



Public Document Pack

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13 February 2024

LICENSING COMMITTEE

A meeting of the Licensing Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Friday 23 February 2024 at 10.00 am** and you are requested to attend.

Members: Councillors Blanchard-Cooper (Chair), Haywood (Vice-Chair), Batley, Bence, Cooper, Goodheart, Madeley, McAuliffe, McDougall, Patel and Worne

PLEASE NOTE:

A live webcast of the meeting will be available via the Council's Committee's [Web Page](#)

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by **by 5.15 pm on Friday, 16 February 2024** in line with current Committee Meeting Procedure Rules.

For further information on the items to be discussed, please contact Committees@arun.gov.uk

AGENDA

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

(Pages 1 - 10)

To approve as a correct record the Minutes of the meeting held on 15 December 2023.

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. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes).

6. TAXI FARE SETTING

(Pages 11 - 24)

The fares charged to customers using Hackney Carriages (Taxis) are reviewed and set each year. This report provides information to be considered for the setting of fares for the period of 1 April 2024 to 31 March 2025.

7. LICENSING FEES

(Pages 25 - 36)

This report sets out recommended fees for the licensing service for 2024-25 following a detailed review. The fees recommended are based on cost recovery.

8. Q3 PERFORMANCE REPORT FOR THE KEY PERFORMANCE INDICATORS (KPI'S) WHICH FORM PART OF THE COUNCIL'S VISION 2022-2026. (Pages 37 - 42)

This report sets out the performance of the Key Performance indicators at Quarter 3 for the period 1 April 2023 to 31 December 2023.

9. WORK PROGRAMME (Pages 43 - 44)

The Committee Work programme is attached for members to note.

Note: If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note: Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link - [PART 8 - CP - Section 5 Filming Photographic Protocol](#)

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Agenda Item 3

Subject to approval at the next Licensing Committee meeting

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LICENSING COMMITTEE

15 December 2023 at 9.30 am

Present: Councillors Blanchard-Cooper (Chair), Haywood (Vice-Chair), Goodheart, McAuliffe, McDougall and Worne

481. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Batley, Bence, Cooper, Madeley and Patel.

482. ADJOURNMENT

The Chair drew the Committee's attention to an error that had resulted in the incorrect start time for this meeting being published on the Council's Website and Agenda. The start time stated 9.30am instead of the 10.00am start time agreed by this Committee at its meeting on 23 June 2023.

To deal with this situation he referred members to Part 5 Rules of Procedure (Meetings) Section 2 – Committee Procedure Rules of the Council's Constitution. Rule 13.11 – Motions which may be moved during debate, allow for a motion to be moved to adjourn a meeting.

The Chair moved to adjourn the meeting for a period of 30 minutes until the agreed start time of 10.00am. The adjournment of the meeting until 10.00am was proposed by Councillor McDougall and seconded by Councillor Hayward.

The Committee

RESOLVED

To adjourn the start time of the Licensing Committee for a period of 30 minutes until 10.00am.

483. DECLARATIONS OF INTEREST

There were no declarations of interest.

484. MINUTES

The Minutes of the previous meeting held on 23 June 2023 were approved by the Committee and signed by the Chair. The Minutes of the Licensing Sub-Committee held on 23 June 2023, 10 July 2023, 14 August 2023 and 15 September 2023 were noted by the Committee.

Licensing Committee - 15.12.23

485. 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

There were no urgent items.

486. PUBLIC QUESTION TIME

There were no public questions.

487. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2023 TO 30 SEPTEMBER 2023

The Group Head of Technical Services invited the Committee to make comment on the report.

The Committee noted the report.

488. TAXI POLICY AND BYELAWS

The Chair thanked the Environmental Health Team for all the work that had gone into producing the Taxi Policy and Byelaws report.

The Environmental Health Team Manager was then invited by the Chair to present the report. The report sought adoption of a revised Hackney Carriage/Private Licensing Policy following the approval of the Committee, at its meeting on 9 September 2022, to carry out a six-week public consultation period. The proposals included the Introduction of a vehicle age limit, emissions standards, requirements for CCTV and other minor amendments and updates. He referred to the resolution also made by the Committee that the byelaws should be updated with minor amendments and advertised. However, most of the minor changes to the byelaws have been incorporated into the draft policy and can be implemented as part of the licensing conditions instead of a byelaw. The public consultation had taken place during September and October 2022 and had specifically been brought to the attention of the taxi trade.

Details of the responses were provided at appendix 3 of the report. Of the 122 responses, 78 stated they were not in support of mandatory CCTV. Following the responses received, whilst there were significant public safety and crime prevention benefits, given the concerns raised it was not proposed to proceed with its introduction at this stage. Instead officers will carry out further consultation and research, with greater engagement with residents to ensure a balanced view. A further report will then be brought to the Committee with the findings and a draft CCTV policy if it is proposed to proceed. Concerns were also raised about the proposed vehicle emission and age criteria and following the concerns raised, the proposals had been amended. The changes, set out in paragraph 3.11 of the report, related to the maximum age limit for

licensed a vehicle and the requirement for vehicles to be Ultra Low Emission Vehicle emission from 1 April 2030.

The recommendations were proposed by Councillor Worne and seconded by Councillor Goodheart.

The Chair invited members to make comment or ask questions

During the discussion members were understanding of some of the concerns expressed by the taxi trade in relation to the proposed introduction of CCTV, which may be expensive to implement. However, it was important that measures were in place to protect both drivers and members of public. The Committee expressed their support for further public consultation to be carried out to get a balanced view. A member asked about restrictions on vehicle engine size and if officers had given consideration to that and also about encouraging a greater take up of electric or hybrid vehicles? The Environmental Health Team Manager responded that engines sizes had not specifically been looked into, but the ultra-low emission requirements would likely impact the maximum engine size. Officers undertook to include fee incentives for electric and hybrid vehicles, which would be included in the Fee Setting report to be considered by the Committee at its next meeting on 23 February 2024. A member referred to Appendix 9 – Conditions applicable to all wheelchair accessible vehicles and asked how many wheelchair accessible vehicles were licensed in the District and how often lift inspections were required to be carried out. The Environmental Health Team Manager undertook to provide details of the number of wheelchair accessible vehicles licensed in the District outside of the meeting. Under the Lifting Operations and Lifting Equipment Regulations, similar to an MOT, lifts relating to lifting people required thorough examination twice a year. The Environmental Health Team Manager responded to a question from a member concerning Arun's promotion as a tourist destination and whether licensed drivers could be encouraged to become ambassadors for Arun. The Policy did not specifically look into tourism, it was chiefly about public safety, and advised that its inclusion would need to be assessed for reasonableness.

The Chair referred to the lead in times for consideration of the Policy by the Committee, following concerns raised by the taxi trade. He had spoken to the officers and had taken into account following discussion that a lot of work has gone into the Policy and confirmed that officers have carefully considered their concerns.

The Licensing Committee

RESOLVED to agree:

1. That the revised Hackney Carriage and Private Hire Licensing Policy and Handbook 2023 ('Draft Policy') be adopted, to come into effect from 1 April 2024
2. That Authority be given to the Group Head Technical Services in consultation with the Chair of the Licensing Committee to make minor and administrative amendments to the Policy.

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3. That the Licensing Team continue to explore the proposals for the introduction of CCTV within taxi vehicles and carry out further research and consultation, with a further report to committee on any proposal, accompanied by a draft CCTV policy.

489. WORK PROGRAMME

The Committee noted the Work Programme.

(The meeting concluded at 10.25 am)

LICENSING SUB-COMMITTEE

11 December 2023 at 10.00 am

Present: Councillors McAuliffe, Cooper and Madeley

Also in attendance for all or part of the meeting were:
Joshua Marsh – Technical Support Assistant
Louise Dewberry – Licensing Officer
Neil Williamson – Environmental Health Team Manager
Andrew Burrows – Licensing Officer
Daniel Shing – Council Lawyer
Trading Standards – Peter Aston
West Sussex Public Health - Sophie Krousti
Katherine Davis – Committee Services Officer

The applicant for Item 5 was present and not represented.
The reviewee for Item 6 was present and represented

7. ELECTION OF CHAIRMAN

Prior to the commencement of the meeting it had been agreed that Councillor McAuliffe would chair the meeting. The Chair then invited all parties present to introduce themselves.

8. DECLARATIONS OF INTEREST

There were no declarations of interest made.

9. 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

The Chair confirmed that there were no urgent items for this meeting.

10. EXEMPT INFORMATION

The recommendation to enter into exempt business was proposed by Councillor Cooper and seconded by Councillor Madeley.

The Sub-Committee

RESOLVED

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the

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meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the items.

11. APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE - EXEMPT PARAGRAPH 1 OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

The Chair explained that this was a formal meeting and that he would invite those present to speak in the Order of the hearing procedures agreed at the Licensing Committee held on 23 June 2023, which had been circulated to the meeting.

The Sub-Committee received the report of the Licensing Officer, which set out the detail of an application for a hackney carriage/private hire driver licence application. Due to Council Policy and in light of the nature of the driving offences, the application had to be presented to this Sub-Committee for consideration. It was explained that the applicant had appealed the decision made by another Licensing Authority to revoke his licence and was currently awaiting a hearing date at the Magistrates Court.

Following the Council's procedure for Licensing Sub-Committees, detailed representations were heard from the relevant parties in attendance, followed by questions from the Sub-Committee which were responded to by the applicant at the meeting. The applicant advised on the circumstances of the speeding offences and of his failure to notify the Licensing Authority of the revocation of his driver licence by another Local Authority. He apologised and spoke of the impacts of the revocation on his life and livelihood. The Panel then retired to consider its decision.

The meeting was then reconvened and the Chair advised that the Sub-Committee had taken into account all the representations made before them, both written and oral in respect of this matter, and also had due regard to the Statutory Guidance, the Council's own Licensing Policy and public safety as to whether the Applicant was a fit and proper person. The decision of the Sub-Committee was then delivered to all present.

The Sub-Committee

RESOLVED

That having considered all the evidence available from the applicant and the Licensing Officer, and the Council's Licensing Policy, the Sub-Committee considered the mitigation put forward from the applicant and concluded that the applicant was a fit and proper person to be granted a licence.

The Sub-Committee also considered the range of options available to them and in the circumstances felt that it was appropriate for the applicant to continue subject to the conditions set out at paragraph 3.2 of the Licensing Officer's report to

the Sub-Committee which is to agree the application to continue and grant the licence subject to those conditions a) to h).

The Sub-Committee took the opportunity to remind the applicant that he has a responsibility to notify the Council of matters which may affect his licence as set out in the Council's Licensing Policy, in addition, he can contact the Council's Licensing team who are available to give advice and assistance.

It is noted that the applicant was not represented and should seek independent legal advice as to his rights of appeal to the Magistrate's Court should he wish to.

12. LICENSING ACT 2003, S51 APPLICATION FOR REVIEW OF A PREMISES LICENCE

The Chair noted that this hearing remained in closed session following a request by the applicant to have the review held in camera due to ongoing criminal investigations. He advised that it was a formal hearing that would follow the hearing procedures approved by the Licensing Committee held on 23 June 2023. He asked if any representations had been received to enable the hearing to be dispensed with and was advised by the Licensing Officer that none had been received. The hearing was then formally commenced.

In line with the Council's licensing procedure, detailed representations were heard from all parties present.

The Licensing Officer presented the report which outlined the detail of a case concerning an application from West Sussex County Council Trading Standards for Bucharest Supermarket, 70-72 London Road, Bognor Regis, PO21 1PT. On the basis that the licensing objectives for the prevention of crime and disorder and the protection of children from harm have been undermined. Supporting representations were received from the West Sussex Public Health Directorate and Sussex Police who both contended that the licensing objectives for the prevention of crime and disorder and the protection of children from harm have been undermined.

West Sussex Trading Standards and West Sussex Public Health each presented their case, followed by questions from the Sub-Committee and other parties present which were responded to at the meeting. Trading Standards advised a request had been made to the premises licence holder to provide invoices for the purchases made, photocopies of which had been received today. It was noted that the invoices received had not yet been checked for authenticity.

The licence holder and his representative made representations and answered questions from the Sub-Committee and other parties present. The licence holder and his representative explained that since concerns had been raised by West Sussex Trading Standards they had put measures in place to address them, which included further training for staff. He confirmed that all products brought for sale on the premises had corresponding invoices and advised that his client had changed supplier.

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All parties were given the opportunity to sum up. The Sub-Committee then retired to consider its decision.

The Chair then undertook a vote to extend the meeting by an additional 30 minutes in line with Part 5, Rules of Procedure (Meetings), Section 2, Committee Procedure Rule 8.1. This was then declared CARRIED.

On reconvening the meeting, the Chair read out the following statement:-

The Sub-Committee has considered the representations within the report and those present for a review of a premises licence at Bucharest Supermarket, 70-72 London Road, Bognor Regis, West Sussex, PO21 1PT.

The review was brought by West Sussex County Council's Trading Standards Team on the grounds of:

1. The Prevention of Crime and Disorder
2. The Protection of Children from Harm

The Sub-Committee has considered the written representations made by West Sussex County Council's Trading Standards Team, West Sussex Public Health Directorate and Sussex Police (who were not present) and presentations given by the parties present.

West Sussex Trading Standards Team and the Public Health Directorate had raised concerns over how the Bucharest Supermarket was operated with products and labelling which had not conformed to the required standards isolated issues from a former member of staff. The premises licence holder and his representative explained that since the concerns were raised by West Sussex County Council they had put measures in place to address them, such as further training and providing information requested by Trading Standards.

The Sub-Committee also considered the report before them in detail to make a decision in accordance with the licensing objectives and also had due regard to the following:

- Licensing Act 2003's statutory licensing objectives
- Arun District Council's Statement of Licensing Policy
- Guidance under Section 182 by the Home Secretary and Licensing Act 2003
- The application and both written and oral relevant representations by the parties

The Licensing Sub-Committee has considered all the range of options available to them for failing to meet the licensing objectives sought in the review and decided to:

1. Suspend the premises licence for a period of 2 months from 1 January 2024 at 00:00 hours.

The Committee concluded that additional conditions would not be appropriate as it appears that the licence holder is taking steps to address the concerns of West Sussex County Council to address the current concern for the review whilst the concerns are also covered by separate legislation. The Licensing Sub-Committee was satisfied that a 2 month period of suspension would allow the licence holder to trade up until the New Year and proportionate and reasonable in the circumstances.

Given that the licence holder has been in contact with the Licensing Team and responsible authorities following this review, it is hoped that the concerns of this review can be addressed going forward.

It is noted that the licence holder was represented and should seek legal advice on his rights regarding an appeal should he wish to.

The Licence holder is also invited to contact the Council's Environmental Health and Licensing Team for advice and assistance.

The Sub-Committee therefore

RESOLVED – To

- (1) Suspend the premises licence for a period of 2 months from 1 January 2024 at 00:00 hours.

(The meeting concluded at 1.29 pm)

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Arun District Council

REPORT TO:	Licensing Committee 23 February 2024
SUBJECT:	Taxi Fare Setting
LEAD OFFICER:	Karl Roberts – Director Growth
LEAD MEMBER:	Councillor Blanchard-Cooper – Chair of Licensing
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>Fulfilling Arun’s economic potential by ensuring taxi fares are set an appropriate level to maintain this important transport option across the district, with fares that are still accessible to the public and viable as a business.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>The Hackney Carriage and Private Hire Licensing Policy and Handbook sets out Arun’s arrangements for setting and reviewing taxi fares. The local authority sets the maximum fare which can be negotiated downwards by the hirer.</p>	
FINANCIAL SUMMARY:	
<p>There is no direct financial impact to the Council. This relates to what drivers may charge customers.</p>	

1. PURPOSE OF REPORT

1.1 To seek approval for a table of taxi fares for 2024-2025.

2. RECOMMENDATIONS

2.1 That Licensing Committee approve the table of fares as set out in Appendix 2, with effect from 1 April 2024.

3. EXECUTIVE SUMMARY

3.1. The fares charged to customers using Hackney Carriages (Taxis) are reviewed and set each year. This report provides information to be considered for the setting of fares for the period of 1 April 2024 to 31 March 2025.

4. DETAIL

4.1. Each year Hackney Carriage license holders are consulted regarding the fares charged to customers. The proposed table of fares is advertised in a local newspaper, inviting comments for a period of fourteen days.

- 4.2. Officers have considered the taxi trade representations, fuel prices and prepared a proposed table of fares.
- 4.3. After the consultation period has ended the proposal and any comments that have been received are brought 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 1 April 2024) on which the table of fares shall come in to force with or without modifications after consideration of the objections.
- 4.4. If no objections are received and the committee does not make any modifications, the table of fares comes into effect on 1 April 2024.
- 4.5. This year officers consulted with members of the taxi trade asking for their comments regarding the taxi fares. A total of 250 drivers were consulted and 59 responses were received. A copy of the responses is included at Appendix 1.
- 4.6. Last year committee approved an increase in fares of 50p on the flag drop (from £3.00 to £3.50); increase on the first mile of 40p (from £4.60 to £5.00) and an increase of 40p on the second and subsequent miles (from £2.60 to £3.00).
- 4.7. Officers have monitored fuel prices (diesel) over the last 12 months using a fuel comparison website and prices have fluctuated between high of £1.71 and low of £1.44 per litre with an average price of £1.58. Having taken into consideration the average fuel prices, the current cost of living, and consultation feedback from the taxi trade, it is proposed to increase fares for the period 2024/25. The proposed fare structure is an increase of 50p on the flag drop (from £3.50 to £4.00); increase on the first mile of 50p (from £5.00 to £5.50) with no increase the second and subsequent miles which remains at £3.00. The proposed fares for 2024/5 are shown in Appendix 2.
- 4.8. If Committee determine to agree any modifications to the proposed fare structure, they may decide a new date, not later than two months after the original proposed date, this being 1 April 2024, when the modified fares will take effect.
- 4.10. If no objections or modifications to the fares are agreed the proposed fares will take effect from 1 April 2024.
- 4.11. The proposed table of fares includes a provision for increasing fares if fuel prices rise significantly within the year. If diesel prices reach the trigger level of £2.30 per litre for a period of one month during the period 1 April 2024 to 31 March 2025, then the emergency fare would apply. This equates to £5.70 for the first mile and £3.20 for each subsequent mile. To avoid any delay, this was included when the proposed fees were advertised.
- 4.12. **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.

5. CONSULTATION

- 5.1. The taxi trade were consulted on fares for 2024/25 and their responses can be found in Appendix 1. There were 59 responses to the survey; 31 (52.5%) were in favour of increasing the flag drop, with 13 (45%) suggesting an increase this by 50p (or to £4). Full responses received are provided in appendix 1.
- 5.2. Members of the public were consulted through advertising in a local newspaper. The proposed fare was advertised in a local newspaper circulating in the district providing a period of 14 days for comments. No comments or objections were received.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. Not to increase taxi fares, or to increase fares by a different amount. It is officers view that it is necessary to increase the fees to help maintain a viable taxi service within Arun, particularly given fuel prices have remained relatively high and considering other likely cost increases resulting from high inflation. To increase fares by a higher level would risk making them unaffordable. It is noted that drivers may choose to not increase the fare level on the meter, although they are limited to charging no more than the maximum approved fares.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1 Taxi fares have been set in accordance with guidelines, these do not impact on the Arun's finances.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. If agreement is not reached on the new fares, the existing fares would be retained. Should this be the case it may impact the viability of taxi operations

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1. Section 65 of the Local Government (Miscellaneous Provisions) Act 1976, allows the Council to set the maximum costs and fares that drivers may charge the public for journeys taken in a hackney carriage (taxi). The regulation of hackney carriage fares is therefore a discretionary power "A district council may fix the rates or fares within the district", taxi fares are regulated by district / borough tier authorities with licensing functions. The amount charged is also regulated by the Arun Council's Hackney Carriage Byelaws 18 - 21.

- 9.2. Detailed provisions of the Act are set out above at 4.12.

10. HUMAN RESOURCES IMPACT

- 10.1. No direct human resource impacts identified.

11. HEALTH & SAFETY IMPACT

- 11.1. No direct health and safety impacts identified.

12. PROPERTY & ESTATES IMPACT

- 12.1 No property and estates impacts identified.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1. Taxis are a useful means of transport to service those communities where the transport services are infrequent or difficult to get to. Fares are set to ensure there is a balance between the drivers earning a reasonable income and what would be a reasonable cost to the public to use the service. The fare is the maximum that may be charged for the journey, but this may be discounted by the driver. The charge is for the carriage of the person and so there is no difference in the price for using a normal vehicle or one used for transporting wheelchair users or those passengers who have assistance dogs.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There are no direct impacts from the proposals.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 None for the purposes of this report.

16. HUMAN RIGHTS IMPACT

16.1 None for the purposes of this report.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 None for the purposes of this report.

CONTACT OFFICER:

Name: Neil Williamson

Job Title: Environmental Health Team Manager

Contact Number: 01903 737 676

BACKGROUND DOCUMENTS:

Appendix 1: Consultation responses

Appendix 2: Proposed Table of Fares

Appendix 3: Equality Impact Assessment

[Licensing Committee Minutes 3 March 2023 - Item 6 - Taxi Fare Setting 2023-24](#)

[Taxi fare card 1 April 2023 to 31 March 2024 | Arun District Council](#)

[Taxi licensing Policy 2017](#)

ID	Please choose one of the options to describe yourself. I am:	If you are an Arun Licenced Driver or Vehicle Proprietor, please indicate your vehicle fuel type	Do you think the Flag Drop should be increased?	If your answer is yes, by how much should the flag drop be increased by?	Do you think the maximum charge should be increased by?	If your answer is yes, how much should the maximum charge be increased by?	Do you think the maximum miles should be increased by?	If your answer is yes, how much should the maximum charge for second and subsequent miles be increased by?	Are there any questions you feel we should include in future years when consulting on Taxi Fares?	Please tell us how useful this consultation is when determining Taxi Fares
1	Run a Hackney Carriage (Diesel	No		No		No			5
2	An Arun Licensed Driver	Diesel	Yes	£4.00	No		No			1
3	An Arun Licensed Driver	Diesel	No		No		No			5
4	An Arun Licensed Driver	Diesel	Yes	Current Rate of inflation.	Yes	Current Rate of inflation.	Yes	Current Rate of inflation.		5
5	An Arun Licensed Driver	Diesel	Yes	1.5 to 5	Yes		Yes			
6	An Arun Licensed Driver	Diesel	No		No		No			
7	An Arun Licensed Driver	Diesel	No		No		No		Fares shouldn't go up as people can no longer afford Taxis making harder for drivers so equally our renewals should stay the same for another year	3
8	An Arun Licensed Driver	Diesel	No		No		No			5
9	An Arun Licensed Driver	Hybrid	Yes	10%	Yes	10%	Yes	10%	All taxi should be a minimum of euro 6 spec	4
10	An Arun Licensed Driver	Diesel	No		No		No			5
11	An Arun Licensed Driver	Petrol	Yes	£4.00	No		No		I think a minimum of £5.00 could be introduced. We have a load of customers that only go a short distance, and although a job is a job , the meter sometimes does not change. They pay £3.50 by card and we only get £3.40 ish after our card fees are taken out	5
12	An Arun Licensed Driver	Diesel	No		No		No			3
13	An Arun Licensed Driver	Diesel	Yes	35p	Yes	35p	Yes	35p	No	4
14	An Arun Licensed Driver	Diesel	No		No		No			5
15	An Arun Licensed Driver	Hybrid	No		No		No		What gives drivers the right to increase fares when customers are facing hard times for at least the next year?	1
16	An Arun Licensed Driver	Diesel	Yes	50p	No		No			3
17	An Arun Licensed Driver	Diesel	Yes	increased by £1.50	No		No			5
18	An Arun Licensed Driver	Diesel	No		No		No			5
19	An Arun Licensed Driver	Hybrid	No		No		No		Yes sort out rustington rank sometimes you cant get on there for deliveroo just eat builders trucks and general cars shopping in greggs boots and the butchers	4
20	Run a Hackney Carriage (Diesel	No		No		No			5
21	An Arun Licensed Driver	Diesel	No		No		No			5
22	An Arun Licensed Driver	Diesel	No		No		No			5
23	An Arun Licenced Vehicl	Diesel	Yes	50p	Yes	£1.00	Yes	£1		5
24	An Arun Licensed Driver	Diesel	No		No		No			
25	An Arun Licensed Driver	Diesel	No		No					5
26	An Arun Licensed Driver	Diesel	Yes	50p	No		No		yes main consideration should be how much fuel has increased to determine new prices	5
27	Private Hire Operator	Hybrid	No		No		Yes	4		
28	An Arun Licensed Driver	Diesel	Yes	2	Yes	2	Yes	2		4
29	An Arun Licensed Driver	Diesel	Yes	increased to £5.00	No		No			5

30	Private Hire Operator	Diesel		No		No			A further charge should be made if more than one drop off of pickup location is requesters for none metered cars and what is a flag drop?	5
31	An Arun Licensed Driver	Hybrid	No	No		No			Raise the soilage fee to £100, it might cover the cost of lost earnings after the cleanup costs.	5
32	An Arun Licensed Driver	Diesel	Yes	Tariff 1 must be £5:00	Yes	£2	Yes	50 P	No	
33	An Arun Licensed Driver	Diesel	No		No		No		No	5
34	An Arun Licensed Driver	Hybrid	Yes	30p	Yes	Additional 30p	No			3
35	An Arun Licensed Driver	Diesel	Yes	If the miles 450 start it ill	Yes	No the mileage charge just change distant to a mile at 4.50 then the jobs we travel 5 mile round trip to do a job at half mile will be 4.50 not 3.50 t	No			5
36	An Arun Licensed Driver	Hybrid	No		No		No			5
37	An Arun Licensed Driver	Diesel	Yes	50p	No		No			5
38	An Arun Licensed Driver	Hybrid	Yes	50p	No		No			4
39	An Arun Licensed Driver	Diesel	Yes	The average of motoring	Yes	See response to question 4	Yes	See response to question 4	See response to question 4	3
40	An Arun Licensed Driver	Diesel	Yes	50p	Yes	50p	No			3
41	An Arun Licensed Driver	Diesel	No				No			5
42	An Arun Licensed Driver	Diesel	No		No		No			5
43	An Arun Licensed Driver	Diesel	No		No		No			5
44	An Arun Licensed Driver	Diesel	Yes	Tarif 1 should be start £5	Yes	Extra £2	Yes	0.50	Yes, need to add a question, The time and half should start from 10:30 to 6:30 am and the second question needs to be added, on Sunday whole day tariff 2 should be applied.	5
45	An Arun Licensed Driver	Diesel	Yes	5£	Yes	6£	Yes	3.50		4
46	An Arun Licensed Driver	Diesel	Yes	£5.00	No					5
47	An Arun Licensed Driver	Diesel	Yes	£4	No		No		No	3
48	An Arun Licensed Driver	Diesel	Yes	1.50	No		No			5
49	An Arun Licensed Driver	Electric	No		No		No			3
50	An Arun Licensed Driver	Diesel	Yes	£4.50	No		No			5
51	An Arun Licensed Driver	Diesel	Yes	£0.50	No		No			5
52	An Arun Licensed Driver	Diesel	Yes	50p	Yes	£1	No			5
53	An Arun Licensed Driver	Hybrid	No		No		No			
54	An Arun Licensed Driver	Diesel	No		No		No		Mb include a discussion element rather than yes/no answers	
55	An Arun Licensed Driver	Diesel	Yes	By 50p to start on £4	No		No		I think we need to find a way ti encourage more/all drivers to respond to consultations	5
56	An Arun Licensed Driver	Diesel	Yes	+ 50p	Yes	+ 50p	No			
57	An Arun Licensed Driver	Diesel	No		No		No		When customers request a taxi and are not ready can we put the meter on ? Also when customers prebook a taxi and are not in can we request a minimal charge ?	5
58	Private Hire Operator	Diesel	Yes	20%	Yes	10%	Yes	20%		5
59	An Arun Licensed Driver	Diesel	Yes	£4.00 flag rate	No		No		None	5

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. The table of fares will remain in use until such time as the cost of diesel fuel reaches £2.30 or more per litre for a period of one month between 1st April 2024 and 31st March 2025 then the emergency fare will be charged up to 31st March 2025

MILEAGE (Standard fare)

Vehicles carrying up to four passengers (Tariff 1)

If the distance does not exceed 879.99 yards	£4.00
- for each subsequent 58.66 yards or uncompleted part thereof	£0.10

This equates to £5.50 for the first mile and £3.00 for each subsequent mile

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

If the distance does not exceed 879.99 yards	£5.75
- for each subsequent 58.66 yards or uncompleted part thereof	£0.15

This equates to £8.00 for the first mile and £4.50 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
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For each dog (carried at drivers' discretion) (per journey)	£0.20
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GUIDE DOGS MUST BE CARRIED FREE OF CHARGE

For each item of luggage carried outside the passenger compartment (per journey) BUT EXCLUDING SHOPPING BAGS, HAND LUGGAGE AND CHILDREN'S PUSHCHAIRS	£0.20
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SOILING CHARGE	£65.00
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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 operator's premises, to the pick up point.

If the price of diesel fuel reaches a national average of not less than £2.30 per litre for a period of one month during the period 1st April 2024 to 31st March 2025 the emergency tariffs stated below will take effect up to 31st March 2025. 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 (Emergency Fare)

Vehicles carrying up to four passengers (Tariff 1)

If the distance does not exceed 825 yards	£4.00
- for each subsequent 55 yards or uncompleted part thereof	£0.10

This equates to £5.70 for the first mile and £3.20 for each subsequent mile

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

If the distance does not exceed 825 yards	£5.00
- for each subsequent 55 yards or uncompleted part thereof	£0.15

This equates to £8.30 for the first mile and £4.80 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.

EQUALITY IMPACT ASSESSMENT

Name of activity:	Taxi Fares	Date Completed:	24/1/24		
Directorate / Division responsible for activity:	Growth	Lead Officer:	Neil Williamson		
Existing Activity	Y	New / Proposed Activity	N	Changing / Updated Activity	N

What are the aims / main purposes of the activity?

Revision of taxi fares. The fares regulate maximum prices customers are charged for journeys in taxis.

What are the main actions and processes involved?

The fare structure ensures a consistent approach to the maximum prices for the use of taxis.

Who is intended to benefit & who are the main stakeholders?

The taxi trade and users of Arun taxis

Have you already consulted on / researched the activity?

Direct consultation with the taxi trade and public consultation through advertisement in a local newspaper

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	Yes	Positive - Certain age groups, e.g. older groups, may be more reliant on taxis over other age groups and may need to use taxis regularly and therefore the fare structure makes it clear to them how much they will be charged for each journey. Whilst the fares are determined as the maximum, the companies and drivers may, if they wish, offer discounts.

Disability (people with physical / sensory impairment or mental disability)	Yes	Positive – the report establishes a maximum fare levels, regardless of whether a standard or Wheelchair Accessible Vehicle is used, and ensures no additional charge is incurred for carriage of an assistance dog or wheelchairs
Gender reassignment (the process of transitioning from one gender to another.)	No	
Marriage & Civil Partnership (Marriage and registered civil partnerships)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
Religion & belief (religious faith or other group with a recognised belief system)	No	
Sex (male / female)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Yes	Positive - People of low income or without means of transport or living in isolated areas may need to use taxis regularly and therefore the fare structure makes it clear to them how much they will be charged for each journey. Whilst the fares are determined as the maximum, the companies and drivers may, if they wish, offer discounts.

What evidence has been used to assess the likely impacts?

Officer insight and experience. Cost of living and fuel prices and any relevant comments from consultation were considered. Prices ensure drivers can keep vehicles in a safe condition bearing in mind they have high outgoings to maintain the vehicle

Decision following initial assessment

Continue with existing or introduce new / planned activity	Y	Amend activity based on identified actions	N
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Action Plan

Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review

Date of last review or Impact Assessment:	12/12/22
Date of next 12 month review:	Prior to fees for 25/26
Date of next 3 year Impact Assessment (from the date of this EIA):	

Date EIA completed:	24/1/2024
Signed by Person Completing:	NW

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Arun District Council

REPORT TO:	Licensing Committee 23 February 2024
SUBJECT:	Licensing Fees
LEAD OFFICER:	Karl Roberts – Director Growth
LEAD MEMBER:	Councillor Blanchard-Cooper – Chair of Licensing
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>Licensing fees are used to support delivery of the licensing service, ensuring Arun’s economic potential and wellbeing, through regulation of licensable activities and premises.</p> <p>This review of licensing fees is consistent with the Council's Financial Strategy was adopted by Full Council on 10 January 2024 and set out a four-year action plan that included, Maximise cost recovery – For many services the level of fees that can be charged is limited by the principle of ‘cost recovery’. A comprehensive review of all charges will ensure that any fees and charges are truly representative of the actual cost of delivering services.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>The licensing service sits within the Growth Directorate. The current licensing fees and charges were approved by Licensing Committee on 9 December 2022.</p>	
FINANCIAL SUMMARY:	
<p>Where possible, fees are calculated on a cost recovery basis. This does not mean that the service operates at zero cost as many activities either have statutory fees or legal maximum fees, as well as other activities which are not chargeable.</p>	

1. PURPOSE OF REPORT

1.1 This report seeks approval for the proposed licensing fees for 2024-25.

2. RECOMMENDATIONS

2.1 That Licensing Committee adopt the licensing fees as set out in Appendix 1, to be effective from 1 April 2024.

3. EXECUTIVE SUMMARY

3.1 This report sets out recommended fees for the licensing service for 2024-25 following a detailed review. The fees recommended are based on cost recovery.

4. DETAIL

- 4.1 Certain licensing regimes allow for calculation and setting of fees at a local level. These fees are reviewed on an annual basis to ensure they are set appropriately, with recommendations made to committee for the fees to be adopted for the coming financial year.
- 4.2 Some fee regimes, such as those under the Licensing Act 2003, are set on a national basis which the Council has no power to amend. Other regimes allow for the charge of a reasonable fee to cover costs up to a capped limit set by government.
- 4.2 Where the fees can be set at a local level these have been recommended adopting a full cost recovery principle. Consideration is also given to any surplus or deficit and the fees adjusted accordingly.
- 4.3 The European Union Services Directive – 2006/123/EC was given effect in UK law via the Provision of Services Regulations 2009 (SI2009/2999). The Directive and Regulations contain provisions about the fees which may be charged under relevant licensing regimes within the scope of the Directive. In particular licensing authorities may not set fees which are dissuasive, and any fees must be reasonable and proportionate to the cost of the licensing process and the issuing of a licence. The provisions have been considered as part of the proposals in this report.
- 4.4 In addition to the above a Supreme Court judgement has provided clarification that for regimes that fall within scope of the Directive, application costs must be split so that charges for the application through to determination are charged separately from the costs of ongoing operating and compliance costs of regimes. Where fees fall within scope of the relevant Directive, the costs have been divided into parts.
- 4.5 New fees recommended for 2024-25 include an additional pre-application advice fee. Currently the licensing team provide a significant quantity of advice prior to applications being made for which in most cases there is currently no fee for costs to be recovered, except for Licensing Act matters. The new fee will ensure the council recovers some of the costs associated with providing advice, however short telephone and email enquiries, which can be dealt with in less than 30 mins will still be responded to without attracting a fee.
- 4.6 Changes have also been made to the way taxi driver applications are made, requiring payment to be made on application. This addresses previous issues where applications were abandoned or withdrawn before final determination and the council was unable to recovery costs incurred because in previous years fees were not required until determination.

- 4.7 A fee incentive is also being recommended for taxi vehicle applications to help encourage early adoption of full electric and plug-in hybrid vehicles as was committed to when the revised taxi policy was reported to licensing committee on 15 December 2023. By offering a discounted fee the council will forgo a modest amount of income in the order of £500 in 2024-25, based on the current number of electric and hybrid taxi vehicles.
- 4.8 Fees that are set by government are not required to be part of a decision-making process and are omitted from this report.
- 4.9 Stray dog charges are included with this report as this work falls within the remit of the licensing service.
- 4.10 The recommended fees for 2024-25 are provided in Appendix 1.

5. CONSULTATION

- 5.1 No external consultation has been undertaken.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 Not to review or revise the licensing fees. Failure to regularly review the fees creates a potential risk of challenge and that the fees may not be set at a level that ensures appropriate cost recovery.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1 Licensing fees have been calculated in accordance with guidelines, these will be monitored in accordance with financial reporting.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 If fees are not set at an appropriate level by committee they may be subject to challenge. Setting fees at an appropriate level also ensures the council is best able to recover costs associated with delivering the licensing service.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1 The Council has statutory responsibility for the administration and enforcement of a wide range of licences, registrations and permits in Appendix 1. Many of these schemes allow the Council to charge a fee, payable by an applicant for a licence, in order to cover the costs (or a proportion thereof) of the administration of those licence types. In some cases, costs are also permitted to cover other aspects of providing the regulatory scheme.

- 9.2 The basis in setting such fees is generally to ensure full cost recovery, or as close to it as possible. Numerous legal cases over the years have confirmed that licensing fees may not be used to generate a profit for councils, and that fees should be reviewed annually to ensure that neither a significant surplus nor deficit is created. Surpluses or deficits may be carried forward to future years to be redistributed (within the ring-fenced licensing budget), or recouped, as applicable.
- 9.3 Many licensing schemes fall within the definition of ‘services’, under the EU Services Directive, as incorporated by the Provision of Services Regulations 2009. For such schemes, fees and charges must “be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities”. This principle was affirmed by the courts in *R (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council*. Fees must reflect administrative, policy and compliance costs, but cannot include the costs of enforcement action against unlicensed operators

10. HUMAN RESOURCES IMPACT

- 10.1 There are no direct human resource impacts from the proposals in this report.

11. HEALTH & SAFETY IMPACT

- 11.1 There are no direct health and safety impacts from the proposals in this report.

12. PROPERTY & ESTATES IMPACT

- 12.1 There are no direct Property and Estates impacts from the proposals in this report.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 There are no direct equalities impacts from the proposed fees as these are set on a cost recovery basis. Occasional Street Trading Consent fees are proposed to be waived for those operating on a not-for-profit basis.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1 A discounted fee is being recommended for taxi vehicle applications where a plug-in hybrid or full electric vehicle is being licenced. It is intended to incentivise early adoption of vehicles which have lower carbon emissions and will therefore have a positive impact on climate change and air pollution.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 There are no direct crime and disorder impacts from the proposals in this report.

16. HUMAN RIGHTS IMPACT

16.1 There are no direct human rights impacts from the proposals in this report.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no direct freedom of information or data protection impacts from the proposals in this report.

CONTACT OFFICER:

Name: Neil Williamson

Job Title: Environmental Health Team Manager

Contact Number: 01903 737676

BACKGROUND DOCUMENTS:

Appendix 1 – Proposed Licensing Fees and Charges 2024-25

[Licensing Fees Report - 9 December 2022](#)

Open for Business: LGA Guidance on Locally Set Licence Fees

https://www.local.gov.uk/sites/default/files/documents/5%2013%20%20OpenForBusiness_02_web.pdf

Provision of Services Regulations 2009:

http://www.legislation.gov.uk/uksi/2009/2999/pdfs/uksi_20092999_en.pdf

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APPENDIX 1 - PROPOSED LICENSING FEES 2024-25

Licence	Type	Duration of Licence	Recommended part A	Recommended part B	Total recommended charge/ or stat fee	Current cost	Additional info	Additional Charges Applicable
Dangerous Wild Animals	Grant	2 years	275.00	186.00	£461.00	£338.00		Vets
	Renewal	2 years	205.00	186.00	£391.00	£287.00		Vets
Taxis:								
Vehicles (inc horse drawn)	New	1 year			£162.00	£145.00	Pay on grant	
	New - discounted Full electric	1 year			£98.00	New	Pay on grant	
	New - discounted Plug-in Hybrid	1 year			£130.00	New	Pay on grant	
	Renewal	1 year			£146.00	£128.00	Pay on grant	
	Renewal - discounted Full electric	1 year			£88.00	New	Pay on grant	
	Renewal - discounted Plug-in Hybrid	1 year			£117.00	New	Pay on grant	
Operator	New	5 years			£750.00	£593.00	Pay on grant	
	Renewal	5 years			£712.00	£559.00	Pay on grant	
	New	1 year			£240.00	£189.00	Pay on grant	
	Renewal	1year			£185.00	£154.00	Pay on grant	
Drivers	New	1 year			£307.00	£280.00	Pay on Application	
	Renewal	1 year			£201.00	£167.00	Pay on Application	
		3 years			£443.00	£385.00	Pay on Application	
Replacement badge	one off	n/a			£30.00	£16.00	Pay on app	
Replacement plate	one off	n/a			£39.00	£33.00	Pay on app	
Additional charge for late renewal	one off	n/a			£35.00	£35.00	Pay on grant	
Change of address	one off	n/a			£19.50	£15.00	Pay on grant	
Change of vehicle ownership (same as COA)	one off	n/a			£19.50	£15.00	Pay on grant	
Change of vehicle registration	one off	n/a			£48.00	£39.00	Pay on grant	
30 day replacement vehicle licence	one off	n/a			£61.00	£51.00	Pay on grant	
Knowledge Test	one off	n/a			£99.00	£75.00	pay on app	Initial test is included in application fee - subsequent tests are chargeable
Replacement licence document	one off	n/a			£19.00	£15.00	pay on app	
Knowledge Test Pack in hard copy (free from website)	one off	n/a			£15.00	£15.00	pay on app	
DBS	application	n/a					pay on app	Payable direct to supplier

Street Trading:

Annual STC	new/renew	1 year	90.00	363.00	£453.00	£419.00	
Occasional STC (up to 30 days)	One-Off	up to 30 days	72.00	138.00	£210.00	£192.00	fees waived for non-profit basis
Occasional Events (up to 4 days, min 5 stalls)	One-Off	up to 4 days	135.00	55.00	£190.00	£179.00	fees waived for non-profit basis
Markets - annual	New/renew	1 year	162.00	1,527.00	£1,689.00	£1,602.00	
Markets - max 12 occasions	new/renew	1 year	121.00	591.00	£712.00	£692.00	
One off event (up to 4 days, one stall)	new/renew	1 year	65.00	70.00	£135.00	£128.00	

Scrap Metal:

Site	New	3 year	271.00	195.00	£466.00	£412.00	
	Renewal	3 year	271.00	195.00	£466.00	£412.00	
Collector	New	3 year	70.00	160.00	£230.00	£210.00	
	Renewal	3 year	70.00	160.00	£230.00	£210.00	

Zoo

	New	5 year	710.00	620.00	£1,330.00	£1,140.00	plus vets fees
	Renewal	6 year	710.00	620.00	£1,330.00	£1,140.00	plus vets fees

Piercing:

Premises (inc one operative)	Registration	One-off	143.00	15.00	£158.00	£146.00	
Operative	Registration	One-off	33.00	41.00	£74.00	£62.00	

Boats:

Vessel		1 year	134.00	61.00	£195.00	£182.00	marine surveyor inspection and certificate
Navigator		1 year	48.00	39.00	£87.00	£81.00	

Animals:

	Licence	1-3 years (dependant on rating)					
Animal Boarding	New		252.00	266.00	£518.00	£490.00	
	Renewal		174.00	266.00	£440.00	£415.00	
	Variation		128.00		£128.00	£119.00	
	As an Additional Activity		45.00		£45.00	£43.00	
	Re-score		184.00		£184.00	£174.00	
Pet Shop	Appeal		105.00		£105.00	£86.00	
	New		233.00	266.00	£499.00	£471.00	
	Renewal		167.00	266.00	£433.00	£408.00	
	Variation		207.00		£207.00	£194.00	
	As an Additional Activity		128.00		£128.00	£121.00	
Hiring out horses	Re-score		170.00		£170.00	£161.00	
	Appeal		105.00		£105.00	£86.00	
	New		247.00	266.00	£513.00	£484.00	plus vet
	Renewal		169.00	266.00	£435.00	£410.00	plus vet

Dog day care	Variation		221.00		£221.00	£207.00	
	As an Additional Activity		137.50		£137.50	£130.00	
	Re-score		184.00		£184.00	£174.00	
	Appeal		105.00		£105.00	£86.00	
	New		178.00	266.00	£444.00	£418.00	
	Renewal		137.00	266.00	£403.00	£379.00	
	Variation		152.00		£152.00	£142.00	
	As an Additional Activity		73.00		£73.00	£69.00	
	Re-score		120.00		£120.00	£113.00	
	Appeal		105.00		£105.00	£86.00	
Home Boarding	New		193.00	266.00	£459.00	£433.00	
	Renewal		138.00	266.00	£404.00	£381.00	
	Variation		171.00		£171.00	£160.00	
	As an Additional Activity		100.00		£100.00	£95.00	
	Re-score		133.00		£133.00	£126.00	
Breeding	Appeal		105.00		£105.00	£86.00	
	New		247.00	266.00	£513.00	£484.00	plus vet
	Renewal		165.00	266.00	£431.00	£406.00	
	Variation		221.00		£221.00	£207.00	
	As an Additional Activity		123.00		£123.00	£117.00	
Provision Boarding (franchises)	Re-score		169.00		£169.00	£160.00	
	Appeal		106.00		£105.00	£87.00	
	New		328.00	266.00	£594.00	£561.00	Inspection fee £82.50 (per inspection) where more than 3 inspections required.
	Renewal		328.00	266.00	£594.00	£561.00	Inspection fee £82.50 (per inspection) where more than 3 inspections required.
	Variation		128.00		£128.00	£119.00	
Exhibition of Animals	As an Additional Activity		46.00		£46.00	£44.00	
	Re-score		36.00		£39.00	£36.00	
	Appeal		91.00		£91.00	£74.00	
	New	3 years	191.00	266.00	£457.00	£431.00	
	Renewal		126.00	266.00	£392.00	£370.00	
	Variation		191.00		£191.00	£184.00	
Pavement Licensing	grant/renewal	up to 1 year			£100.00	£100.00	Stat max applies (£100)
Gambling Act 2005:							
Application - standard premises licence							
	Bingo				£658.00	£562.00	Stat max applies (£3,500)
	Adult GamingCentre (AGC)				£658.00	£562.00	Stat max applies (£2,000)
	Tracks				£658.00	£562.00	Stat max applies (£2,500)
	Family Entertainment Centre (FEC)				£658.00	£562.00	Stat max applies (£2,000)
	Betting Premises				£658.00	£562.00	Stat max applies (£3,000)

Application - Provisional Statement	Casinos	n/a	n/a	Costs as incurred up to stat max
	Bingo	£658.00	£562.00	Stat max applies (£3,500)
	Adult GamingCentre (AGC)	£658.00	£562.00	Stat max applies (£2,000)
	Tracks	£658.00	£562.00	Stat max applies (£2,500)
	Family Entertainment Centre (FEC)	£658.00	£562.00	Stat max applies (£2,000)
	Betting Premises	£658.00	£562.00	Stat max applies (£3,000)
Application - Standard Premises by holder of Provisional Statement	Casinos	n/a	n/a	Costs as incurred up to stat max
	Bingo	£658.00	£562.00	Stat max applies (£1,200)
	Adult GamingCentre (AGC)	£658.00	£562.00	Stat max applies (£1,200)
	Tracks	£658.00	£562.00	Stat max applies (£950)
	Family Entertainment Centre (FEC)	£658.00	£562.00	Stat max applies (£950)
	Betting Premises	£658.00	£562.00	Stat max applies (£1,200)
Annual fee (payable within 30 days of commencement of licence)	Casinos	n/a	n/a	Costs as incurred up to stat max
	Bingo	£630.00	£610.00	Stat max applies (£1000)
	Adult GamingCentre (AGC)	£630.00	£610.00	Stat max applies (£1000)
	Tracks	£630.00	£610.00	Stat max applies (£1000)
	Family Entertainment Centre (FEC)	£630.00	£610.00	Stat max applies (£750)
	Betting Premises	£600.00	£600.00	Stat max applies (£600)
Application - vary licence	Casinos	n/a	n/a	Costs as incurred up to stat max
	Bingo	£658.00	£562.00	Stat max applies (£1750)
	Adult GamingCentre (AGC)	£658.00	£562.00	Stat max applies (£1000)
	Tracks	£658.00	£562.00	Stat max applies (£1,250)
	Family Entertainment Centre (FEC)	£658.00	£562.00	Stat max applies (£1,000)
	Betting Premises	£658.00	£562.00	Stat max applies (£1,500)
Application - transfer	Casinos	n/a	n/a	Costs as incurred up to stat max
	Bingo	£658.00	£562.00	Stat max applies (£1,200)
	Adult GamingCentre (AGC)	£658.00	£562.00	Stat max applies (£1,200)
	Tracks	£658.00	£562.00	Stat max applies (£950)
	Family Entertainment Centre (FEC)	£658.00	£562.00	Stat max applies (£950)
	Betting Premises	£658.00	£562.00	Stat max applies (£1,200)
Application - reinstate licence	Casinos	n/a	n/a	Costs as incurred up to stat max
	Bingo	£658.00	£562.00	Stat max applies (£1,200)
	Adult GamingCentre (AGC)	£658.00	£562.00	Stat max applies (£1,200)

	Tracks			£658.00	£562.00	Stat max applies (£950)
	Family Entertainment Centre (FEC)			£658.00	£562.00	Stat max applies (£950)
	Betting Premises			£658.00	£562.00	Stat max applies (£1,200)
	Casinos		n/a		n/a	Costs as incurred up to stat max
	Copy of licence (all premises)			£25.00	£25.00	Stat max applies (£25)
	Change to licence (not variation) (all premises)			£25.00	£25.00	Stat max applies (£50)
	Copy of permit			£50.00	£50.00	
Stray Dogs:						
	Dog picked up but not kennelled			£97.50		£80.00
	Up to one day in kennels (includes a dog taken in but not kept overnight)			£122.00		£100.00
	Up to two days in kennels			£135.00		£120.00
	Up to three days in kennels			£148.00		£140.00
	Up to four days in kennels			£161.00		£160.00
	Up to five days in kennels			£209.00		£180.00
	Up to six days in kennels			£222.00		£200.00
	Up to seven days in kennels			£235.00		£220.00
	Up to eight days in kennels			£248.00		£240.00
Pre-Application Advice - Licensing Act						
	Small Application	n/a		£158.00	£120.00	Up to 2 hours officer time, excludes visits
	Medium Application	n/a		£213.00	£180.00	Up to 3 hours officer time and includes site visit
	Large Application	n/a		£321.00	£280.00	Up to 5 hours officer time and includes site visit
	Environmental Health Advice	n/a		£71.50	£56.00	Additional rate where advice from EHO required/requested
	Additional Hours of Licensing Officer	n/a		£55.00	£56.00	Additional rate per hour above limits set for officer time
Pre-Application Advice (other)						
	All Licensing Team Functions, except Licensing Act 2003	n/a		£158.35	New	NEW - On Application - up to 2 hours officer time Additional time per hour or part hour above 2 hours officer time.
	Additional Hours - Licensing Officer	n/a		£55.00	New	NEW

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Arun District Council

REPORT TO:	Licensing Committee – 23 February 2024
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 3 performance report for the period 1 April 2023 to 31 December 2023.
LEAD OFFICER:	Jackie Follis
LEAD MEMBER:	Councillor Blanchard-Cooper
WARDS:	N/A
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Key Performance Indicators support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
DIRECTORATE POLICY CONTEXT: This report is produced by the Group Head of Organisational Excellence to give an update on the Q3 Performance outcome of the Key Performance Indicators.	
FINANCIAL SUMMARY: Not required.	

1. PURPOSE OF REPORT

- 1.1. In order for the Committees to be updated with the Q3 Performance Outcome for the Key Performance indicators for the period 1 April 2023 to 31 December 2023.

2. RECOMMENDATIONS

- 1.2. It is recommended that the Committee notes the contents of this report and provides any questions or comments on the indicators relevant to this Committee to the Policy and Finance Committee on 7 March 2024.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 3 for the period 1 April 2023 to 31 December 2023.

3. DETAIL

- 3.1. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision we need a comprehensive and meaningful set of performance measures which allow us to identify how well we are delivering across a full range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are annual indicators and will primarily update the progress against strategic milestones. In addition to this 'key performance indicators' (KPIs) will be reported to committees every quarter. These KPIs are known as our Corporate Plan.

- 3.2. A short report and appendix will go to each of the other Committees in the cycle of meetings after each quarter has ended. This appendix will only contain the indicators which are relevant to each Committee.
- 3.3. A full report showing quarterly performance against all indicators (which are measured at that quarter) will go to the relevant Policy and Finance Committee meeting at the end of the cycle of the other Committee meetings. Members of the other Committees will be able to give comments or ask questions about the KPI indicators that are relevant to their Committee and these will be submitted to the Policy and Finance Committee for consideration.
- 3.4. This is the quarterly report covering performance from 1 April 2023 to 31 December 2023 and will cover only those indicators that are due to be measured at this point.
- 3.5. Thresholds are used to establish which category of performance each indicator is within.

Achieved target	100% or above target figure
Didn't achieve target but within 15% range	85%-99.9% below target figure
Didn't achieve target by more than 15%	85% or less target figure

- 3.6. There are 42 Key Performance indicators. 1 indicator relates to this Committee and this indicator is measured at Q3. Appendix A gives the full commentary for this indicator.

Status	Number of Key Performance indicators in this category at Q3
Achieved target	1
Didn't achieve but within 15% range	0
Didn't achieve target by more than 15%	0
TOTAL	1

4. CONSULTATION

- 4.1. No consultation has taken place.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. To review the report
- 5.2. To request further information and/or remedial actions be undertaken

6. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 6.1. None required.

7. RISK ASSESSMENT CONSIDERATIONS

7.1. None required

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

8.1. As this report is an information paper, there are no recommendations for the Committee to consider. This report is to be taken as read only with Members having the opportunity to ask questions at the meeting on service performance. Members can also submit questions or comments on the indicators relevant to their Committee and these will be considered by the Policy and Finance Committee on 7 March 2024.

9. HUMAN RESOURCES IMPACT

9.1. Not applicable.

10. HEALTH & SAFETY IMPACT

10.1. Not applicable.

11. PROPERTY & ESTATES IMPACT

11.1. Not applicable.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. Not applicable.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. Not applicable.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. Not applicable.

15. HUMAN RIGHTS IMPACT

15.1. Not applicable.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. Not applicable.


CONTACT OFFICER:

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

BACKGROUND DOCUMENTS: *None*

No.	Indicator	Council Vision Theme	Service Committee to consider this	CMT Member	Assess by	Target 2023	Q1 Status	Q2 status	Q3 status	Better or worse since Q2 figure (Q3 compared to Q2)	Q3 Commentary
CP14	% of licence applications determined within the various statutory or service time limits	Improving wellbeing of Arun	Licensing	Karl Roberts	Higher is better	90%	Achieving Outturn for Q1 90%	Achieving Outturn for Q2 90%	Achieving Outturn for Q3 96.70%	Up by 6.7% (better) 	Target exceeded. The team have managed to improve performance this quarter. A reduction in performance in Q4 is however anticipated due to current team vacancies.

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Licensing Committee	Report Title	Report Author	Send to Gemma for CMT by 2pm Thurs	CMT Tues	Draft Reports to Committees	Agenda Prep Meeting	Final Reports to Committees	Agenda Publish Date	Date of Meeting	Full Council Meeting Date
Karl Roberts Nat Slade										
	Licensing Hearing Procedures Q4 KPI Report	Neil Williamson	11 May 23	15 May 23	18 May 23	24 May 23	9 June 23		23 June 23	19 July 23
	Q1 KPI Report		10 Aug 23	15 Aug 23	18 Aug 23	25 Aug 23	1 Sept 23		15 Sept 23	8 Nov 23
Page 43	Q2 KPI Report Taxi Policy & Byelaws	Neil Williamson	2 Nov 23	7 Nov 23	10 Nov 23	17 Nov 23	1 Dec 23		15 Dec 23	10 Jan 24
	Taxi Fare Setting Licensing Fee Setting Q3 KPI Report	Neil Williamson Neil Williamson	18 Jan 24	23 Jan 24	26 Jan 24	2 Feb 24	9 Feb 24		23 Feb 24	13 March 24

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