



LICENSING COMMITTEE

This meeting will be recorded and the sound recording subsequently made available via the Council's website: [charnwood.gov.uk/pages/committees](https://www.charnwood.gov.uk/pages/committees)

Please also note that under the Openness of Local Government Bodies Regulations 2014 that other people may film, record, tweet or blog from this meeting. The use of any images or sound recordings is not under the Council's control.

To: Councillors Lowe (Chair), Forrest (Vice-Chair), Brookes (Vice-Chair), Gerrard, Goddard, B. Gray, K. Harris, Howe, Murphy, Needham, Pacey, Popley, Ranson, Savage and Williams (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Licensing Committee to be held in Committee Room 1, at the Council Offices, Southfields, Loughborough on Monday, 24th April 2023 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

14th April 2023

AGENDA

1. APOLOGIES
2. MINUTES OF PREVIOUS MEETING 3 - 5
To approve the minutes of the previous meeting.
3. DISCLOSURES OF PECUNIARY INTERESTS, AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

For information, disclosable pecuniary interests and registrable interests relate to entries that are included, or should be included, on a councillor's register of interests. Non-registrable interests relate to any other matters.

4. QUESTIONS UNDER OTHER COMMITTEE PROCEDURES 12.8

No questions were submitted.

5. LICENSING FEES - HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES, DRIVERS AND PRIVATE HIRE OPERATORS

6 - 48

A report of the Interim Head of Regulatory and Community Safety.

LICENSING COMMITTEE 8TH FEBRUARY 2022

PRESENT: The Chair (Councillor Lowe)
The Vice Chair (Councillor Forrest and Councillor
Brookes)
Councillors Goddard, Howe, Murphy, Needham,
Ranson and Savage

Head of Regulatory Services
Licensing Manager
Democratic Services Manager
Democratic Services Officer (NC)

APOLOGIES: Councillor Popley and Williams

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

The sound recording device failed to function, so no recording is available.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15th September 2021 were confirmed as a correct record and signed.

6. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

There were no disclosures made.

7. QUESTIONS UNDER OTHER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

8. REVIEW OF THE STATEMENT OF LICENSING POLICY

Considered a report of the Head of Regulatory Services seeking the Committee's approval of the draft Statement of Licensing Policy, made in accordance with the Licensing Act 2003 for consultation prior to submission to Full Council for approval (item 5 on the agenda filed with these minutes).

The Head of Regulatory Services introduced the report and stated that if the Committee approved the draft Statement of Licensing Policy for consultation, it would then be submitted to Full Council for approval. The Regulatory Services Manager drew the Committee's attention to part B of the report and the changes that had been made.

Summary of discussion:

- the draft Policy would be circulated to all Responsible Authorities, Loughborough BID, Public Houses, local Licensing Solicitors regularly used for applications and persons / bodies representative of local licence holders, (see page 6 of the report for list). It was noted that there were over 2000 personal licence holders and that when all were consulted in 2017, a significant number of letters were returned as 'no longer at that address'. It has been proposed to consult a percentage of personal licence holders for this consultation but all premises would be consulted.
- the changes made to the policy would be detailed in a letter and sent to consultees with reference made to the availability of the full Policy on the Council's website or as a hard copy at Council offices.
- the change to section 6 would affect how a public house operated. It was hoped that including details on why a full operating schedule was needed would reduce the number of enquiries made to the Council and other Responsible Authorities when applications were made.
- with reference to section 5.2, although Drinking Up Time was now advisory, it was noted that the Police would recommend a Drinking Up Time if required for an individual premises, to assist with the gradual dispersal of customers.
- once a license had been issued it could be subject to a review for matters arising at the premises in connection with the four licensing objectives. Reviews could be initiated by interested parties, neighbours and Responsible Authorities. The review would be advertised at the premises for 28 days and would then be considered by the Licensing Committee.
- Standard Temporary Event Notices (TEN) should be submitted within clear 10 working days of the event. A late TEN could be submitted between 5-9 clear working days of the event but the Licensing Section advised submission of TENs as early as possible to allow officers to process the notice.

RESOLVED

1. That the draft Statement of Licensing Policy, made under the Licensing Act 2003 and attached at Annex 1, be approved for consultation. No changes have been made to the Special Policy on Cumulative Impact, at section 4, contained within the draft Statement of Licensing Policy as this was amended and consulted on in 2021;
2. That, subject to recommendation 2 and following the consultation that the Head of Regulatory Services is given delegated authority to make minor amendments and alteration to the Statement of Licensing Policy, in consultation with the Chair of the Licensing Committee, and to submit the final version of the Policy to Full Council.

Reasons

1. To set out the Council's policy in respect of liquor licensing that meets the licensing objectives and to comply with the requirements of the Licensing Act 2003.

2. To ensure that minor changes can be made to the Statement of Licensing Policy, and enable submission to Full Council in an efficient manner if only minor changes are required.

Cllr Gerrard, as a member of the Licensing Committee attending virtually confirmed that she would have voted in favour of the above decision had she been physically present at the meeting and able to do so.

NOTES:

1. Councillor Gerrard attended this meeting virtually. The number of members of the Licensing Committee in the room was limited to quorum (plus one) only given the position with Covid 19. Decisions were taken only by members physically present at the meeting.
2. No reference may be made to these minutes at the next ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Licensing Committee.

LICENSING COMMITTEE 24TH APRIL 2023

Report of the Interim Head of Regulatory and Community Safety

Part A

LICENSING FEES AND CHARGES 2023, FOLLOWING OBJECTIONS AND TAXI TRADE PETITION RECEIVED

Purpose of Report

That the Licensing Committee consider the objections and trade petition, received by the Licensing Authority, in relation to the statutory consultation on the proposed increase in fees related to hackney carriages and private hire vehicles.

Recommendations

1. Determine how and if the fees should be amended considering the objections received.
2. Determine that if the proposed new fees shall come into effect propose a date within 2 months for the implementation.

Reasons

1. The fees are increased under S70 of the Local Government (Miscellaneous Provisions) 1976. This requires the proposed fees to be advertised and any objections received to be considered.
2. If an objection (s) is not withdrawn, the district council is required to consider them and set a further date, not later than two months after the first specified date, on which the variation shall come into force with or without modification, as decided by the district council, after consideration of the objections.

Policy Justification and Previous Decisions

The findings of the Hemmings v Westminster City Council case determined that a Council may recover the costs of the licensing service they provide and charge for the steps which a licence applicant must take if they wish to be granted a licence or to have their licence renewed. The steps may include administrative costs, the costs of vetting the applicant applying for the licence and the costs of investigating the compliance within the terms of the licence.

The Licensing Committee approved the fee approval process in 2015, for hackney carriage and private hire licensing. The Head of Regulatory and Community Safety (in liaison with the Council's Finance Section, the Chair of the Licensing Committee, and the relevant Lead Member) has delegated power to undertake the periodic review of fees and charges raised within the service area and falling within the scope of the Council's Income and Charging Policy Framework (Section 8.2 of the Constitution under Delegation to Heads of Service – item 1).

Implementation Timetable including Future Decisions

If objections are received and not withdrawn, the district council shall set a further date, not later than two months after the first specified date, on which the variation shall come into force with or without modification as decided by the district council after consideration of the objections.

As the first date (deadline for objections) was the 1st April 2023. Any such variation or moderation, to the fees, would be required by the 31st May 2023.

Report Implications

Risk Management

The recommended fee levels have been calculated to ensure that the service continues to bridge the gap between the fee charged and the costs of the service whilst remaining competitive with the neighbouring Leicestershire authorities.

Financial Implications

The additional renewal fees for the future year of 2023/2024 will approximately increase the Licensing fee income by **£2325.00**, which will contribute to the increased costs of the service, because of inflation and salary increases since 2019.

Equalities implications

There are no identified equality concerns arising from this report.

Background Papers: Delegated Decision DD039 2023

Officers to contact: Andy Thomas
Interim Head of Regulatory and
Community Safety
01509 634650
andy.thomas@charnwood.gov.uk

Grace Dowson
Licensing Manager
01509 632597
grace.dowson@charnwood.gov.uk

Part B

1.0 Background

- 1.1 The Licensing Fees are reviewed on an annual basis but have not been reviewed since May 2019 due to the Pandemic. The Licensing Act 2003 and Gambling Act 2007 fees are statutory and set by Central Government. The Licensing Authority can set discretionary fees for the areas of Taxis, Scrap Metal and Sex Establishments. Charnwood currently has no Sex Establishments as they both closed in the Pandemic.
- 1.2 The power to set fees for licensed drivers is set out in Section 53(2) of the Local Government (Miscellaneous Provisions) Act 1976, whilst the power to set fees for licensed vehicles and operators is Section 70 of the Local Government (Miscellaneous Provisions) Act 1976. The power to set fees for Scrap Metal Dealers and Collectors is set out in the Scrap Metal Act 2013.
- 1.3 The fee approval process determined by the Licensing Committee in 2015 for hackney carriage and private hire licensing is that the Head of Regulatory and Community Safety publish a notice in a local newspaper with the proposed vehicle and operator fee increases as required under S70 Local Government (Miscellaneous Provisions) Act 1976. To ensure transparency all hackney carriage and private hire license fees are included. The proposed fees are formally consulted upon with the Council's Finance Section, the Chair of the Licensing Committee, and the relevant Cabinet Lead Member. The fees and charges are confirmed by a delegated decision by the Head of Regulatory and Community Safety.
- 1.4 The Delegated Decision DD039 2023 for the proposed licence fee increase of 2023/2024 was agreed and published on 2nd March 2023 (see **Appendix 1**).

2.0 Taxi Fee Notice

- 2.1 Section 70 of The Local Government (Miscellaneous Provisions) Act 1976 permits the Council to charge for the grant of licences in respect of hackney carriage and private hire vehicles and operators and that fees charged can only cover the costs of administration of the licensing scheme. They cannot be used to raise surplus funds.
- 2.2 Section 70 of the Act in relation to vehicle and operators' licences, can be viewed at **Appendix 2** of the report.
- 2.3 Under section 70 of the Act, a notice of proposed fees needs to be published and public comments invited. The notice can be viewed at **Appendix 3** of the report. To ensure transparency all hackney carriage and private hire licence fees are included.
- 2.4 The notice was published on the 1st March 2023 in the Loughborough Echo, added to the Council's website and advertised on the Council Notice Board outside the Council. To ensure all the trade was aware of the consultation, an all-trade email was sent. This is attached at **Appendix 4** of the report.

2.4 Section 70 (5) of the Act states that if an objection raised and then not withdrawn, the district council shall set a further date, not later than two months, after the first specified date when the fees shall come into force with or without modifications as decided by the district council after consideration of the objections.

3.0 **Objections received during the Consultation**

3.1 Five objections have been received from Charnwood licensed drivers by email. These are attached at **Appendix 5(a)**.

3.2 A trade petition has been received from the Charnwood Taxi Association. This is attached at **Appendix 5 (b)**

4.0 **Additional information**

4.1 Three of the objections referred to in 3.1 refer to Uber. Attached at **Appendix 5(c)** is the response sent to those objectors and the previous newsletter sent in 2019.

5.0 **Conclusion**

5.1 The Licensing Committee are asked to consider the objections received and determine how and if the fees are to be amended considering the objections received and propose a date (within 2 months of the 1st April 2023) for the implementation.

Decision under Delegated Powers

Officer Requesting Decision

Licensing Manager

Officer Making the Decision

Interim Head of Regulatory and Community Safety

Recommendations

1. That the statutory fees that Charnwood Borough Council is required to charge in respect of the specified licences under the Licensing Act 2003 as listed in **Appendix A** and the Gambling Act 2005 as listed in **Appendix B** to this report be noted and implemented from **1st April 2023**.
2. That the proposed fees relevant to those licences and licensing related activities where the authority has the discretion to determine the fees as listed in **Appendix C (Taxis)**, be approved for publication, in line with the relevant legislation, confirming the intention to charge these fees from **1st April 2023**. The last increase to the Taxi Fees was 2019 prior to the pandemic.
3. That following the publication and consultation, the fees outlined in **Appendix C (Taxis)**, if no objections are raised, will be implemented in line with Appendix C. If objections are received, which are then not withdrawn, the fees at Appendix C would be referred to the Licensing Committee.
4. That the proposed fees relevant to those licences and licensing related activities where the authority has the discretion to determine the fees as listed in **Appendices D & E (Sex shop and Scrap Metal)** to this report be approved and implemented from **1st April 2023**. The last review of the Sex Shop and Scrap Metal fees was in 2019. Please note that currently Charnwood has no sex shop establishments, as they closed during the pandemic.

Reasons

1. To note the current statutory fees charged for certain licences.
2. To approve the proposed discretionary fees for Taxis for publication prior to implementation.
3. **To implement the fees in Appendix C.**
4. To approve the proposed discretionary fees for Sex Establishment and Scrap Metal Dealers.

Authority for the Decision

The power to set fees for licensed drivers is set out in Section 53(2) of the Local Government (Miscellaneous Provisions) Act 1976, whilst the power to set fees for licensed vehicles and operators is Section 70 of the Local Government (Miscellaneous Provisions) Act 1976.

Under the provisions of, the Licensing Act 2003, Gambling Act 2005 and the Local Government (Miscellaneous Provisions) Act 1982, and Scrap Metal Dealers Act 2013, the Council has the power to set fees and charges to cover the costs of the relevant licensing provisions.

The findings of the Hemmings v Westminster City Council case determined that a Council may charge for the steps which an applicant for a licence has to take if he wishes to be granted a licence or to have his licence renewed. The steps may include administrative costs, the costs of vetting the applicant applying for the licence and the costs of investigating the compliance within the terms of the licence. The case also established the importance that surpluses as well as deficits within the Licensing Regime should also be carried forward.

Under the Council's Constitution the Licensing Committee are responsible for all the Council's licensing functions which are not the responsibility of the Executive. The Head of Regulatory and Community Safety has delegated power to undertake the periodic review of fees and charges raised within the service area and falling within the scope of the Council's Income and Charging Policy Framework (Section 8.2 of the Constitution under Delegation to Heads of Service – item 1).

Decision and Date



Andy Thomas
Interim Head of Regulatory and
Community Safety

01st March 2023

Background

On the 10th February 2015, the Licensing Committee approved that the fee approval process for hackney carriage and private hire licensing would be that the Head of Regulatory and Community Safety publish a notice in a local newspaper with the proposed vehicle and operator fee increases as required under S70 Local Government (Miscellaneous Provisions) Act 1976. However to ensure transparency all hackney carriage and private hire licence fees are included. Prior to doing so the Head of Regulatory and Community Safety is to formally consult with the Council's Finance Section, the Chair of the Licensing Committee and the relevant Cabinet Lead Member. The discretionary fees and charges will be confirmed by a delegated decision by the Head of Regulatory and Community Safety.

Consideration has been taken into account of Charnwood Borough Councils Income and Charging Policy.

A benchmarking exercise has also been undertaken with the other Leicestershire Licensing Authorities to ensure that the Councils fees are in line and remain competitive.

If any objections are received and not withdrawn the fees will be referred to the Licensing Committee for the fees to be determined. If objections are withdrawn prior to the Licensing Committee meeting then the fees will become lawful at the time of the final objection withdrawal. If no objections are received, the newly amended fees would take immediate effect on the date of the expiration specified in the advertised notice.

There has been no increase in the licence fees since May 2019 due to Covid .

VIP who provides the Plating Consumables (the items required to make the licence plates and badges for taxis) review their prices annually. In the year 2020/2021 VIP's prices increased by 2.7% in line with RPI (Retail Price Index). For the year 2021/2022, the VIP annual price review saw an increase of 1.4% in line with RPI (Retail Price Index) and in 2022/2023 the VIP annual price review saw an increase of 7.8%.

Charnwood Borough Council review their costs against the CPI (Consumer Price Index) and since the last increase to the Licensing fees and annually these increases have been 2020 – 0.3%, 2021 - 5.1% and 2022 10.7%. These increases have been incorporated into the costs.

Whilst there has been an increase in the cost of the Licence fees, they remain below the outlined costs in Appendices, C D & E. They are proposed to be set at this level to remain competitive alongside neighbouring licensing authorities.

The procedure and process of obtaining a vehicle, driver and Private Hire operator licence with Charnwood Borough Council has changed since March 2020, due to the series of lockdowns that the Country and the Council experienced. Prior to the Pandemic, Licensing Customers were seen by the Customer Service Team. The application process is now more electronic and back office orientated, with applications being received by email or via the post. The Licensing team issue vehicle licence/plates and combined driver licences/badges directly to the customer at a dedicated desk in the Customer Service Centre.

A condition of licence from the 1st April 2020 was that all new and existing hackney carriage/private hire drivers were required to subscribe to the Disclosure Barring Service (DBS) update Service. Subsequently the number of DBS registrations required reduced, as applicants were only required to complete a DBS registration on first application. On receipt of their Disclosure, they would register for the online service, removing the need for a further DBS application on renewal. The pandemic resulted in a further reduction of drivers, able to obtain their DBS, as the Council was unable to see the driver face to face to assist the completion of the necessary forms.

Due to these reductions, in the number of DBS disclosure applications dealt with, Charnwood Borough Council ceased to meet the conditions of registration in February 2021 to continue as a Registered Body for the Disclosure and Barring Service (DBS). The criminal record check of a hackney carriage/private hire driver is an essential safety measure in assessing whether an applicant is 'fit and proper' to hold a licence.

During the Pandemic lockdown the Council used a temporary solution offered by a third party company, Taxi Plus (formerly known as Personnel Checks) for hackney carriage and private hire drivers to obtain their DBS checks. Licensing staff continued to check DVLA driving licences via the DVLA check code facility. From the 6th April 2022, the Council signed up to the permanent solution offered by Taxi Plus, which offered a complete service of DBS Checks, DVLA driver licence checks and continuous status checks to check that the driver remains signed up to the DBS Update Service throughout the length of their 3 year licence/badge. The continuous status check allows the Council to ensure that the driver remains signed up to the DBS Update service and that a driver has received no additional convictions.

The Taxi plus system allows applicants/drivers to obtain their DBS and DVLA checks quickly and electronically, ensuring that the Council carries out the necessary checks on the fit and properness of the applicant/driver. The applicant/driver can also apply for these in their own time ensuring that they do not lose time on the road.

An additional check was introduced in March 2022 for licensed drivers and Private hire Operators in the form of the HMRC 'Tax Conditionality.' A new driver must confirm that they are aware of their requirements to register for tax, with the HMRC, by signing a declaration to that effect on their application form, whilst a renewing driver provides a nine digit code to show they are registered for tax purposes. This is not a financial check and Council Officers cannot see the financial details of drivers. The Licensing Staff carry out this check on receipt of a driver or private hire operators grant or renewal application form.

Licensing staff are also required under the 'Taxi Standards' introduced in July 2020 to use the NR3 (National Refusal and Revocations Register) to check that any new applicant or renewing driver with Charnwood Borough Council Licensing have not held a previous hackney carriage or private hire drivers licence or Private Hire Operators licence with another licensing authority which was refused or revoked.

All of these changes and processes are carried out directly by Licensing Staff ,not the Customer Service Centre Advisors The new electronic processes mean that an applicant/driver can send his application for his vehicle licence in by email, and his Combined Driver application by post or drop it in at the Council offices. This saves an applicant/driver from having to attend the Council Offices, to have application forms completed or documents checked, removing the possibility of losing time on the road working.

Implementation Timetable

The agreed fees and Charges 2023/2024, subject to consideration of any appropriate significant objections for the Private Hire and Hackney Carriage Licence fees at Appendix C , which are required to be advertised, shall come into effect on the 1st April 2023.

Proposed Fees

The Chair of the Licensing Committee and the Lead Member for Business Support have been consulted on the proposed fees, which are detailed in Appendices C, D, & E of the report and have approved them for implementation.

A breakdown of the estimated costs for the administration, determination and compliance checks for each licence is outlined within Appendices C to E.

It is open to the Council to charge a reasonable fee, but this must not be more than the actual costs outlined in Appendices C to E.

The Licensing Act Fees (**Appendix A**) were set by Central Government and have not increased since 2003, meaning that the statutory fee income received to administer and enforce these licences have not increased. Therefore in real terms the overall income received by the authority (linked to inflation and costs) has reduced. The Service will continue to look at how to process and administer these licences in the most efficient manner.

It is proposed to revise the Sex Establishment fees at this time, to represent the different costs for a Grant Application to that of the renewal. There are currently not any licensed sex establishments within Charnwood but it is considered prudent to have a licensing fee.

The Scrap Metal Dealers Fees were introduced in 2013 and it is proposed to increase the Scrap Metal Fees to reflect the actual costs of the service in 2023/2024.

An additional check was introduced in March 2022 for Scrap Metal dealers in the form of the HMRC 'Tax Conditionality' A new business must confirm that they are aware of their requirements to register for tax with the HMRC by signing a declaration to that effect on their application form, whilst a renewing business provides a nine digit code to show they are registered for tax purposes. This is not a financial check and Council Officers cannot see the financial details of drivers. This check is carried out by the Licensing staff on receipt of a scrap metal dealer application form.

Comments from HR

HR comments are not applicable to the content of this report and have, therefore, not been obtained.

Financial Implications

The additional renewal fees for the future year of 2023/2024 will approximately increase the Licensing fee income by **£2325.00**, which will contribute to the increased costs of the service, as a result of inflation and salary increases since 2019.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Challenge that the Council fees are not reasonable	Possible	Moderate	The fees have been set with consideration to guidance issued for the settings of fees and charges to ensure that the cost of administering each licence provision is covered. Calculation of fees will be undertaken in consultation with the finance section of the Council. In respect of the Taxis consideration has been taken into account that they do not result in trade numbers falling and therefore impacts on the service provision to the public of Charnwood.
The new fees not being set by the 1 st April or May 2023	Unlikely	Moderate	Once approved the fees will be advertised and any objections discussed with the view of the objection being withdrawn, preventing need for further hearing.

Key Decision: No

Background Papers: None

Contact Officers
Andy Thomas
Interim Head of Regulatory Services
01509 634650
Andy.Thomas@charnwood.gov.uk

Grace Dowson
Licensing Manager
01509 632597
Grace.dowson@charnwood.gov.uk

Appendix A

Licensing Act 2003 Fees (set by Central Government in 2003)

Premises Licence/Club Premises Licence

Grant/Variation

Band	Non-domestic rateable value	Application Fee	Annual Charge
A	£0-£4300	£100	£70
B	£4301-£33000	£190	£180
C	£33001-£87000	£315	£295
D	£87001-£125000	£450	£320
E	£125001 and over	£635	£350

A multiplier is applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol;

Band	Application fee	Annual charge
D (x2)	£900	£640
E (x3)	£1905	£1050

Exemptions:

There are exemptions to the payment of fees. These are:

- No fee is to be payable by the proprietor of a school or college if the application is for the provision of regulated entertainment only and the entertainment is carried on by the school or college for or on behalf of the purposes of the school or college
- No fee is payable in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building if the application is for the provision of regulated entertainment only.

Miscellaneous/Other licences

Occasion on which fee may be payable	Fee
Application for minor variation of premises licence/club certificate	£89
Temporary Event Notice	£21
Personal Licence	£37
Application of copy of licence/notice on theft, loss etc.	£10.50
Application for a provisional statement where premises being built	£315
Notification of change of the name or address (Personal Licence)	£10.50
Application to vary licence to specify individual as DPS	£23
Application to disapply DPS on premises licence	£23
Application for transfer of premises licence	£23
Interim authority notice	£23
Notification of change of name or alteration of club rules	£10.50
Change of relevant registered address of club	£10.50
Application of copy of licence/notice on theft, loss etc. of Temporary Event Notice.	£10.50
Notice of interest in any premises	£21

Appendix B

Gambling Act 2005 (Maximum fees set by Central Government 2007)

Fees Charged under the Gambling Act 2005

Premises Type	Transitional Fast-Track Application £	Transitional Non-Fast Track Application £	New Application £	Annual Fee £
Existing Casinos	300	2000	n/a	3000
New Small Casino	n/a	n/a	8000	5000
New Large Casino	n/a	n/a	10000	10000
Regional Casino	n/a	n/a	15000	15000
Bingo Club	300	1750	3500	1000
Betting Premises (excluding tracks)	300	1500	3000	600
Tracks	300	1250	2500	1000
Family Entertainment Centres	300	1000	2000	750
Adult Gaming Centre	300	1000	2000	1000

	Application to vary	Application to transfer	Application for re-instatement	Application for Provisional Statement	Licence Application (Provisional Statement holders)	Copy Licence	Notification of Change
Existing Casinos	2000	1350	1350	n/a	n/a	25	50
New Small Casino	4000	1800	1800	8000	3000	25	50
New Large Casino	5000	2150	2150	10000	5000	25	50
Regional casino	7500	6500	6500	15000	8000	25	50
Bingo Club	1750	1200	1200	3500	1200	25	50
Betting Premises (excluding tracks)	1500	1200	1200	3000	1200	25	50
Tracks	1250	950	950	2500	950	25	50
Family Entertainment Centres	1000	950	950	2000	950	25	50
Adult Gaming Centres	1000	1200	1200	2000	1200	25	50

Permits – these fees are set by the Secretary of State and the Licensing Authority has no discretion to change them. SI 2007/454 & SI 2007/455

Permit Type	Application Fee	Annual Fee	Renewal Fee
Small Society Lottery Registration	40	20	n/a
Family Entertainment Centre Gaming Machine Permit	300	n/a	300
Alcohol Licensed Premises – Notification of 2 or Less Machines	50	n/a	n/a
Alcohol Licensed Premises Gaming Machine Permit – more than 2 machines	150	50	n/a
Club Gaming Permit	200 100 (FastTrack)	50	n/a
Club Gaming Machine Permit	200 100 (FastTrack)	50	n/a

Permits – Miscellaneous Fees

	Change of Name	Copy of Permit	Variation	Transfer
Family Entertainment Centre Permits	25	15	n/a	n/a
Prize Gaming Permits	25	15	n/a	n/a
Alcohol Licensed Premises – Notification of 2 or less machines	n/a	n/a	n/a	n/a
Alcohol licensed premises Gaming Machine Permit – more than 2 machines	25	15	100	25
Club Gaming Permit	n/a	15	100	n/a
Club Gaming Machine Permit	n/a	15	100	n/a
Small society lottery	n/a	n/a	n/a	n/a

APPENDIX C

Proposed fees for Hackney Carriages and Private Hire Licences

Licence	Current Fee 2019/20	Proposed Fee 2023/2024
Combined Hackney Carriage and Private Hire Driver Licence, (3 yearly)	190.00	Grant (New) Combined Drivers Licence = £230.00 Renewal of Combined Drivers Licence = £210.00
Private Hire Operators Licence (annual)	1–3 vehicles £795.00 (5 years) (£159.00 per year)	1–3 vehicles £800.00 (5 years) (£160.00 per year)
	4 – 9 vehicles £915.00 (5 years) (£183.00 per year)	4 – 9 vehicles £925.00 (5 years) (£185.00 per year)
	£1065.00 (5 years) (£213.00 per year)	£1075.00 (5 years) (£215.00 per year)
Hackney Carriage/Private Hire Vehicle	Grant of a vehicle licence = £189.00	Grant of Vehicle Licence with brackets = £230.00 Grant of Vehicle Licence without brackets = £205.00
Renewal of Hackney Carriage or Private Hire Vehicle	£170.00	Renewal of vehicle licence = £180.00
Miscellaneous Fees		
Transfer of Vehicle	£29.00	£38.00
Transfer of Status of Vehicle (hackney to private hire or private hire to hackney)	£170.00	£180.00
Replacement Plate (Lost or stolen)	£13.00	£15.00
Replacement licence document	£13.00	£15.00
Duplicate Copy of Interim/Annual letter	£5.00	£5.00
Knowledge Test	£54.00	£60.00

Cost breakdown for Hackney Carriage and Private Hire Fees

1. Hackney Carriage Vehicle New

Process	Approx Time Allocation 2023/2024	Costs 2023/2024
Administration	3 hours and 50 mins	£149.22
Compliance and Enforcement	1 hour 20 mins	£53.72
New Consumables 2022		£56.54 (with brackets) £31.77 (without brackets)
	Total Cost	£259.48 (with brackets) £234.71 (without brackets)

2023/2024 Proposed Licence fee (new) based on benchmarking exercise **£230.00** (for new vehicles whose owner/driver requires brackets) and **£ 205.00** (for vehicles whose owners/drivers already have brackets).

2. Hackney Carriage Vehicle Renewal

Process	Approx Time Allocation 2023/2024	Costs 2023/2024
Administration	3 hours 14 minutes	£133.42
Compliance and Enforcement	1 hour 20 minutes	£53.72
New Consumables 2022		£26.42
	Total Cost	£213.56

2023/2024 Proposed Licence fee based on benchmarking exercise **£180.00**

3. Private Hire Vehicle New

Process	Approx Time Allocation 2023/2024	Costs 2023/2024
Administration	3 hours and 50 mins	£149.22
Compliance and Enforcement	1 hour 20 mins	£53.72

New Consumables 2022		£56.54 (with brackets) £31.77 (without brackets)
	Total Cost	£259.48 (with brackets) £234.71 (without brackets)

2023/2024 Proposed Licence fee (new) based on benchmarking exercise **£230.00** (for new vehicles whose owner/driver requires brackets) and **£ 205.00** (for vehicles whose owners/drivers already have brackets).

4. Private Hire Vehicle Renewal

Process	Approx Time Allocation 2023/2024	Costs 2023/2024
Administration	3 hours 14 minutes	£133.42
Compliance and Enforcement	1 hour 20 minutes	£53.72
New Consumables 2022		£26.42
	Total Cost	£213.56

2023/2024 Proposed Licence fee based on benchmarking exercise **£180.00**

5. New (Grant) Combined Drivers Licence (Hackney Carriage & Private Hire Driver (3 year licence)

Process	Approx Time Allocated 2023/2024	Costs 2023/2024
Administration	6 hours 20 mins	£310.68
Compliance and Enforcement	3 hours	£120.09
New Consumables 2022		£7.70
	Total Cost	£438.47

2023/2024 Proposed Licence fee based on benchmarking exercise **£230.00**

6. Renewal Combined Drivers licence (Hackney Carriage & Private Hire Driver (3 year licence)

Process	Approx Time Allocated 2023/2024	Costs 2023/2024
Administration	4 hours 59 mins	£199.27

Compliance and Enforcement	3 hours	£120.09
New Consumables 2022		£7.70
	Total Costs	£327.06

2023/2024 Proposed Licence fee based on bench marking exercise **£210.00**

7. Private Hire Operator New (5 year licence)

Process	Approx Time Allocated 2023/2024	2023/2024
Administration	2 hours 45 mins	£118.72
Compliance and Enforcement	2 hours 20 mins	£96.00
New Consumables 2023/2024		£0.46
	Total Cost (based on 1-3 vehicles)	£215.18

2023/2024 Proposed Licence fee based on benchmarking exercise **£160.0 – £215.00** dependent upon number of vehicles, (**5 yearly fee £800.00– £1075.00 dependent on number of vehicles**)

1–3 vehicles £800.00 (5 years) (£160.00 per year)
4 – 9 vehicles £925.00 (5 years) (£185.00 per year)
£1075.00 (5 years) (£215.00 per year)

8. Private Hire Operator Renewals

Process	Approx Time Allocated 2023/2024	Costs 2023/2024
Administration	2 hours and 15 mins	£95.34
Compliance and Enforcement	1 hour 35 mins	£65.10
Consumables 2023/2024		£0.46
	Total Cost (based on 1 – 3 vehicles)	£160.90

2023/2024 Proposed Licence fee based on benchmarking exercise £160.0 – £215.00 dependent upon number of vehicles, (5 yearly fee £800.00– £1075.00 dependent on number of vehicles)

1–3 vehicles £800.00(5 years) (£160.00 per year)
4 – 9 vehicles £925.00(5 years) (£185.00 per year)
£1075.00 (5 years) (£215.00 per year)

9. Vehicle Transfers

Process	ApproxTime Allocated 23/2024	Costs 2023/2024
Administration	1 hour and 10 mins	£45.08
Consumables (licence)2023/2024		£15.00
	Total Cost	£60.08

2023/2024 Proposed Licence fee based on benchmarking exercise £38.00 Transfer fee plus £ 15.00 documentation – Total Transfer Cost £53.00

10. Knowledge Test

Process	Time 2023/2024	Costs 2023/2024
Administration	2 hours 30 minutes	103.00
		103.00

2023/2024 Proposed fee based on benchmarking exercise - £ 60.00

APPENDIX D

Sex Establishment Licence

Licence	Current	Proposed
Licence Application – New	£1250	£1400.00
Licence Application – Renewal	£1250	£1250.00

Cost breakdown for Sex Establishment Licence

1. Grant (new) Applications

Process	Approx Time Allocation 23/24	Costs 23/24
Administration	13 hours 45	£606.46
Dealing with representations, hearings, compliance and enforcement.	24 hours and 10	£1136.24
VIP Consumables – secure paper		0.46
	Total Cost	1743.16

Proposed fee for Grant of licence 2023/2024, based on benchmarking exercise - **£1400.00**

2. Renewals

Process	Time 23/24	Costs 23/24
Administration	10 hours and 35 minutes	495.00
Dealing with representations, hearings, compliance and enforcement.	18 hours	912.89
	Total Cost	£1407.89

Proposed Fee for Renewal of Licence 2023/2024, based on benchmarking exercise - **£1250.00**

E – Scrap Metal Dealers

Licence	Current 2019	Proposed 2023/2024
Site Licence – New	300	310.00
Site Licence – Renewal	295	295.00
Site Licence - Variation	75	80.00
Collectors Licence – New	240	250.00
Collectors Licence – Renewal	235	245.00
Collectors Licence – Variation	75	80.00

Cost breakdown for Scrap Metal Dealers Licence

1. Site Licence – New

Process	Approx Time allocated 2023/2024	Costs 2023/2024
Administration	4 hours and 40 minutes	199.45
Compliance and enforcement.	3 hours	123.60
New Consumable		4.36
	Total Cost	327.41

2023/2024 proposed licence fee, based on benchmarking exercise - **£310.00**

2. Site licence – Renewal

Process	Approx Time Allocated 2023/2024	Costs 2023/2024
Administration	4 hours	167.42
Compliance and enforcement.	3 hours	123.60
New Consumable		4.36
	Total Cost	295.38

2023/2024 proposed licence fee based on benchmarking exercise - **£295.00**

3. Site Licence Variation

Process	Approx Time Allocated 2023/2024	Costs 2023/2024
Administration	1 hour and 50	83.47
	Total Cost	83.47

2023/2024 proposed licence fee based on benchmarking exercise - **£80.00**

4. Collectors Licence - New

Process	Approx Time Allocated 2023/2024	Costs 2023/2024
Administration	3 hours and 50 min	165.27
Compliance and enforcement	2hours and 30 mins	103.00
New consumable		4.36
	Total Cost	272.63

2023/2024 proposed fee based on benchmarking exercise - **£ 250.00**

5. Collectors Licence - Renewal

Process	Approx Time Allocated 2023/2024	Costs 2023/2024
Administration	3hours and 41 minutes	159.05
Compliance and enforcement	2hours and 30 mins	103.00
New Consumable		4.36
	Total Cost	266.41

2023/2024 proposed fee based on benchmarking exercise - **£ 245.00**

6. Collectors Licence - Variation

Process	Approx Time Allocated 2023/2024	Costs 2023/2024
Administration	1 hours and 55 mins	86.59
	Total Cost	86.59

2023/2024 proposed fee based on benchmarking exercise - **£80.00**

70 Fees for 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.

2. The fees chargeable under this section shall not exceed—

(a) for the grant of a vehicle licence in respect of a hackney carriage, twenty-five pounds;

(b) for the grant of a vehicle licence in respect of a private hire vehicle, twenty-five pounds; and

(c) for the grant of an operator's licence, twenty-five pounds per annum;

or, in any such case, such other sums as a district council may, subject to the following provisions of this section, from time to time determine.

(3)(a) If a district council determine that the maximum fees specified in subsection (2) of this section should be varied they shall publish in at least one local newspaper circulating in the district a notice setting out the variation proposed, drawing attention to the provisions of paragraph (b) of this subsection and specifying the period, which shall not be less than twenty-eight days from the date of the first publication of the notice, within which and the manner in which objections to the variation can be made.

(b) A copy of the notice referred to in paragraph (a) of this subsection shall for the period of twenty-eight days from the date of the first publication thereof be deposited at the offices of the council which published the notice and shall at all reasonable hours be open to public inspection without payment.

(4) If no objection to a variation is duly made within the period specified in the notice referred to in subsection (3) of this section, or if all objections so made are withdrawn, the variation shall come into operation on the date of the expiration of the period specified in the notice or the date of withdrawal of the objection or, if more than one, of the last objection, whichever date is the later.

(5) If objection is duly made as aforesaid and is not withdrawn, the district council shall set a further date, not later than two months after the first specified date, on which the variation shall come into force with or without modification as decided by the district council after consideration of the objections.

(6) A district council may remit the whole or part of any fee chargeable in pursuance of this section for the grant of a licence under section 48 or 55 of this Act in any case in which they think it appropriate to do so.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES**

Charnwood Borough Council intends to vary the maximum fees for Hackney Carriage and Private Hire Driver licences, Hackney Carriage and Private Hire vehicles and Private Hire Operator licences in accordance with Section 70 of the Local Government (Miscellaneous Provisions) Act 1976, from the **1st April 2023**

Please see table below for proposed fees:

Licence	Current Fee	Proposed Fee
Combined Hackney Carriage/Private Hire Driver (3 yearly)	£190.00	Grant (New) Combined Drivers Licence = £230.00 Renewal of Combined Drivers Licence = £210.00
Private Hire Operators Licence	1 - 3 vehicles £795.00 (5 years) (£159.00 per year)	1-3 vehicles £800.00 (5 years) (£160.00 per year)
	4 - 9 vehicles £915.00 (5 years) (£183.00 per year)	4 - 9 vehicles £925.00 (5 years) (£185.00 per year)
	£1065.00 (5 years) (£213.00 per year)	£1075.00 (5 years) (£215.00 per year)
Grant of Hackney Carriage Vehicle or Private Hire Vehicle	£189.00	Grant of Vehicle Licence with brackets = £230.00 Grant of Vehicle Licence without brackets = £205.00
Renewal of Hackney Carriage or Private Hire Vehicle	£170.00	£180.00
Transfer of Vehicle	£29.00	£38.00
Miscellaneous Fees		
Transfer of status of vehicle (hackney to private hire or private hire to hackney)	£170.00 (as would have brackets and plates etc.)	£180.00
Replacement Plate (Lost or Stolen)	£13.00	£15.00
Replacement Licence document	£13.00	£15.00
Duplicate Copy of Interim/Annual Letter	£5.00	£5.00
Written Knowledge Test	£54.00	£60.00

In accordance with Section 70 (3), of the above Act a copy of this notice will be deposited at the offices of the Council on Southfields Road, Loughborough, for a **period of not less than 28 days from the date of publication.**

Objections to the above proposals **must be made in writing** to the Licensing Office, Charnwood Borough Council, Southfield Road, Loughborough, LE11 2TX by the **1st April 2023**

If no objections to the proposals are received within **28 days of the date of publication**, or if any objections made have been withdrawn, the proposed figures will take effect from **1st April 2023**.

If objections are made and not withdrawn, the Council shall set a further date, not later than 2 months after the first specified date, when the variation shall come into force with or without modifications after consideration of the objections.

Licensing Office
Charnwood Borough Council
Southfield Road
Loughborough
Leicestershire LE11 2TX

From: licensing@charnwood.gov.uk
Sent: 03 March 2023 15:32
To: licensing@charnwood.gov.uk
Subject: ****Changes in Licensing Fees proposed from 1st April 2023* Please Read - These affect YOU!**
Attachments: Advertisement of Taxi Fees 2023 -2024.pdf

To all; Drivers and Private Hire Operators

****Changes in Licensing Fees proposed from 1st April 2023* Please Read - These affect YOU!**

Charnwood Borough Council has the discretionary power to determine the licence fees for Hackney Carriage and Private Hire Vehicles, Drivers, and Private Hire Operators.

The power to set fees for licensed drivers is set out in Section 53(2) of the Local Government (Miscellaneous Provisions) Act 1976, whilst the power to set fees for licensed vehicles and operators is Section 70 of the Local Government (Miscellaneous Provisions) Act 1976.

Please be aware that the attached public notice is to appear in the LOUGHBOROUGH ECHO this week , in respect of proposed changes to the current Hackney Carriage and Private Hire Vehicles, Drivers, and Private Hire Operators Licensing Fees.

In accordance with Section 70 (3), of the above Act a copy of this notice will be deposited at the offices of the Council on Southfields Road, Loughborough, for a **period of not less than 28 days from the date of publication.**

Objections to the above proposals **must be made in writing** to the **Licensing Office, Charnwood Borough Council, Southfield Road, Loughborough, LE11 2TX** or licensing@charnwood.gov.uk by the **1st April 2023.**

If no objections to the proposals are received within **28 days of the date of publication**, or if any objections made have been withdrawn, the proposed figures will take effect from **1st April 2023.**

If objections are made and not withdrawn, the Council shall set a further date, not later than 2 months after the first specified date, when the variation shall come into force with or without modifications after consideration of the objections.

Thank You

Kind Regards

Licensing Section

licensing@charnwood.gov.uk

01509 634562

www.charnwood.gov.uk

Follow us on Twitter @CharnwoodBC

Get all the latest Charnwood Borough Council news at www.charnwoodnews.net

From: [REDACTED]
Sent: 04 March 2023 11:30
To: licensing@charnwood.gov.uk
Subject: Re: ****Changes in Licensing Fees proposed from 1st April 2023* Please Read - These affect YOU!**

Dear Licensing,

I would like to stress my objection to the proposed increases in fees on the grounds that both my plate and badge are due for renewal in the next 2 calendar months and with increased costs across the board including my train station taxi permit, I feel I have insufficient time to accommodate yet more increases, especially at such short notice.

Kind regards [REDACTED] (Hackney Carriage taxi driver)

On Fri, 3 Mar 2023 at 15:31, licensing@charnwood.gov.uk <licensing@charnwood.gov.uk> wrote:

To all; Drivers and Private Hire Operators

****Changes in Licensing Fees proposed from 1st April 2023* Please Read - These affect YOU!**

Charnwood Borough Council has the discretionary power to determine the licence fees for Hackney Carriage and Private Hire Vehicles, Drivers, and Private Hire Operators.

The power to set fees for licensed drivers is set out in Section 53(2) of the Local Government (Miscellaneous Provisions) Act 1976, whilst the power to set fees for licensed vehicles and operators is Section 70 of the Local Government (Miscellaneous Provisions) Act 1976.

Please be aware that the attached public notice is to appear in the LOUGHBOROUGH ECHO this week, in respect of proposed changes to the current Hackney Carriage and Private Hire Vehicles, Drivers, and Private Hire Operators Licensing Fees.

In accordance with Section 70 (3), of the above Act a copy of this notice will be deposited at the offices of the Council on Southfields Road, Loughborough, for a **period of not less than 28 days from the date of publication.**

Objections to the above proposals **must be made in writing** to the **Licensing Office, Charnwood Borough Council, Southfield Road, Loughborough, LE11 2TX** or licensing@charnwood.gov.uk by the **1st April 2023.**

If no objections to the proposals are received within **28 days of the date of publication**, or if any objections made have been withdrawn, the proposed figures will take effect from **1st**

April 2023.

If objections are made and not withdrawn, the Council shall set a further date, not later than 2 months after the first specified date, when the variation shall come into force with or without modifications after consideration of the objections.

Thank You

Kind Regards

Licensing Section

licensing@charnwood.gov.uk

01509 634562

www.charnwood.gov.uk

Follow us on Twitter @CharnwoodBC

Get all the latest Charnwood Borough Council news at www.charnwoodnews.net

Data Protection For information about how and why we may process your personal data, your data protection rights or how to contact our Data Protection Officer, please view our Privacy Notice.

From: [REDACTED]
Sent: 05 March 2023 13:26
To: licensing@charnwood.gov.uk
Subject: Re: ****Changes in Licensing Fees proposed from 1st April 2023* Please Read - These affect YOU!**

Categories: Rach, Grace

I have an objection for the increase in price because there is little work, and Uber is taking over 85% our fares, and the council knows about this, and they don't take any action.

Sent from my iPhone

On 3 Mar 2023, at 15:31, licensing@charnwood.gov.uk wrote:

To all; Drivers and Private Hire Operators

****Changes in Licensing Fees proposed from 1st April 2023* Please Read - These affect YOU!**

Charnwood Borough Council has the discretionary power to determine the licence fees for Hackney Carriage and Private Hire Vehicles, Drivers, and Private Hire Operators.

The power to set fees for licensed drivers is set out in Section 53(2) of the Local Government (Miscellaneous Provisions) Act 1976, whilst the power to set fees for licensed vehicles and operators is Section 70 of the Local Government (Miscellaneous Provisions) Act 1976.

Please be aware that the attached public notice is to appear in the LOUGHBOROUGH ECHO this week, in respect of proposed changes to the current Hackney Carriage and Private Hire Vehicles, Drivers, and Private Hire Operators Licensing Fees.

In accordance with Section 70 (3), of the above Act a copy of this notice will be deposited at the offices of the Council on Southfields Road, Loughborough, for a **period of not less than 28 days from the date of publication.**

Objections to the above proposals **must be made in writing** to the **Licensing Office, Charnwood Borough Council, Southfield Road, Loughborough, LE11 2TX** or licensing@charnwood.gov.uk by the **1st April 2023.**

If no objections to the proposals are received within **28 days of the date of publication**, or if any objections made have been withdrawn, the proposed figures will take effect from **1st April 2023.**

If objections are made and not withdrawn, the Council shall set a further date, not later than 2 months after the first specified date, when the variation shall come into

force with or without modifications after consideration of the objections.

Thank You

Kind Regards

Licensing Section

licensing@charnwood.gov.uk

01509 634562

www.charnwood.gov.uk

Follow us on Twitter @CharnwoodBC

Get all the latest Charnwood Borough Council news at www.charnwoodnews.net

Data Protection For information about how and why we may process your personal data, your data protection rights or how to contact our Data Protection Officer, please view our Privacy Notice.

<Advertisement of Taxi Fees 2023 -2024.pdf>

-----Original Message-----

From: [REDACTED]

Sent: 07 March 2023 16:46

To: licensing@charnwood.gov.uk

Subject: Proposed

Dear Sir or Madam,

I am writing this mail because I don't agree the proposal to increase the fee.

Since Covid 19, we haven't received any type of support from the council, while others council have done it.

If you stop Uber and another company's, who don't have operate licence from Charnwood borough council, then this is fair to us and I will accept the proposal.

Looking forward to hearing from you.

Yours sincerely,

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 07 March 2023 17:38
To: licensing@charnwood.gov.uk
Subject: Objections to the above proposals

Dear Sir/Madam

It's me [REDACTED]. I'm a taxi driver in Loughborough. My HC badge no is [REDACTED].
I had an email from your office regarding a fee increase which I'm not agreed with. In Loughborough, as a taxi business, it's really bad at the moment. There are no jobs. Uber is so busy in Loughborough. From the start of the pandemic and lockdown, every single council helped their taxi drivers, but our Charnwood Borough Council didn't do anything for us. At the moment, taxi business in town is so quiet. On Friday and Saturday, we have to wait more than an hour for a job. Also, I want to request that you please do something for Uber. If Uber didn't have an operating license, how come they can work inside our Borough Council? Instead of increasing our fees, I think the Council should do something to increase our taxi jobs in town.
I'm strongly against your proposal. I don't want any more fee increases.

Kind regards

[REDACTED]

From: [REDACTED] >
Sent: 19 March 2023 19:57
To: licensing@charnwood.gov.uk
Subject: Disagreement with the proposal.

Dear sir/madam,

I am writing to disagree with this proposal of an increased fee. Over the last 2 years we have been working under difficult conditions. We used to be able to work 8-10 hours a day to provide for our families whereas now we have to work for a minimum of 15 hours per day to achieve this. This is caused by the number of Uber drivers that are coming from other cities and nothing is being done to prevent this. In Loughborough, Uber does not hold an operating licence but you are still allowing them to continue operating here. Especially since they are coming from cities surrounding Loughborough, it is affecting us more. When you are taking no action towards this issue and still increasing licence fees, it is not just.

Yours sincerely,

[REDACTED]

Sent from [Outlook for iOS](#)



Mr Ali Ashraf (Chairman)

Address: 56 Brush Drive
Loughborough
Leicestershire
LE11 1LT

Mobile No: 0788 558 5255
Email: CTA.Chairmain@gmail.com

25/03/2023

Licensing Officer

Charnwood Borough Council

Dear Sir/Madam

I am writing on behalf of the newly formed taxi association - as named above - in order to register our collective objection to the recent price increase in taxi license fees. This objection comes in after consulting both our members and non-members of the association - all who have raised concerns in relation to this fee increase, and who have unanimously agreed that this increase in fee is unacceptable.

In addition, we strongly feel that it is highly insensitive for there to be an increase in taxi license fees in light of the ongoing cost-of-living crisis. We are all experiencing real financial hardships in present society, as contributed to by the cost-of-living crisis, but also as a result of the lasting negative effects of the COVID19 pandemic. The pandemic itself proved catastrophic for several reasons - one of them being its severe consequences for the taxi industry. It is unlikely that our industry will recover from the pandemic as we continue to experience significant reductions to our incomes.

Nevertheless, the taxi drivers in Charnwood continue to proudly serve the community as we believe that we provide a very important service for the town by offering transportation for the local people, and for all of the visitors to Loughborough. We are all feeling significantly undervalued in our profession yet we continue to work on the frontline of Charnwood's public transport services, and continue to contribute to the town's economy as best we can.

We kindly request that the licensing committee reconsiders its decision to increase the taxi license fee for us taxi drivers. As we have communicated in this letter, this increase is going to have a profound impact on our livelihoods, as this matter concerns the affordability for Charwood's taxi drivers.

We hope you will consider us in your decision.

Kind regards

Chairman (CTA)

From: licensing@charnwood.gov.uk
Sent: 20 March 2023 08:56
To: [REDACTED]
Subject: RE: Disagreement with the proposal.
Attachments: Newsletter - Final August 2019.docx

Importance: High

[REDACTED]
Thank you for your email below.

You have stated you object to the increase in fees due to Uber and the Council taking no action.

Unfortunately, the issue of 'cross border hiring' (problems caused by private hire vehicles picking up passengers on a large scale outside of their licensed area) has been a problem for the trade and licensing authorities for some time. This is the same national issue that prompted Charnwood Hackney carriage drivers to meet with the local MP and submit a petition to Parliament in 2018. Councils share your frustration with the situation.

I'm afraid that cross border hiring **lawfully allows private hire work to be sub-contracted** between Private Hire Operators licensed in different areas. (I attach the Newsletter issued by us in August 2019 that contains information on this subject). The customer also has the right to book their journey with whom they wish too.

Section 11 of the Deregulation Act 2015 allowed private hire operators to subcontract bookings to firms licensed in a different district, whereas previously they could only subcontract amongst private hire operators licensed by the same licensing authority. You mention Uber (as Uber do not hold a Private Hire Operators Licence with Charnwood), I assume these are licensed by other areas such as Leicester City and Wolverhampton. Take Me, a Charnwood Borough Council licensed private hire Operator also holds Private Hire Operator Licences with Leicester City and Wolverhampton (amongst others). Therefore, for example, they are legally able to subcontract jobs between the different licensed operator bases.

Hackney carriage vehicles **can lawfully conduct pre-booked work (private hire work) in any area.**

Unfortunately, we at Charnwood have no authority to regulate Operators/Drivers and Vehicles licensed by another authority. Only the Licensing authority issuing the driver badge/vehicle plate and operator licence can act.

Any complaint received by us in respect of a vehicle/driver licensed by another Authority, would be passed to that Authority to deal with.

If you feel strongly enough about the issue, we can only suggest that you contact your local MP and direct your complaints to the issuing licensing authority.

I hope this helps to clarify the current situation.

Licensing Authorities, including ourselves are very limited as to what we can do and await further developments hopefully with the legislation.

Hope that helps clarify the Uber situation and the Councils position.

I would be pleased to learn whether the advice above affects your objection. Should you wish to withdraw your objection please advise by reply email.

Thank you

Kind Regards,

[REDACTED]
Tel: 01509 634562 (Contact Centre)

Email: licensing@charnwood.gov.uk

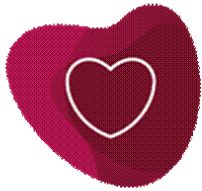
Web: www.charnwood.gov.uk

Keep in touch via our email alerts

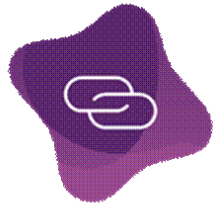
www.charnwood.gov.uk/alerts

Twitter: @CharnwoodBC **Facebook:** www.facebook.com/charnwoodbc

Our values



Pride in Charnwood



Working Together



Customer Focused

From [REDACTED]

Sent: 19 March 2023 19:57

To: licensing@charnwood.gov.uk

Subject: Disagreement with the proposal.

Dear sir/madam,

I am writing to disagree with this proposal of an increased fee. Over the last 2 years we have been working under difficult conditions. We used to be able to work 8-10 hours a day to provide for our families whereas now we have to work for a minimum of 15 hours per day to achieve this. This is caused by the number of Uber drivers that are coming from other cities and nothing is being done to prevent this. In Loughborough, Uber does not hold an operating licence but you are still allowing them to continue operating here. Especially since they are coming from cities surrounding Loughborough, it is affecting us more. When you are taking no action towards this issue and still increasing licence fees, it is not just.

[REDACTED]



Sent from [Outlook for iOS](#)

**To all; Drivers and Private Hire
Operators**

Southfield Road, Loughborough,
Leicestershire, LE11 2TX

Ask for: Licensing

Contact Centre: 01509 634562

Email: licensing@charnwood.gov.uk

Monday, 03 April 2023

Dear Sir/Madam,

****IMPORTANT INFORMATION – PLEASE READ****

HACKNEY CARRIAGE/PRIVATE HIRE NEWSLETTER

Welcome to the eighth edition of the Hackney & Private Hire Newsletter for Charnwood.

The Charnwood Licensing Team have developed this newsletter, following a number of requests by the local taxi trade to keep them up to date with the latest legislation and Government/Council policy changes that affect you.

1. DEFINITION OF VEHICLES

A member of the Hackney trade has raised concerns that hackney vehicles and their drivers may be unintentionally breaching the licensing legislation concerning vehicles and use of them.

Under the legislation there are two types of car, a **hackney** or a **private hire** and the car has to be plated as one or the other.

What is the difference between hackney carriage (taxi) and private hire vehicles?

- Hackney carriage vehicles can pick up from taxi ranks and can be flagged down in the street.
- Private hire vehicles have to be pre-booked and cannot be flagged down in the street. It is illegal for a private hire vehicle to take a journey which has not been pre-booked or to accept a fare by being hailed.



Telephone: 01509 263151

Email: information@charnwood.gov.uk

Visit us at www.charnwood.gov.uk

A Charnwood licensed **Hackney Carriage** vehicle;

- Must display a top sign on the roof
- Must have a taximeter calibrated to the Council's approved hackney tariffs (charges)
- Must display a **white** front and rear plate
- Must display two **white** door signs (ovals)
- Do not need an operator
- Can 'ply for hire' on a Charnwood Borough Council rank
- Can pick up off the street, e.g. be flagged down by a customer.

A Charnwood licensed **Private Hire** vehicle;

- Must work for a private hire operator who takes the bookings
- Cannot ply for hire
- Cannot pick up from the street
- Cannot park or pick up on a hackney carriage rank
- Cannot display a top sign
- May or may not have a meter in the vehicle
- A private hire operator can set the tariffs for the vehicles that work for them.
- Must display a **yellow** front and rear plate
- Must display two **yellow** door signs (ovals)

Who can drive a Charnwood Borough Council licensed hackney carriage or private hire vehicle?

Anyone driving a licensed vehicle must also be licensed as a driver by the same Licensing authority. Licensed drivers of Charnwood licensed vehicles are issued with an identification badge, which displays a photo of the driver, an identification number and an expiry date. Under the legislation drivers are required to wear one of the badges and display the second badge in a prominent position.

Can out of town hackney carriages work in Charnwood?

Once a vehicle has been licensed as a hackney carriage it is a hackney carriage for the duration of that licence and can be used for pre-booked purposes in any district in England and Wales except London. It is not an offence for a licensed private hire operator in Charnwood to take bookings, and then dispatch a hackney carriage vehicle, licensed by another district to undertake the journey. A hackney carriage can lawfully be used to carry out pre-booked work as a private hire vehicle outside its own district.

Can an out of town Hackney Carriage wait on a Charnwood rank?

An out of town hackney carriage vehicle (taxi) **cannot** be hailed in the street or wait on a Charnwood hackney rank.

Can a charnwood licensed private hire vehicle use a Charnwood Hackney Rank?

Only a Charnwood licensed hackney carriage (taxi) can wait on a Charnwood Borough Council rank. Hackney Ranks cannot be used by private hire vehicles to drop off or pick up passengers on.

Can a Charnwood Hackney Carriage vehicle display the name of a Private Hire Operator (not licensed in the Borough of Charnwood) whilst sat on a rank?

The answer is yes. As a hackney carriage is not required to have an operator similar to that of a private hire.

Can a private hire vehicle be driven as a Hackney Carriage vehicle?

The answer is No. Should a driver of a private hire vehicle, recently have received his Combined Drivers Badge (which allows a licensed Charnwood Driver to drive either type of vehicle) he/she **CANNOT** jump into his or her previously plated **private hire** vehicle and drive it as a Hackney Carriage vehicle.

There is a **cost** to changing a previously plated private hire to a hackney carriage. The vehicle is required to have a further compliance test, which would require the vehicle to have a taximeter (calibrated to the Council's set Hackney Tariff) and would be required to purchase a new hackney carriage vehicle licence, plus signage and plates from the Council's Licensing Section.

Can vehicles licensed by Charnwood be dual plated?

Charnwood Borough Council **will not** grant a hackney carriage or private hire vehicle licence for any vehicle already licensed by another Licensing Authority.

2. DEREGULATION – SUB CONTRACTING

The Deregulation Act 2015 made changes to 'cross-border hiring', to allow a PHV (private hire vehicle) **Operator** to sub-contract a PHV booking to another Private Hire Operator who is licensed in a different licensing district outside London, based in London or in Scotland. Previously to the changes made in the Act, a PHV operator had to sub contract any booking they were unable to fulfil to another PHV operator licensed by the same licensing authority, i.e. within Charnwood.

However, this does not change the rule of three; the vehicle driver and operator need to be licensed by all the same licensing authority. E.g. should a Wolverhampton operator wish to use a Leicester city plated vehicle and licensed driver, the job would need to be sub-contracted to a private hire vehicle operator based and licensed by the same licensing authority as that of the car and vehicle, Leicester City Council.

The original operator, who accepts the booking and subsequently passes it on, **retains liability** for the satisfactory completion of that journey. There is also a clear duty on the operator who takes the booking to keep a full record and to report the full record of that journey. I.e. the details of the booking and who it has been sub contracted too.

The second operator must also keep and maintain records of the booking taken, i.e. subcontracting received from whom and passenger details.

3. TIREDNESS OF DRIVERS

There are no direct controls over the hours that a licensed hackney carriage/private hire driver works. However, each and every road user needs to take responsibility for their own ability to drive, if and when they are tired. In Mansfield, a tired driver, on returning to his home town from an airport run, fell asleep at the wheel and hit a motorcyclist who died. The driver admitted dangerous driving and was jailed for 45 months. The Private Hire Operator who the driver worked for had been advised by the customers dropped off at the airport that the driver was tired and driving erratically. As no action was taken on receipt of this complaint by the operator, the private hire operator's licence also came into question.

There are rules in respect of HGV'S and PSV's in respect of tiredness and you may wish to take these into account when you are due to drive. **Please see FIG 1 at the end of the newsletter.**

4. CHANGES TO THE DBS (DISCLOSURE BARRING SERVICE) – THIS COULD AFFECT YOU!

With effect from the 6th May 2019, the Disclosure and Barring Service (DBS) have implemented a change to the enhanced disclosure process. The change came into effect on the **1st August 2019** and means that DBS is no longer accepting enhanced applications that have been submitted with missing or incorrect information. Previous to the 6th May 2019, any forms which contained errors were returned to the Licensing section of the Council who contacted the applicant, the error was rectified and the form returned.

This has now stopped and any errors will result in the form being refused and a new form will be required along with a new fee.

Please make sure your form is correctly completed... especially areas such as the record of addresses (for last 5 years) and dates – do they require a date, month and year or just a month and year? Have you any gaps in your history? .

How will this affect you?

From the **1st August 2019** not only will errors by you on completing the form, potentially cost you more but it may delay your driver renewal application and result in you not being able to drive.

You may wish to consider using the **DBS Update Service**. This eradicates the need to complete a DBS form when required and allows any organisation, on being given written consent from yourself to access your record.

If you wish to use the **DBS Update Service**, you need to register within 30 days of receiving your disclosure certificate. There is then a yearly fee, currently £13.00 per year to be paid by direct debit to the DBS. It will save you money. Failure to make this payment results in the service ending. A leaflet as to the update service is included with each DBS form issued.

4. COUNTY LINES

County lines refers to gangs and organised criminal networks which export illegal drugs into suburban, rural and coastal areas, using dedicated mobile phone lines or "deal line". "The crime sees County Lines gangs exploit children and vulnerable adults to move drugs and money. The gangs move into a rural or suburban area for a short time, taking over the home of a vulnerable person where they set up a base.

To help safeguard these vulnerable children and protect them from gangs, the Home Office, Institute of Licensing and Crime Stoppers are working to increase awareness among taxi and private hire vehicle drivers, and licensing staff, of the signs to spot a potential victim.

The signs to spot are:

- A child, normally 14-15 years old, but can be as young as 12 travelling a long train journey alone.
- They may be from another area, so may not be familiar with an area (may look lost) and may have a distinct urban accent.
- They may be travelling during school hours or unusual hours (e.g. late in the evening).
- An obvious relationship with controlling, older individuals.
- Suspicion of self-harm, physical assault or unexplained injuries.
- Excessive receipt of texts or phone calls.

Taxi drivers who spot a vulnerable young person should report their concerns to Crime Stoppers on the free number 0800 555 111.

5. GARAGES

Following a procurement process which was advertised and published on the 1st of May 2019, Charnwood Borough Council has signing contracts with three garages. The contracts were finalised on the 1st August 2019. The three garages are;

- Ark Motors, 38 Cossington Road, Sileby, Loughborough, LE12 7RS
(01509 812269) sales@arkmotors.co.uk
- Loughborough MOT & Service Centre, Moira Street, Loughborough, LE11 1AU
(01509 213838) Loughboroughmot@yahoo.com
- Shreeve & Mardell Limited, 17a Limehurst Avenue Loughborough, LE11 1PE
(01509 263644) shreeveandmardell@hotmail.co.uk

Licensing would like to take this opportunity to thank Ray Mills at R.E Mills Motor Engineers, Town Street, Rothley and wish him well on his retirement.

When booking a vehicle into an authorised garage YOU need;

To give the garage the following information;

- Details of the Proprietor/Private Hire Operator
- Registration of vehicle
- Make and model of vehicle
- Vehicle Licence details (if an existing licensed vehicle)

On attending the vehicle test, you should produce the following documents;

- Meter calibration certificate (if meter fitted)
- V5 Document in the applicant's name or equivalent V5C and the DVLA demand scheme for fleet vehicles
- Vehicle insurance
- Private hire exemption certificate (if held which means they do not need to display the plates but they must hold all livery (plates, brackets, internal plate, complaint notice and door signs) in the boot of the vehicle)

6. FAREWELL AND GOODBYE TO MR. LAMBERT!!!

Chris Lambert has left the building! Chris retired from his position of Licensing Enforcement Officer at the end of March 2019. He will be missed by his colleagues and the trade alike and we wish him well on his retirement.

Interviews were held for his replacement in May 2019 and we await a start date for the successful candidate.

7. LANYARD OR CLIP – THAT IS THE QUESTION?

Many organisations, provide their employees, with employee identification worn around their neck. It is also a requirement that a hackney carriage/private hire driver wear his driver's badge. However, UK Police have recently released a warning on the potential dangers of wearing a lanyard while driving.

Dorset Police released the warning on social media following a couple of serious traffic accidents which were made worse by the use of lanyards and left the drivers seriously injured. The Police advise those wearing lanyards to remove them before starting their journey home, in order to prevent similar incidents from occurring.

Should any driver be concerned about wearing the lanyard, the Licensing Section has now required clips for the driver badges. The driver may choose whether he uses a lanyard or a clip. This does not remove the need to wear the badge.

8. POLICY REMINDERS

1. Meters

A recent prosecution of a Charnwood Borough Council Combined driver for failing to use his taximeter has highlighted that meters/taximeters may be being used incorrectly.

In summary, the Hackney Carriage and Private Hire Licensing Policy states that;

Hackney carriages (taxi) licensed by Charnwood Borough Council

Each hackney carriage is fitted with a calibrated meter (taximeter) which can be seen in the front of the vehicle. The hackney carriage fare table (the fares are set by Charnwood Borough Council) should be displayed or be available in each taxi.

Hackney Carriage Fares, set by the Council, are a maximum. A hackney carriage cannot charge more than the metered fare for a journey within the borough irrespective of how that was arranged (rank, hailed or pre-booked). Before the start of a hiring for a journey which ends outside the district, agreement can be made to pay an amount which is more than the metered fare, but if no agreement is made only the metered fare can be charged.

Hackney carriage drivers, can when working, offer a discount on the metered fare (within or outside the district) as long as it is less than the hackney tariff set by Charnwood Borough Council.

Private hire

A private hire vehicle may or may not have a meter.

Private Hire Operators may set their own fares, but if a meter is used the current fare chart must be displayed in each vehicle so that it is easily visible to all hirers.

For private hire vehicles without meters, the passenger cannot be charged more than the charge agreed between the passenger and operator before the vehicle was hired. If the charge is calculated from a tariff, a current fare/tariff table must be displayed where it can easily be seen by passengers.

2. Return of all signage and new Return form

The existing Hackney Carriage and Private Hire Licensing Policy states at page 43 that;

‘All plates, signs, etc. remain the property of the Council and must be surrendered to an Authorised Officer upon request following suspension of a vehicle, when the licence is surrendered or the licence has expired.’

All plates and signage mean external plates (front and rear), internal plates, all door signs (ovals) and the vehicle’s paper licence. Nothing should remain on the vehicle that would imply to a member of the public that the vehicle is still a working licensed car. On returning all plates and signage to the Council please ensure that you complete a **‘Vehicle Licence and Plate Return form’**.

Please be advised that if you attend the Council with only part of the signage you will be turned away and asked to re-return with it all. If unable to provide all the signage, you will need to give reasons for failing to return each item on the Vehicle Licence and Plate Return Form.

3. Lost Property

Should a driver of a licensed hackney carriage or private hire vehicle find lost property in their car, they should as per;

Schedule 1, of the hackney carriage and private hire licensing policy at page 38 states;

‘Lost Property

If any property has been left in the Vehicle it must, unless it is claimed by the passenger who lost it, as soon as possible, and in any event within 24 hours, be handed in to the nearest Police Station.’

Fig 1. Tiredness Kills – Take a Break.

