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8 March 2018

LICENSING COMMITTEE

A meeting of the Committee will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Littlehampton, BN17 5LF on **Friday, 23 March 2018 at 9.30 a.m.** and you are requested to attend.

Members : Councillors Cooper, (Chairman), Wheal (Vice-Chairman), Mrs Bower, Cates, Charles, Clayden, Mrs Daniells, Dillon, Edwards, Hitchins, Mrs Oakley, Oliver-Redgate, Patel, Purchese and Warren.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

a) the item they have the interest in
b) whether it is a pecuniary, personal and/or prejudicial
c) the nature of the interest

3. *MINUTES

To approve as a correct record the Minutes of the meeting held on 16 March 2018 (To be circulated under separate cover).

4. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. REVIEW OF THE FEES FOR HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES AFTER CONSULTATION

The fees charged to drivers, hackney carriage and private hire vehicle proprietors and private hire operators for licences are reviewed each year by the Licensing Committee.

This report provides information to be considered in the review of fees for the period April 2018 to March 2019.

6. REVIEW OF THE FARE STRUCTURE FOR HACKNEY CARRIAGES AFTER CONSULTATION

The fares charged to customers using Hackney Carriages (Taxis) are reviewed and set each year by the Licensing Committee.

This report provides information to be considered for the setting of fares for the period of 1st April 2018 to 31st March 2019.

Note : *Indicates report is attached for Members of the Licensing Committee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or accessed via www.arun.gov.uk

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant officer in advance of the meeting.

Agenda Item 5

ARUN DISTRICT COUNCIL

LICENSING COMMITTEE – 23 MARCH 2018

Decision Paper

Subject: Review of the fees for hackney carriage and private hire licences after consultation

Report by: Glenn James, Licensing Officer Report date: 22nd February 2018

EXECUTIVE SUMMARY

The fees charged to drivers, hackney carriage and private hire vehicle proprietors and private hire operators for licences are reviewed each year by the Licensing Committee.

This report provides information to be considered in the review of fees for the period April 2018 to March 2019.

RECOMMENDATIONS

It is recommended that the members consider the information and proposal for the fees and make an appropriate decision from the options available to them at section 4.0 of this report.

1.0 Introduction

1.1 Each year licence holders and the public are consulted regarding the fees which the council may charge for drivers, hackney carriage and private hire vehicle proprietors and private hire operators' licences.

1.2 The proposed fees are advertised in a local newspaper and comments are invited.

1.3 After the consultation period has ended, the fees are placed before the Licensing Committee for consideration. If there are no objections or all objections have been withdrawn the proposed fees will come into effect on the date of the expiration of the period specified in the notice (1st April 2018).

1.4 If objections to the proposed fees are received, and not withdrawn, the committee shall set a further date, not later than two months after the first specified date (in this

case 1st April 2018) on which the fees shall come in to force, with or without modifications, as decided by them, after consideration of the objections.

2.1 SETTING THE FEES FOR APRIL 2018 TO MARCH 2019

2.1 During 2017 officers had looked at the charges made for the licences and had worked out in detail how much it costs to administer the regime. The costs were calculated on a cost recovery basis. Fee calculations include assessing applicants for suitability (such as knowledge tests), costs of materials (such as plates and badges) and associated administration costs.

2.2 The proposed fees for 2018/2019 for drivers, vehicle proprietors and private hire operators have been calculated as follows:

Type of licence	Charges for 2017/18	Charges for 2018/19
HC/PH Vehicle licence		
New	£105	£105
Renewal	£87	£84
HC/PH driver licence		
New (1 year only)	£180	£192
Renewal*		
1 year licence	£156	£162
3 year licence	£360	£354
Late renewal*	£25	£25
Horse drawn vehicle licence		
New	£105	£105
Renewal	£87	£84
Horse drawn vehicle driver licence		
New (1 year only)	£180	£192
(Renewal)		
1 year licence	£156	£162
3 year licence	£360	£ 354
Late renewal*	£25	£25
Private hire operator licence		
New		
1 year licence	Less than 10 vehicles = £138	£144
	More than 10 vehicles = £186	£192
5 year licence	Less than 10 vehicles = £576	£552
	More than 10 vehicles = £627	£600
Renewal		
1 year licence	Less than 10 vehicles = £114	£120
	More than 10 vehicles = £156	£162
5 year licence	Less than 10 vehicles = £552	£546
	More than 10 vehicles = £600	£576
Transfer of vehicle licence	£7.25 per month pro rata	£7.00 pro rata per month

30 day temporary plate	£30	£35
Knowledge test - First test free	£50 each subsequent test	£50 each subsequent test
Disclosure and Barring Service (DBS) charge (subject to change)	£57	£57 or pay to on line service
Replacement/lost/missing driver badge	£10	£13.50
Replacement vehicle plate	£20	£25
Change of address	£5	£7.50
Change of vehicle ownership	£5	£7.50
Change of vehicle registration	£25	£25
**Renewal applications for a driver licence made after the expiry date will be charged a late renewal fee, as well as the full cost of the licence. An application for renewal will only be accepted up to 14 days after the expiry date. Any application received after that date will have to be an application for a new licence* **Renewal applications for a driver licence made after 14 days of the expiry date will not be accepted. An application for a new licence must be made which means the applicant must have a knowledge test, medical, DBS and driving assessment*		

2.3 The proposed fees were advertised in a newspaper, circulating in the district, for a period of not less than 28 days. No comments or objections were received during the consultation period.

2.4 If members are minded to agree any modifications to the proposed fees, they may decide a new date, not later than two months after the originally proposed date, when the modified fee will take effect.

3.0 Legislation

3.1 Local Government (Miscellaneous Provisions) Act 1976 section 70

(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 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.

3.2 **Local Government (Miscellaneous Provisions) Act 1976 section 53**

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

4.0 Options

4.1 To agree the proposed fees in section 2 for the period 2018/19. The fees shall take effect from 1st April 2018.

4.2 To alter the proposed fees in section 2 for the period 2018/19, and set a new date when the fees will take effect. This shall not be later than 2 months after 1st April 2018

Background Papers:

Contact: Glenn James Ext. 37681

Agenda Item 6

ARUN DISTRICT COUNCIL

LICENSING COMMITTEE 23 MARCH 2018

Decision Paper

Subject: Review of the fare structure for hackney carriages after consultation

Report by: Glenn James, Licensing Officer Report date: 23rd February 2018

EXECUTIVE SUMMARY
The fares charged to customers using Hackney Carriages (Taxis) are reviewed and set each year by the Licensing Committee.

This report provides information to be considered for the setting of fares for the period of 1st April 2018 to 31st March 2019.

RECOMMENDATIONS
It is recommended that the members consider the information and proposal for the fare structure and make an appropriate decision from the options available to them at section 4.0 of this report.

1.0 Introduction

1.1 Each year hackney carriage licence holders are consulted regarding the fares charged to customers. The fare structure is advertised in a local newspaper, inviting comments for a period of fourteen days.

1.2 After the consultation period has ended the proposal and any comments that have been received are bought to the committee for final agreement. If objections to the proposed fares are received and are not withdrawn, the committee shall set a further date, not later than two months after the first specified date (in this case 1st April 2018) on which the table of fares shall come in to force with or without modifications after consideration of the objections.

1.4 If no objections are received and the committee does not make any modifications, the fare structure comes in to effect on 1st April 2018.

2.0 SETTING THE FARES FOR APRIL 2018 TO MARCH 2019

2.1 This year we consulted with members of the taxi trade by letter, asking for their comments regarding the taxi fares. A total of 305 drivers were consulted and we

received 11 consultation returns requesting a variety of fare increases (see appendix 1). A copy of the current fare structure is at appendix 2

2.2 Officers have monitored diesel fuel prices throughout the year and there has been a slight increase from January 2017. Having taken into consideration this increase in fuel and the fares have not increased since 2011, officers have proposed a slight increase of the fares see appendix 3.

2.3 The proposed fares were advertised in a local newspaper, circulating in the district, for a period of not less than 14 days. No comments or objections have been received during the consultation period.

2.5 If members are minded to agree any modifications to the proposed fare structure, they may decide a new date, not later than two months after the originally proposed date, this being 1st April 2018, when the modified fares will take effect.

2.7 If no objections or modifications to the fees are agreed the proposed fees will take effect from 1st April 2018.

2.8 In case of diesel prices reaching the trigger level (£1.50/ltr) when the fair would increase, and to avoid any delay, it was appropriate to advertise that part of the proposed fees at the same time as the normal fees.

3.0 Legislation

3.1 Local Government (Miscellaneous Provisions) Act 1976 section 65

(1) A district council may fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a "table of fares") made or varied in accordance with the provisions of this section.

(2)(a) When a district council make or vary a table of fares they shall publish in at least one local newspaper circulating in the district a notice setting out the table of fares or the variation thereof and specifying the period, which shall not be less than fourteen days from the date of the first publication of the notice, within which the manner in which objections to the table of fares or variation can be made.

(b) A copy of the notice referred to in paragraph (a) of this subsection shall for the period of fourteen 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.

(3) If no objection to a table of fares or variation is duly made within the period specified in the notice referred to in subsection (2) of this section, or if all objections so made are withdrawn, the table of fare or variations 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 is the latter.

(4) 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 table of fares shall come into force with or without modifications as decided by them after consideration of the objections.

(5) A table of fares made or varied under this section shall have effect for the purpose of the Act of 1847 as if it were included in hackney carriage byelaws made thereunder.

(6) On the coming into operation of a table of fares made by a council under this section for the district, any hackney carriage byelaws fixing the rates and fares or any table of fares previously made under this section for the district, as the case may be, shall cease to have effect.

(7) Section 236(8) (except the words "when confirmed") and section 238 of the Local Government Act 1972 (except paragraphs (c) and (d) of that section) shall extend and apply to a table of fares made or varied under this section as they apply to byelaws made by a district council.

4.0 Options

4.1 To agree the fare structure, as advertised. The fare structure shall come into effect 1st April 2018.

4.2 To alter the fare structure, giving full details of any modification to the fare structure and set a date when the modified fare structure comes in to effect. This shall not be later than 2 months after 1st April 2018.

Background Papers:

Contact: Glenn James Ext. 37681

If you wish to make comment about the fare structure or raise any other issues, please give details below

Fares

Flag drop to be £4-20 and remain until 1st mile completed and then continue as now.

[redacted]

Arun District Council LICENSING-23/03/2018_15:10:12

If you wish to make comment about the fare structure or raise any other issues, please give details below

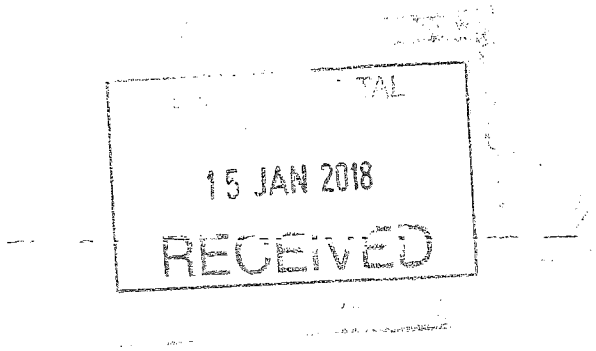
Fares I Think the Flag Should be raised From £2·50 to £3·00 But leave the Milage rate at the currant tarrife

If you wish to make comment about the fare structure or raise any other issues, please give details below

Fares

£3 – Flag drop

10p ⅛ miles after first mile.



Arun District Council LICENSING 23/03/2018_15:10:12

19 JAN 2018

If you wish to make comment about the fare structure or raise any other issues, please give details below

Fares

Fares to remain the same, with the previous proviso regarding the cost of fuel.

Any other comments

Arun District Council LICENSING 23/03/2018_15:10:12

ENVIRONMENTAL

19 JAN 2018

If you wish to make comment about the fare structure or raise any other issues, please give details below

Fares

£3-50 - 4·00 - First Posh.

£4·50 - 1st mile (so go up 30p) on first mile

£ ·10p - Second mile (etc).

fare's need to go up as not gone up in 7 years, Everything else has (Running costs).

If second mile doesnt go up the flag drop should, as this is far to cheap.

Any other comments

APPENDIX 1 to ITEM 6

EN... UN...
24 JAN 2018

If you wish to make comment about the fare structure or raise any other issues, please give details below

Fares EVEN THOU COSTS ARE HIGH FOR A TAXI DRIVER FUEL PRICES HAVE RISEN SIMPLY IN THE LAST 6 WEEKS.
TO ENCOURAGE - AN INCREASE IN LEVY WOULD HELP.

If you wish to make comment about the fare structure or raise any other issues, please give details below

Fares

I WOULD LIKE TO SEE THE FLAG DROP AT £3 & NO INCREASE IN MILEAGE

Arun District Council LICENSING-23/03/2018_15:10:12

Sandra Sayers

From: [redacted]
Sent: 25 January 2018 17:51
To: Taxis
Subject: Comment Fare Structure

Dear Glenn

Meter to start at 4.00 pound. Stay the same for the first mile and increase the second mile.

Regards
[redacted]

APPENDIX 1 to ITEM 6

Arun District Council LICENSING-23/03/2018_15:10:12

Glenn James

From: [redacted]
Sent: 25 January 2018 16:14
To: Taxis
Subject: TAXI FARE

[redacted]

As requested from the newsletter, I would like to raise the points on the starting fare i.e. the flag drop on the meter this should be £4.50 min mile this would bring it in line with the current rates of fuel, insurance, taxi subs, maintenance of the vehicle to council standard and surrounded local council prices....

[redacted]

Arun District Council LICENSING-23/03/2018_15:10:12

Glenn James

From: [redacted]
Sent: 25 January 2018 15:04
To: Taxis
Subject: Fares

As requested from news letter I reply with flag should start at £4.50 And minimum mile should be £4.50 this will only bring us in line with Chichester and still lower with most in the UK with the cost of fuel rises in taxi licence cost subs and the invasion of chicester licenses working in Arun I still only find this fair

Arun District Council LICENSING-23/03/2018_15:10:12

Glenn James

From: [redacted]
Sent: 24 January 2018 12:10
To: Taxis
Subject: Fares increase

[redacted]

I would like
£4.00 flag drop
£4.50 1st mile
£0.10 2nd mile

Regards
[redacted]

APPENDIX 1 to ITEM 6

Arun District Council LICENSING 23/03/2018_15:10:12

Arun District Council

Local Government (Miscellaneous Provisions) Act 1976 Section 65

Maximum rate of fares for distances within Arun District 1 April 2017 - 31 March 2018

The taximeter must be switched on at the start of each journey.
All charges shown below include VAT where applicable.

Tariff 1 any vehicle carrying upto 4 passengers

If the distance does not exceed 400 yards	**£2.50**
- for each subsequent 80 yards or uncompleted part thereof	**£0.10**

This equates to £4.20 for the first mile and £2.20 for each subsequent mile

Tariff 2 any vehicle carrying upto 4 passengers

For hirings begun between midnight and 6.00am	**+50% of the Tariff 1 fare**
For hirings on Bank holidays and Public holidays, including Easter Sunday (but excluding Christmas Day, Boxing Day and New Year's Day)	**+50% of the Tariff 1 fare**
For hirings on Christmas Eve & New Year's Eve, after 6.00pm	**+50% of the Tariff 1 fare**

Tariff 3 any vehicle carrying upto 4 passengers

For hirings on Christmas Day, Boxing Day and New Year's Day	**+100% of the Tariff 1 fare**

Tariff 4 MPVs only when carrying more than 4 passengers

If the distance does not exceed 400 yards	**£3.75**
- for each subsequent 80 yards or uncompleted part thereof	**£0.15**

This equates to £6.30 for the first mile and £3.30 for each subsequent mile.

Tariff 5 MPVs only when carrying more than 4 passengers

For hirings begun between midnight and 6.00am	**£5.60 +50% of the Tarriff 4 fare**
- for each 71 yards is (for each subsequent mile)	**£0.20 £4.95**
For hirings on Bank holidays and Public holidays, including Easter Sunday (but excluding Christmas Day, Boxing Day and New Year's Day)	**+50% of the Tariff 4 fare**
For hirings on Christmas Eve & New Year's Eve, after 6.00pm	**+50% of the Tariff 4 fare**

Tariff 6 MPVs only when carrying more than 4 passengers

For hirings on Christmas Day, Boxing Day and New Year's Day	**+100% of the Tariff 4 fare**

Waiting Time
For each period of 18 seconds or uncompleted part thereof £0.10 this equates to £20 per hour.

SOILING CHARGE **£65.00**

Optional Extra charges

- For vehicles carrying less than five (5) passengers (including MPV's) - for each person beyond one (1) to a maximum of four (4) per journey) **£0.20**
- For each dog (carried at driver's discretion) (per journey) **Guide dogs must be carried free of charge.** **£0.20**
- For each item of luggage carried outside the passenger compartment (per journey) BUT EXCLUDING SHOPPING BAGS, HAND LUGGAGE AND CHILDREN'S PUSHCHAIRS **£0.20**
- **A Booking Fee up to a maximum of £4.00 may be charged where:-**

(a) The Hackney Carriage is booked in advance; and

(b) (i) The customer shall be told the cost of the booking fee at the time that the booking is taken and the amount recorded in the booking log; and

(ii) The customer shall be told that the booking fee is in addition to the fare for the journey; and

(c) The hiring involves a separate journey of at least one (1) mile, starting from the taxi rank or the operator's premises, to the pick up point.

Notes

1 Fares for distance and waiting time will record automatically on the Taximeter, which will be set and sealed at the above rates.

2 Extra charges will be recorded on the Taximeter by the driver at the **start** of each journey.

3 The Taximeter **must not** be switched off at any time during the journey.

10-03-17 H

ARUN DISTRICT COUNCIL

Arun District Council

Local Government (Miscellaneous Provisions) Act 1976 Section 65

NOTICE is hereby given that Arun District Council has set the rate of fares charged for the hire of Hackney Carriages within their District in accordance with the provisions of the above section. The table of fares will be from 1st April 2018 to 31st March 2019 and will apply if the cost for diesel fuel remains below a local average of £1.50 per litre.

MAXIMUM RATE OF FARES FOR DISTANCE WITHIN THE ARUN DISTRICT

The taximeter must be switched on at the start of each journey. All charges shown below include VAT where applicable. The0table of fares will remain in use until such time as the cost of diesel fuel reaches £1.50 or more per litre for a period of one month.

MILEAGE

Vehicles carrying up to four passengers (Tariff 1)

If the distance does not exceed 765.24 yards	£3.00
- for each subsequent 76.52 yards or uncompleted part thereof	£0.10

This equates to £4.30 for the first mile and £2.30 for each subsequent mile

Vehicles carrying more than four passengers (MPV's only) (Tarrif 4)

If the distance does not exceed 765.24 yards	£4.50
- for each subsequent 76.52 yards or uncompleted part thereof	£0.10

This equates to £6.45 for the first mile and £3.45 for each subsequent mile

WAITING TIME

For each period of 18 seconds or uncompleted part thereof	£0.10

This equates to £20 per hour

EXTRA CHARGES

For hiring's begun between midnight and 6.00 a.m	+50% of the above fare
For hiring's on Bank and Public holidays, including Easter Sunday (but excluding Christmas Day, Boxing Day and New Years Day)	+50% of the above fare
For hiring's on Christmas Eve & New Years Eve, after 6.00 p.m	+50% of the above fare
For hiring's on Christmas Day, Boxing Day and New Years Day	+100% of the above fare

OPTIONAL EXTRA CHARGES

For vehicles carrying less than five passengers (including MPV's) - for each person beyond one up to a maximum of four (per journey)	£0.20
For each dog (carried at drivers discretion) (per journey) **GUIDE DOGS MUST BE CARRIED FREE OF CHARGE**	£0.20
For each item of luggage carried outside the passenger compartment (per journey) **BUT EXCLUDING SHOPPING BAGS, HAND LUGGAGE AND CHILDREN'S PUSHCHAIRS**	£0.20
SOILING CHARGE	£65.00

A Booking Fee up to a maximum of £4.00 may be charged where:-

(a) The Hackney Carriage is booked in advance; **and**

(b) (i) The customer shall be told the cost of the booking fee at the time that the booking is taken and the amount recorded in the booking log; **and**

(ii) The customer shall be told that the booking fee is in addition to the fare for the journey; **and**

(c) The hiring involves a separate journey of at least one mile, starting from the taxi rank or the operators premises, to the pick up point.

If the price of diesel fuel reaches a local average of not less than £1.50 per litre for a period of one month during the period 1st April 2018 to 31st March 2019 the tariffs stated below will take effect. All other charges will remain the same. The taximeter must be switched on at the start of each journey. All charges shown below include VAT where applicable.

MILEAGE

Vehicles carrying up to four passengers (Tariff 1)

If the distance does not exceed 733.38 yards	£3.00
- for each subsequent 73.33 yards or uncompleted part thereof	£0.10

This equates to £4.40 for the first mile and £2.40 for each subsequent mile

Vehicles carrying more than four passengers (MPV's only) (Tarrif 4)

If the distance does not exceed 733.38 yards	£4.50
- for each subsequent 73.33 yards or uncompleted part thereof	£0.10

This equates to £6.60 for the first mile and £3.60 for each subsequent mile

NOTES

1. Fares for distance and waiting time will record automatically on the Taximeter, which will be set and sealed at the above rates.

2. Extra charges will be recorded on the Taximeter by the driver at the **START** of each journey.

3. The Taximeter **MUST NOT** be switched off at any time during the journey.

A copy of this notice will be kept at the Arun Civic Centre, Maltravers Road, LIttlehampton and the Bognor Regis Town Hall, Clarence Road, Bognor Regis and will be open to inspection without payment on any weekday during normal office hours for fourteen days from and after the date of the first publication of this notice

Any objections to the table of fares must be made in writing within fourteen days from the date of the first publication of this notice, addressed to: Taxi Licensing Officer, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF

Dated 6th February 2018