providing the service and no change is recommended.
- 13.3 At the current level of fees, an estimated income of £14,000 for Gambling Premises and Machine Permits will be received during 2021/22 which is set out in Appendix C.

## 14 SUMMARY OF INCOME GENERATED

14.1 The introduction of the charges proposed is an estimate (based upon the current and estimated number of licences) to generate income of £233,200 for the Licensing Section, and £9,000 for Environmental Health in 2021/22 which is summarised in the table below:

Service Area	Updated Budget 2020/21	MTFP Target 2021/22	Original Estimate 2021/22	Shortfall or (Excess) over MTFP	
Licensing Act 2003 – Premises	100,000	100,000	90,000	10,000	*
Licensing Act 2003 - Personal Licences	3,500	3,500	3,000	500	*
Gambling Act 2005 - Lotteries	4,000	4,000	3,800	200	*
Gambling Act 2005 - Premises and Gaming Machines	14,000	14,000	14,000	0	*
Hackney Carriage	75,200	75,200	80,000	(4,800)	
Private Hire	30,400	30,400	30,400	0	
Sex Establishment	3,900	3,900	4,000	(100)	
Auctioneers	600	600	600	0	
Pleasure Boats	500	500	500	0	
Scrap Metal	2,900	2,900	2,900	0	
Street Trading	5,000	5,000	4,000	1,000	
<b>Total (Licensing)</b>	<b>240,000</b>	<b>240,000</b>	<b>233,200</b>	<b>6,800</b>	
Animal Welfare Licensing	8,500	8,500	8,000	500	
Cosmetic Piercing, Tattooing, Electrolysis & Acupuncture	1,000	1,000	1,000	0	
<b>Total (Environmental Health)</b>	<b>9,500</b>	<b>9,500</b>	<b>9,000</b>	<b>500</b>	

\*Fixed fee

## 15 CONSULTATION

Consultation to Date – None

Consultation Proposed - Hackney fees must be advertised in the local press after determination.

## 16 RECOMMENDATIONS

The Regulatory Panel are recommended to:

- 16.1 Agree the charges as set out in Appendices 'A', 'B' and 'C' with effect from 1<sup>st</sup> April 2021.
- 16.2 Make a recommendation to the Executive to agree the charges for the Scrap Metal Act Fees for 2021/22.

## 17 REASONS FOR RECOMMENDATIONS

To ensure that the City Council's Corporate Charging Policy is complied with and sufficient income is generated to cover the costs associated with administering and enforcing the Council's statutory licensing function

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   **Andrew.Smith@carlisle.gov.uk**                                **7098**

**Appendices attached to report:**        **A – Charging Structure 2021/22 – Licensing Act & Misc**  
   **B – Proposed Charging 2021/22 – Animal Welfare**  
   **C – Proposed Charges 2021/22 – Gambling**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- None

## **CORPORATE IMPLICATIONS/RISKS:**

1. **LEGAL** – In accordance with Article 13(2) of the EU Services Directive and Regulation 18(4) of the Provision of Services Regulations 2009, any fees charged in relation to licences and authorisations must seek to recover the actual cost of the application process and must not be used to raise funds. The licensing authority cannot make a profit from licence fees and must carry forward any surplus. However, the authority can recoup deficits.
2. Under the Local Government (Miscellaneous Provisions) Act 1976, the City Council can only charge a level of fees which is sufficient to cover the reasonable costs of

administering and enforcing the Hackney Carriage and Private Hire licensing function. The 1976 Act lays down as statutory process for varying fees for Hackney Carriage Proprietors, Private Hire Vehicle licences and Private Hire Operators' licences.

3. This issue of Hackney Carriage and Private Hire licences and the amount of any charge for their issue is excluded from being an executive function by regulation 2(6) and Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
4. Failure to consult and advertise in accordance with statute may lead to a legal challenge by judicial review.

**FINANCE** – The acceptance of the charges highlighted in this report will result in an anticipated level of income of £242,200 (£233,200 Licensing and £9,000 Environmental Health) against the MTFP target of £249,500. This represents a shortfall of £7,300 which will need to be accommodated within existing base budgets.

**EQUALITY** – None

**INFORMATION GOVERNANCE** – None

## Charging structure – Licensing 2021/22

Licensing Act 2003 (charges are currently set by the Home Office)

	New	Charge from 01/04/20 Annual Fee	Charge from 01/04/21 Annual Fee	Implementation Date
<b>Premises</b>	<b>Band A</b>	100.00	70.00	24/11/05
	<b>Band B</b>	190.00	180.00	24/11/05
	<b>Band C</b>	315.00	295.00	24/11/05
	<b>Band D</b>	450.00	320.00	24/11/05
	<b>Band E</b>	635.00	350.00	24/11/05
<b>Personal Licence</b>	37.00	Amendment – 10.50	Amendment 10.50	24/11/05

## Vehicles - Hackney Carriages

		Charge from 01/04/20	Proposed Charge from 01/04/21
<b>Hackney Carriage Vehicle</b>	New	240.00	247.00
	Renewal	200.00	206.00
<b>Hackney Carriage Driver – 1 year</b>	New	175.00	180.00
	Renewal	116.00	119.00
<b>Hackney Carriage Driver – 3 year</b>	New	300.00	309.00
	Renewal	206.00	212.00
<b>Certificate of Compliance (COC)</b>		11.00	11.00
<b>Transfer of Licence</b>		33.00	34.00
<b>Change of Vehicle</b>		53.00 (inc Plate)	54.00
<b>Duplicate Licence</b>		13.50	14.00
<b>Test Fee</b>		55.00	56.00
<b>Test Fee DNTU</b>		27.00	28.00
<b>Retest Fee</b>		38.00	40.00
<b>New Licence Plate</b>		14.50	15.00

**Vehicles – Private Hire**

		<b>Charge from 01/04/20</b>	<b>Proposed Charge from 01/04/21</b>	
<b>Private Hire Vehicle</b>	New	230.00	237.00	
	Renewal	175.00	180.00	
<b>Private Hire Driver – 1 year</b>	New	175.00	180.00	
	Renewal	116.00	119.00	
<b>Private Hire Driver – 3 year</b>	New	300.00	309.00	
	Renewal	206.00	212.00	
<b>Certificate of Compliance (COC)</b>		11.00	11.00	
<b>Transfer of Licence</b>		33.00	34.00	
<b>Change of Vehicle</b>		53.00 (inc. Plate)	54.00	
<b>Duplicate Licence</b>		13.50	14.00	
<b>Test Fee</b>		55.00	56.00	
<b>Test Fee DNTU</b>		27.00	28.00	
<b>Retest Fee</b>		38.00	40.00	
<b>Private Hire Operator</b>	<b>1-5 Vehicles</b>	1 Year	220.00	226.00
		5 Year	520.00	535.00
	<b>6-10 Vehicles</b>	1 Year	292.00	300.00
		5 Year	660.00	680.00
	<b>11-20 Vehicles</b>	1Year	340.00	350.00
		5 Year	765.00	788.00
	<b>21-30 Vehicles</b>	1 Year	385.00	397.00
		5 Year	920.00	948.00
<b>New Licence Plate</b>		14.50	15.00	



## Miscellaneous Licences

		Charge from 01/04/20	Proposed Charge from 01/04/21
<b>Auctioneers</b>		47.50	48.00
<b>Sex Establishments</b>	New	2120.00	2120.00
	Renewal	2000.00	2000.00
	Variation	265.00	265.00
	Transfer	130.00	130.00
<b>Street Trader</b>	New	244.00	250.00
	Renewal	220.00	227.00
	Occasional	53.00	54.00
		32.00 (annual consent holders)	33.00
<b>Scrap Metal Collector</b>	New	270.00	278.00
	Renewal	270.00	278.00
	Vary Name/Address	30.00	30.00
<b>Scrap Metal Site</b>	New	480.00	494.00
	Renewal	440.00	453.00
	Vary Name	30.00	30.00
	Vary Site Manager	75.00	75.00
	Vary Collector to Site	210.00	210.00
	Add Site	150.00	150.00
<b>Boats</b>	1-20 vessels	400.00	410.00
	21-30 vessels	450.00	460.00
<b>Boatman</b>	New	38.00	38.00
	Renewal	30.00	30.00
<b>Miscellaneous Duplicate Items</b>		13.50	13.50
<b>Cosmetic Skin Piercing / Tattooing</b>	Premises Registration	117.14	121.00
	Personal Registration	117.14	121.00
<b>Acupuncture</b>	Premises Registration	117.14	121.00
	Personal Registration	117.14	121.00

## Licensing of Activities Involving Animals 2021/22

		PART A Application Fee	PART B Grant of Licence Fee	Total	Additional Cost to Applicant
Riding Establishments / Hiring Out Horses	New	£ 206.00	£ 52.00	£ 258.00	+ Vets Fee
	Renewal	£ 178.00	£ 52.00	£ 230.00	+ Vets Fee
	2/3 Year Licences - Inspection Fee	£ 137.00	£ 0.00	£ 137.00	Nil
Animal Boarding (inc Kennels, Catteries & Dog Day Care)	New	£ 178.00	£ 52.00	£ 230.00	Nil
	Renewal	£ 158.00	£ 52.00	£ 210.00	Nil
	2/3 Year Licences - Inspection Fee	£ 129.00	£ 0.00	£ 129.00	Nil
Home Boarding	New	£ 137.00	£ 34.00	£ 171.00	Nil
	Renewal	£ 124.00	£ 34.00	£ 156.00	Nil
	2/3 Year Licences - Inspection Fee	£ 82.00	£ 0.00	£ 82.00	Nil
Breeding Dogs	New	£ 178.00	£ 52.00	£ 230.00	+ Vets Fee
	Renewal	£ 158.00	£ 52.00	£ 260.00	+ Vets Fee where business identified as High Risk following risk assessment
	2/3 Year Licences - Inspection Fee	£ 129.00	£ 0.00	£ 129.00	Nil
Selling Animals as Pets	New	£ 172.00	£ 52.00	£ 224.00	Nil
	Renewal	£ 151.00	£ 52.00	£ 203.00	Nil
	2/3 Year Licences - Inspection Fee	£ 129.00	£ 0.00	£ 129.00	Nil
Keeping / Training Animals for Exhibition	3 Year Licence (New / Renewal)	£ 178.00	£ 52.00	£ 230.00	Nil
Additional Licensable Activities*	New / Renewal*	£ 82.00	£ 52.00	£ 134.00	+ Vets Fee if required
	2/3 Year Licence – Inspection Fee*	£ 41.00	£ 0.00	£ 41.00	Nil
Variation to licence/re-evaluation of star rating - Animal Boarding / Pet Shops / Keeping animals for exhibition	Variation	£ 129.00	N/A	£ 129.00	Nil
Variation to licence/re-evaluation of star rating - Dog Breeding / Hiring out horses	Variation	£ 129.00	N/A	£ 129.00	+ Vets Fee if required
Minor Variation of Licence (Administrative change)	Variation	£ 27.00	N/A	£ 27.00	Nil
Transfer of Licence due to death of licensee	Transfer	£ 27.00	N/A	£ 27.00	Nil

\* Where an application relates to more than one activity, the higher licence application/issue fee will apply and the additional activity fee will also be payable for each additional licensable activity applied for. The inspection fee for 2/3-year licences will be applied for those where an additional licensable activity has been applied to the licence.

		PART A Application (New/Renewal) Fee	PART B Grant of Licence Fee	Total	Additional Cost to Applicant
Dangerous Wild Animals (2 Year Licence)	New/Renewal (includes inspection in year 2)	£ 299.00	£ 129.00	£ 428.00	+ Specialist Vets Fee
	Variation	£ 129.00	£ 0.00	£ 129.00	+ Specialist Vets Fee (if required)
Zoo Licence Fee calculated based on officer time spent considering the application, conducting the inspections and the expenses of the personnel involved (including visit by DEFRA appointed Vet)	New – 4-Year Licence	£ 335.00 (Officer hourly rate of £67.40 will be applied for applications exceeding 5 hours of officer time)	£ 824.00	£ 1,159.00	+ DEFRA Vets Fee (Application / Year 1 and Year 4)
	Renewal – 6-year Licence	£ 335.00	£ 1,236.00	£ 1,571.00	+ DEFRA Vets Fee (Year 3 and Year 6)
	Variation	£ 129.00	£ 0.00	£ 129.00	+ DEFRA Vets Fee if required

**Gambling Act 2005 Premises Licence Fee Structure**

**APPENDIX C**

Type of Premises	Provisional Statement Premises	New Application Premises	Annual Fee	Seasonal Annual Fee	Variation Application	Provisional Statement Application	Transfer	Re-instatement
<b>Regional Casino</b>	£8,000	£15,000	£15,000	£15,000	£7,500	£15,000	£6,500	£6,500
<b>Large Casino</b>	£5,000	£10,000	£10,000	£10,000	£5,000	£10,000	£2,150	£2,150
<b>Small Casino</b>	£3,000	£8,000	£5,000	£5,000	£4,000	£8,000	£1,800	£1,800
<b>Converted Casino</b>			£3,000	£3,000	£2,000		£1,350	£1,350
<b>Bingo</b>	£1,000	£2,500	£700	£700 pro rata* min £300	£1,250	£2,500	£500	£500
<b>Adult Gaming Centre</b>	£600	£1,600	£700	£700 pro-rata* min £300	£800	£1,600	£400	£400
<b>Betting (Track)</b>	£950	£2,500	£1,000	£1,000 pro-rata* min £300	£1,250	£2,500	£950	£950
<b>Family Entertainment Centre</b>	£600	£1,600	£400	£400 pro-rata min £200	£800	£1,600	£300	£300
<b>Betting (Other)</b>	£600	£1,800	£500	£500 pro-rata* min £200	£900	£1,800	£300	£300

**All Premises Fee for copy of Licence £15 Fee to accompany notification change of circumstances £30**

**Gambling Act 2005 Fees (excluding Premises Licences)**

<b>Type of Application</b>	<b>Conversion</b>	<b>New</b>	<b>Renewal</b>	<b>Transfer</b>	<b>Variation Fee</b>	<b>Annual Fee</b>
<b>Unlicensed FEC Permit</b>	£100	£300	£300	N/A	N/A	N/A
<b>Prize Gaming Permit</b>	£100	£300	£300	N/A	N/A	N/A
<b>Licensed Premises Permit (more than 2 machines)</b>	N/A	£100	N/A	N/A	£100	£50
<b>Licensed Premises Notification of Intention</b>	N/A	£50	N/A	N/A	N/A	N/A
<b>Club Gaming/Club Machine Permit</b>	£100	£200	£200	N/A	£100	£50
<b>Society Lotteries Registration</b>		£40				£20

**Change of Name/Address or Change of Premises Name £25 Duplicate Permit Fee £15\*£100 where applicant is holder of Club Premises Certificate under Licensing Act 2003**



## Report to Regulatory Panel

Agenda  
Item:

**A.2**

Meeting Date: 14<sup>th</sup> October 2020  
 Portfolio: Finance, Governance and Resources  
 Key Decision: No  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: Hackney Carriage and Private Hire Drivers – Medicals

Report of: Corporate Director of Governance and Regulatory Services  
 Report Number: GD 49/20

### **Purpose / Summary:**

A mandatory medical examination for Hackney Carriage and Private Hire Drivers was adopted by the Council in October 2000 and was to be undertaken by the drivers registered practitioner. During the current Covid pandemic, some local practices are not undertaking private medicals, and this has now become an issue as new applicants are not able to proceed with their application if their practice has not commenced this service. The report details proposals for new and existing drivers to have a medical with an alternative provider for a period of 12 months.

### **Recommendation: -**

That Members agree that for a 12-month period new applicants and existing drivers will be authorised to have their medical examination undertaken by an alternative provider, if their registered practice is not undertaking taxi and private hire medicals. A declaration will be required from the examining practitioner that they have had access to the patient's relevant medical history from their registered practice.

## **1. Background**

- 1.1. A mandatory medical examination for Hackney Carriage and Private Hire Drivers was adopted by the Council in October 2000.
- 1.2. It was resolved that the medical examination should be undertaken by the applicant's medical practitioner and be approved by the guidelines issued by the DVLA.
- 1.3. Paragraph 14 in the Hackney Carriage Drivers Code of Conduct refers:

The driver shall, every three years, produce to the Council a certificate signed by his registered medical practitioner, to the effect that he is fit to be the driver of a Hackney Carriage. He should come to this decision using Group 2 standards for vocational drivers as laid down in the current issue of "At a glance guide to the current medical standards of fitness to drive" issued by the Drivers Medical Unit, DVLAS, Swansea. In addition he shall if so required, whether or not such medical certificate has been produced, submit to an examination by a registered medical practitioner selected by the Council as to his fitness to be such a driver.
- 1.4. Paragraph 18 of the Private Hire Drivers Conditions refers:

The driver shall every three years, produce to the Council a certificate signed by his registered medical practitioner, to the effect that he is fit to be the driver of a Private Hire Vehicle. He should come to this decision using Group 2 standards for vocational drivers as laid down in the current issue of "At a glance guide to the current medical standards of fitness to drive" issued by the Drivers Medical Unit, DVLAS, Swansea. In addition he shall if so required, whether or not such medical certificate has been produced, submit to an examination by a registered medical practitioner selected by the Council as to his fitness to be such a driver.
- 1.5. Although Members were informed that some GP practices in the district are now undertaking medicals for drivers, not all are. Existing drivers have been able to submit a self-declaration, however, there becomes a delay if a new applicant's GP practice have not recommenced their occupational medical service.
- 1.6. The Department of Transport have written to all licensing authorities urging that solutions are identified to resume services to fulfil the licencing function in order for driver licences to be issued. (Appendix 1)



## **2. Proposal**

- 2.1. It has been suggested by one local practice that they will provide a relevant medical history of the driver/applicant to a practice who can undertake the private medical.
- 2.2. All practices in the area are being contacted to ascertain whether they are taking private medicals and if not, whether they would cooperate with the proposal to provide the relevant medical history to an alternative provider. Further information will be provided at the meeting of the Panel.
- 2.3. The practitioner undertaking the medical would need to declare that they have been provided with the medical history and considered this as part of the examination.
- 2.4. It is proposed that for a 12 month period new applicants and existing drivers will be authorised to have their medical examination undertaken by an alternative provider, if their registered practice is not undertaking taxi and private hire medicals, and as detailed above a declaration will be required from the examining practitioner that they have had access to the patients relevant medical history from their registered practice.

## **3. Recommendation**

- 3.1. That Members agree that for a 12-month period new applicants and existing drivers will be authorised to have their medical examination undertaken by an alternative provider if their registered practice is not undertaking taxi and private hire medicals. A declaration will be required from the examining practitioner that they have had access to the patient's relevant medical history from their registered practice.

**Contact Officer:** [Nicola.edwards@carlisle.gov.uk](mailto:Nicola.edwards@carlisle.gov.uk)

**Appendices** Department of Transport letter to all Licensing Authorities dated  
**attached to report:** 10<sup>th</sup> September 2020

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

TC. 123/00 Report to Regulatory Panel 10/10/2000

**CORPORATE IMPLICATIONS:**

**LEGAL – NONE**

**FINANCE – NONE**

**EQUALITY – NONE**

**INFORMATION GOVERNANCE – NONE**



# Department for Transport

Head of Taxi & Private Hire Vehicle  
Licensing

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10 September 2020

Dear colleague,

## **TAXI & PHV LICENSING – SUPPORTING THE SECTOR & SCHOOL RETURN**

Many thanks for all the hard work that has been undertaken by you and your teams, to overcome the challenges to the licensing system created by the Coronavirus outbreak.

The Department recognises that the pandemic has created a very challenging environment for local government to operate in, with the need to adapt quickly and decisively to maintain business as usual. We appreciate, too, that taxi and private hire vehicle licensing teams have been particularly affected, as a key part of many licensing regimes was face to face interactions with applicants to determine if they are fit and proper to hold a licence,

You will be aware that as the economy has started to reopen it is important there are sufficient licensed taxi and private hire drivers and vehicles available to meet the returning passenger demand. Concerns have been recently raised with the Department that, in some places, difficulties in licensing new drivers and operators could lead to shortages of supply in the sector. We understand that, in response to the initial lock down restrictions, a number of licensing authorities put new applications on hold in order to focus on dealing with renewal applications, and that some have not yet resumed their processing.

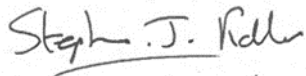
Taxi and private hire vehicle licensing is a statutory function of local licensing authorities and it is important that it continues during these challenging times, both to support the restart of schools and support local economies and to limit any long-term impacts on the sector. We are aware that licensing authorities across England have come up with innovative solutions to overcome challenges around issues such as DBS checks, identification verification, medical and local tests and training requirements to enable the continued processing of all applications. If your authority is one of these many thanks for your efforts and hard work.

If your authority is not yet processing new applications, however, we would urge you to urgently identify solutions that will enable you to resume this service to ensure that you can fulfil your statutory licensing function. You may wish to seek advice from your representative bodies, such as the Local Government Association or the Institute of Licensing, and/or other local licensing authority contacts in areas that are accepting new applications.

Hopefully some of the solutions found will help make the licensing function easier to carry out in the long-term. I appreciate it has been a difficult time and welcome your continued commitment to a fully functioning licensing system that ensures public safety.

If you have any questions about this letter please contact the Department's taxi and private hire vehicle policy team at [taxis@dft.gov.uk](mailto:taxis@dft.gov.uk).

Yours faithfully,

A handwritten signature in black ink that reads "Stephen J. Kelly". The signature is written in a cursive style with a horizontal line underneath the name.

**Director: Local Transport**