



Please ask for Emily Taylor
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The Chair and Members of Appeals
and Regulatory Committee

19 March 2024

Dear Councillor,

Please attend a meeting of the APPEALS AND REGULATORY COMMITTEE to be held on WEDNESDAY, 27 MARCH 2024 at 10.00 am in Committee Room 1 Town Hall Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the agenda
2. Apologies for Absence
3. Review of Licence and Registration Fees 2024/25 (Pages 3 - 22)
4. Hackney Carriage and Private Hire Licensing Policy (Pages 23 - 28)

Yours sincerely,

A handwritten signature in black ink, appearing to be "S. Taylor", written over a white background.

Head of Regulatory Law and Monitoring Officer

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

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REVIEW OF LICENCE AND REGISTRATION FEES 2024/25

MEETING: APPEALS AND REGULATORY COMMITTEE

DATE: 27 MARCH 2024

REPORT BY: LICENSING MANAGER

WARDS: ALL

COMMUNITY FORUMS: ALL

1.0 **PURPOSE OF REPORT**

1.1 To report on representations made during the consultation on a proposal to increase taxi fees and charges from 1 April 2024 and a reduction in vehicles licence fees from June 2024.

2.0 **BACKGROUND**

2.1 The committee considered a report on increased fees and charges for several regulatory areas on 29 November 2023 and approved increases from 1 April 2024. A copy of that report and appendices is attached at Appendix 1.

2.2 To facilitate the increase for the taxi trade, the proposed fees and charges had to be advertised and consulted on. The consultation ended on 15 February 2024 and representations were made.

2.3 The representations are reproduced in full at Appendix 2, essentially arguing against the increase in fees at a time of prices increasing.

2.4 A change to vehicle licensing procedures is due to be implemented in June 2024 with a change to the design of vehicle licence plates. Due to this change the cost of materials will be reduced. The proposed reduction in vehicle licence fee's is attached at Appendix 3.

3.0 FINANCIAL IMPLICATIONS

3.1 The proposed increases will enable the council to provide these services as close to cost neutral as possible.

4.0 RECOMMENDATION

4.1 Approval is given to the increases agreed on 29 November 2023 with a reduction to vehicle licence fees from June 2024.

FOR PUBLICATION

AGENDA ITEM

REVIEW OF LICENCE AND REGISTRATION FEES 2024/5

MEETING:	APPEALS AND REGULATORY COMMITTEE
DATE:	29 NOVEMBER 2023
REPORT BY:	LICENSING MANAGER
WARDS:	ALL
COMMUNITY FORUMS:	ALL

1.0 PURPOSE OF REPORT

- 1.1 To seek approval for revised licence and registration fees for 2024/25.

2.0 RECOMMENDATION

Approval is given to an increase in fees and charges as outlined in Appendix A from 1 April 2024.

3.0 BACKGROUND

- 3.1 In accordance with the Council's financial regulations it is necessary for all fees to be annually reviewed.
- 3.2 The services relate to the regulation, control and administration of the following areas:
- Private Hire and Hackney Carriage fees;
 - Scrap Metal collectors and sites;
 - Miscellaneous licensing fees.
- 3.3 Fees for the Licensing Act 2003 are set nationally and cannot be altered by the Council.
- 3.4 Fees under the Gambling Act and for sexual entertainment venues are considered by the Licensing committee.

3.5 Members are reminded that these are statutory services and as such are not subject to market forces. The Council has discretion about the setting of fees.

3.6 The proposed increases are in line with the current level of inflation at 7%.

4.0 **SCOPE**

4.1 An increase is required for all fees and charges in the current circumstances. A summary of proposed fees is provided at Appendix A, which sets out the fees and charges that were agreed in 2023/24 and the proposed increase; the figures have been rounded up or down to assist with cash handling.

4.2 Legal precedents dictate that licensing authorities should not make a profit from the delivery of these services. The proposed increases will maintain a cost-neutral position.

5.0 **EXCEPTIONAL ITEMS**

5.1 In December 2022 members decided to retain the limit of 110 hackney carriages. The committee also decided to commission another unmet demand survey in 2025, the survey to be funded by hackney carriage licence holders, for which licence holders are charged £10 at each six-month renewal.

5.2 The consumable licensing items are subject to price changes by our supplier. Appendix A shows the costs recharged on the current stock but prices will be adjusted when suppliers alter the costs to us.

5.3 Appendix B shows the comparison of taxi and private hire fees within Derbyshire but does not indicate what increase, if any, those authorities are proposing.

6.0 **FINANCIAL IMPLICATIONS**

6.1 At present these budgets have averaged out to where there is a growing deficit, an increase in line with those proposed at appendix A will move them closer to being cost-neutral.

7.0 **RECOMMENDATION**

- 7.1 Approval is given to an increase in fees and charges as outlined in Appendix A from 1 April 2024.

Further information on this report can be obtained from the licensing manager, Trevor Durham at trevor.durham@chesterfield.gov.uk

APPENDIX A

DRIVERS			
Licence type	Current fee	Proposed fee for 2023/24	Notes
Application	250	268	
Renewal	250	268	
Application pack	80	86	
Knowledge test	60	64	
DBS disclosure	32	34	
Badge holder	4	4	At cost from supplier
Replacement badge	4	4	At cost from supplier
Lanyard	1	1	At cost from supplier
Dashboard badge holder	1	1	At cost from supplier
VEHICLE			
New application - Private Hire	180	193	
New Application - Hackney Carriage	180	193	No new applications anticipated due to limit set on hackney licences
Vehicle change	45	48	
Vehicle detail change	40	43	
Hackney survey fee	10	10	tri-annual survey paid on licence renewal.
Renewal Private Hire	125	134	
Hackney Renewal	125	134	
Executive hire new application	80	86	
Executive hire renewal	70	75	
Front plate	9	9	At cost from supplier
Rear plate	9	9	At cost from supplier
Transfer	17	18	
Change of details	17	18	
Duplicates	1	1	Reduction in fee
OTHER			

Flexi plate front	3	3	At cost from supplier
Flexi-plate rear	5	5	At cost from supplier
Licence type	Current fee	Proposed fee for 2023/24	Notes
Key/button set	2	2	At cost from supplier
Extension brackets	8	8	At cost from supplier
Q/L pouch	2	2	At cost from supplier
Back rear bracket	7	7	At cost from supplier
Back rear bracket kit	2	2	At cost from supplier
2XQ/L replacements	2	2	At cost from supplier
Dash pouch	2	2	At cost from supplier
Dash card	2	2	At cost from supplier
ABO signs	5	5	At cost from supplier
Security key	0.25	0.25	At cost from supplier
High bond pad	2	2	At cost from supplier
OPERATORS			
Fee	790	845	5 year licence
plus per vehicle	35	37	
vehicle test	60	60	Not CBC income
Retest – within 10 days	15	15	Not CBC income
Retest – after 10 days	35	35	Not CBC income
Limousine test	25	25	Not CBC income
Scrap Metal			
Licence Type	Current fee	Proposed fee for 2023/24	Notes
Site licence (3 yearly licence)	520	556	
Licence type	Current fee		Notes
Collectors licence (3 yearly licence)	220	235	
Licence Type	Current fee	Proposed fee for 2023/24	Notes
Addition of new site	260	278	

Change of site manager	15	16	
Add person to a site licence who has not previously been checked.	85	91	
Sexual Establishment Licence (Sex Shop)			
Grant /renewal	1,875	2,006	
Transfer	935	1,000	
Pleasure Boats			
New & renewal of boat licence	75	80	
Renewal of Skipper's licence	20	21	

2024-25: Comparison of proposed fees with other Derbyshire authorities.

At the time of writing it is not known if other authorities plan to increase their fees.

Authority	Private Hire / Hackney Drivers Licence 3 years	Hackney Vehicle Licence	Private Hire Vehicle Licence
Amber Valley	£223	£338 (renewal) – 1 year £409 (new) – 1 year	£293.50 (renewal) – 1 year £409 (new) – 1 year
Bolsover	£180	£ 92 – 6 months	£92 – 6 months
Chesterfield (Showing proposed fees)	£268	£193 new £134 renewal 6 monthly	£193 new, £134 renewal 6 monthly
Derby City	£361	£211 new, £124 renewal for 12 months. (Vehicles over 5 years old to be licensed every 6 months)	£161 new & renewal for 12 months (Vehicles over 5 years old to be licensed every 6 months)
Derbyshire Dales	£205	£380 – 12 months	£380 – 12 months
Erewash	£203	£325 – 12 months £260 – 12 months for low emission vehicle	£325 – 12 months £260 – 12 months for low emission vehicle
High Peak	£225	£183.50 – 12 months	£183.50 - 12 months
North East	£180	£92 - 6 months	£92 – 6 months

Emma Marriott

From: [REDACTED]
Sent: 22 January 2024 08:40
To: Chesterfield Licensing
Subject: Price increase

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the ICT Service Desk.

How is it felt necessary to put the price up yet again its tough as it is without keep hammering the drivers all the time

Sent from my Galaxy

Emma Marriott

From: [REDACTED]
Sent: 22 January 2024 11:31
To: Emma Marriott
Subject: RE: Amendments to Hackney Carriage/Private Hire Licensing Policy and Review of Licence Fees

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the ICT Service Desk.

Good morning Emma,

Thank you for your email.

I have noticed an increase year on year so can you please tell me what is causing this to happen?

Furthermore can you confirm how much the cost of an mot is? I would like to know how much of it goes towards our plates and how much is paid for the Actual MOT.

Thanks

Emma Marriott

From: [REDACTED]
Sent: 22 January 2024 13:14
To: Chesterfield Licensing
Subject: Re: Amendments to Hackney Carriage/Private Hire Licensing Policy and Review of Licence Fees

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What is the reason that the prices have been put up in price, is it cos you can?

Emma Marriott

From: [REDACTED]
Sent: 22 January 2024 14:56
To: Chesterfield Licensing
Subject: Re: FW: Amendments to Hackney Carriage/Private Hire Licensing Policy and Review of Licence Fees

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the ICT Service Desk.

If all the prices are increasing then as Hackney drivers the meter fare we charge customers should go up as well.

Emma Marriott

From: [REDACTED]
Sent: 26 January 2024 15:56
To: Chesterfield Licensing
Subject: Re: FW: Amendments to Hackney Carriage/Private Hire Licensing Policy and Review of Licence Fees

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the ICT Service Desk.

Hi thanks for the email and regards prices going up I for 1 do object as it wasn't that long since they went up. we pay 4 times more for mot test now than anyone who has an mot at a high street garage and it's pretty much the same mot test. Our prices don't go up in line with your fees and the increases are making it harder to make a living. Therefore I object to an increase. Thanks

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DRIVERS			
Licence type	Increased Fee 2024/2025	Proposed reduction	Notes
VEHICLE			
New application - Private Hire	193	190	
New Application - Hackney Carriage	193	190	No new applications anticipated due to limit set on hackney licences
Vehicle change	48	45	
Vehicle detail change	43	40	
Hackney survey fee	10	10	tri-annual survey paid on licence renewal.
Renewal Private Hire	134	125	
Hackney Renewal	134	125	
Front plate	9	4	At cost from supplier
Rear plate	9	4	At cost from supplier
Rear plate expiry date sticker		3	At cost from supplier
OTHER			
Licence type	Current fee	Proposed fee for 2023/24	Notes
Key/button set	2	2	At cost from supplier
Extension brackets	8	8	At cost from supplier
Back rear bracket	7	7	At cost from supplier
Back rear bracket kit	2	2	At cost from supplier
2XQ/L replacements	2	8	At cost from supplier
Dash card	2	4	At cost from supplier
ABO signs	5	5	At cost from supplier
Security key	0.25	0.25	At cost from supplier
High bond pad	2	2	At cost from supplier

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For publication

Hackney Carriage and Private Hire Licensing Policy

Meeting: Appeals and Regulatory Committee

Date: 27 March 2024

Cabinet portfolio: Health and Wellbeing

Report by: Licensing Manager

Policy Amendments

For publication

1 PURPOSE OF REPORT

1.1 To consider amendments to the Hackney Carriage and Private Hire Licensing Policy.

2.0 RECOMMENDATION

2.1 The proposed amendments are adopted in line with a change to the vehicle licensing process and the relocation of the licensing team.

3.0 REASON FOR RECOMMENDATIONS

3.1 The amendments will provide greater clarity in terms of taxi regulation and will not adversely affect public safety.

4.0 BACKGROUND

4.1 Vehicle licensing

- 4.2 To amend paragraphs 1.8, 2.10, 2.21 and 5.17 of the hackney carriage and private hire licensing policy to reflect a change to the vehicle licensing process and remove references to North East Derbyshire District Council's (NEDDC) testing station.
- 4.3 Currently vehicles must be tested at NEDDC's testing station who then issue the vehicle licence plates. The contract we hold with them is due to end in June 2024 so the process for licensing vehicles will change. This change will allow vehicles to have an MOT test at any testing station and the vehicle licence plates will be issued by Chesterfield Borough Council.
- 4.4 The change of process has been agreed by senior management and the cabinet member for health and wellbeing.
- 4.5 Change of location of the licensing team
- 4.6 To remove the reference of the customer service centre in paragraph 5.7 and replace with the Town Hall.

5.0 EQUALITIES IMPACT ASSESSMENT

- 5.1 A preliminary equalities impact assessment has been conducted and is attached at Appendix 1. The conclusion was that a full assessment was not required as the proposed changes to the policy will not have any adverse impact with regard to the protected characteristics.

6.0 RISK MANAGEMENT

- 6.1 A full risk management assessment has not been completed but this measure will not endanger public safety.

7.0 RECOMMENDATION

- 7.1 The amendments are approved.

For more information on this report please contact Emma Marriott
emma.marriott@chesterfield.gov.uk

Chesterfield Borough Council Equality Impact Assessment – Preliminary Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	Private Hire and Hackney Carriage Licensing Policy
<i>Service Area:</i>	Health & Wellbeing
<i>Section:</i>	Licensing
<i>Lead Officer:</i>	Emma Marriott
<i>Date of assessment</i>	12/03/2024
<i>Is the policy, project, service, function or strategy either:</i> <ul style="list-style-type: none"> - Existing - Changed - New / Proposed 	Amendment to current policy.

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Section 1 – Clear aims and objectives

1. What is the aim of the policy, project, service, function or strategy?
To change the procedure on issuing of vehicle licence plates. The change will allow licence holders to have an MOT carried out at any testing station and the licence and plates will be issued by the licensing section at Chesterfield Borough Council.

2. Who is intended to benefit from the policy and how?

The council will make a saving due to vehicle plates being redesigned and a reduced fee to purchase the materials. Licence holders will receive a better service.

3. What outcomes do you want to achieve?

More control of licensed vehicles to ensure they are complying with the policy.

Section 2 – What is the impact?

4. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age			✓
Disability and long term conditions			✓
Gender and gender reassignment			✓
Marriage and civil partnership			✓
Pregnant women and people on parental leave			✓
Sexual orientation			✓
Ethnicity			✓
Religion and belief			✓

Section 3 – Recommendations and monitoring

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

5. Should a full EIA be completed for this policy, project, service, function or strategy?
No
<i>Please explain the reasons for this decision:</i>
Making this change will not have a negative impact on any of the above characteristics. The existing policy was previously subjected to a full Equalities Impact Assessment in 2010 and addresses any potential anticipated impacts such as accessibility requirements for wheelchair users.

Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager

Head of Service/Service Manager name:	Emma Marriott
Date:	12/03/2024

Reviewed by Policy Service

Head of Service/Service Manager name:	Allison Potter
Date:	12/3/24

Final version of the EIA sent to Policy Service

Yes or no:	
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Decision information sent to Policy Service

Yes or no:	
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