

Notice of Meeting



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Licensing Committee

Monday, 18th November, 2019 at 4.30 pm
in Council Chamber Council Offices
Market Street Newbury

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Date of despatch of Agenda: Friday, 8 November 2019

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser on (01635) 519045
e-mail: moira.fraser@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



To: Councillors Adrian Abbs, Peter Argyle, Phil Barnett (Vice-Chairman),
Dennis Benneyworth, Graham Bridgman, James Cole (Chairman),
Billy Drummond, Tony Linden, David Marsh, Joanne Stewart and Martha Vickers

Agenda

Part I

Page No.

1. **Apologies**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 5 - 8
To approve as a correct record the Minutes of the meeting of this Committee held on 24 June 2019.
3. **Declarations of Interest**
To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Taxi/Private Hire Licensing Meeting** 9 - 22
Purpose: To provide an update to the Committee following the taxi and private hire licensing liaison meeting between the trade, Members and officers.
5. **Fees and Charges (Taxis and Animal Welfare)** 23 - 46
Purpose: To inform Members of the Fees and Charges which were considered and agreed the Joint Public Protection Committee on 7th November 2019.
6. **Reducing Environmental Impact from Licensable Activities** 47 - 50
Purpose: To consider any actions to help reduce/avoid any unnecessary emissions which apply to licensed vehicles.

Sarah Clarke
Head of Legal and Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.



Agenda Item 2.

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

LICENSING COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY, 24 JUNE 2019

Councillors Present: Adrian Abbs, Peter Argyle, Phil Barnett (Vice-Chairman), Jeff Beck, Dennis Benneyworth, Graham Bridgman, James Cole (Chairman), Tony Linden, David Marsh and Martha Vickers

Also Present: Suzanne McLaughlin (Senior Environmental Health Officer), Sean Murphy (Public Protection Manager), Moira Fraser (Democratic and Electoral Services Manager)

Apologies for inability to attend the meeting: Councillor Billy Drummond and Councillor Joanne Stewart

PART I

4. Minutes

The Minutes of the meetings held on 21 February 2019 and 21 May 2019 were approved as a true and correct record and signed by the Chairman subject to the inclusion of Councillor James Cole being listed as being present at the 21 February 2019 meeting.

5. Declarations of Interest

There were no declarations of interest received.

(Councillor Martha Vickers arrived at 4.40pm)

6. Convictions Guidance

The Committee considered a report (Agenda Item 4) which set out proposals that had been consulted upon since the Committee Meeting on the 11 February 2019. Officers had considered the responses and where appropriate had amended the guidance issued by the Institute of Licensing. The responses to the consultation were included in the paperwork at Appendix H. The changes were summarised in Appendix F. It was explained that in excess of 300 emails had been sent out and only 11 responses had been received.

Members were being asked to consider the document and decide if any additional changes were needed.

Suzanne McLaughlin explained that it was being proposed that the fit and proper test would be applied to existing licence holders and new applicants for Hackney Carriage driver licences, Private Hire driver licences, and Private Hire Operators licences. Officers were advocating that the Council's existing criminal convictions guidance document be replaced with a more comprehensive policy. The intention would be to work towards a national policy with minor changes to reflect local issues so that licence holders were subject to the same scrutiny irrespective of where the licence was issued in order to protect customers.

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Councillor James Cole noted that the authors of the Institute of Licencing guidance were eminent experts in this field and there he believed that cognisance should be taken of their advice.

Councillor Adrian Abbs noted that the revised rules would be applied to both new and existing licence holders and he queried if the legal implications of this had been looked into. Suzanne McLaughlin explained that legal advice had been sought and read out that advice .In essence the advice stated that both the guidance and case law set out that each case had to be determined on its own merits at the time and that there would be no blanket response to say that an applicant would not have their license renewed just because the Council's polices had changed. It was noted that this aspect was referred to in paragraph 1.4 of the policy which was set out on page 55 of the paperwork.

Members discussed potential concerns about applying the revised policy to existing license holders. Potentially existing licence holders that had been permitted to operate might no longer be able to do so due to changes to the exclusion periods as well as the introduction of new categories.

Sean Murphy explained that most licence holders renewed their licences every three years albeit that it was possible to renew it annually. If a crime was committed in the interim period the police would inform the Council. He reminded Members that the exclusions would only be applied where a licence holder was convicted. The decision to prosecute would be made by the Crown Prosecution Service. They would need to apply the public interest test and it was conceivable that not all cases would go to court.

Councillor Peter Argyle noted the requirement to consider each case on its own merits. He suggested that it might be useful to change the wording to 'up to x years' rather than 'at least x years'.

Councillor Martha Vickers commented that the Council also had a duty to protect the public who used the services as they could be vulnerable when using their services. The authors of the Institute of Licensing guidance were very knowledgeable on the subject and they would have given a lot of thought to the proposed timescales.

Councillor James Cole noted that there had only been a small number of responses to the consultation which could indicate support for the changes. A number of the responses did indicate support and in some instances actually advocated a more restrictive approach. Members considered all of the responses to the consultation.

Councillor James Cole queried what the other authorities in the Joint Public Protection Partnership's views were. Officers noted that Wokingham Borough Council would be considering the document the following day. Bracknell Forest Council had looked at the policy but had requested that it be brought back to a second meeting. In response to a question about the level of response to the consultation Officers reported that Wokingham had received a larger number of responses and that these responses generally were not supportive of the changes.

Sean Murphy stated that Members would need to balance the need to protect the public against the right of the licence holders to work. He reminded Members that many of the customers were vulnerable. He also noted the wish to work towards a national policy as licence holders could work wholly outside of the area they were licences in. Varying policies could lead to drivers choosing to be licensed in areas where the policies were

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more lenient. He also reminded Members that if an application was refused the applicant could appeal the decision in a Magistrate's Court.

Councillor James Cole queried how many refusals there had been in the previous financial year. Officers responded that there had been no refusals in West Berkshire. They commented that they were not very commonplace. It was however a sector that was not without risks and there had been a few cases involving license holders over the past few years.

Members debated whether more stringent conditions could or should be applied. They noted that if they deviated too far from the national guidance the policy might be subject to challenge. Members also noted that the trade had a vested interest in their customers having faith in them as operators.

Councillor Martha Vickers proposed accepting the revised policy. Members requested that the following changes be included in the document:

- Paragraph 1.3 (page 55) insert vehicle owners into the list;
- Paragraph 3.2 (page 56) be amended to include the ability for the licensing authority to ask for evidence of a criminal record check where an applicant had spent six or more months overseas;
- Consider tougher conditions for offences committed while 'on the job' versus offenses when not operating, the suggestion being to increase the time period from five to seven years;
- The wording in paragraph 4.1 be amended;
- The time periods around weapons crime be reviewed in a year's time;
- The policy to be reviewed annually.

RESOLVED that after considering the consultation responses the Council adopt the amended policy, subject to the inclusion of the additional amendments agreed at the meeting, as its policy position on the relevance of criminal convictions in determining whether someone is 'fit or proper' to hold Taxi or Private Hire Drivers Licence or Private Hire Operators Licence.

7. Licensing Annual Report

The Committee considered a report (Agenda Item 5) which set out the work of the Licensing Committee in 2018/19 as well as the work of the Licensing Service as delivered through the Public Protection Partnership.

Suzanne McLaughlin explained that Officers used a risk based assessment programme to visit licensed premises to check compliance and provide assistance and advice for those businesses. In 2018/2019 officers carried out 172 inspections, compared to 202 in 2017/2018 and 179 in 2016/2017. In addition the Licensing Section dealt with 199 complaints and requests for service in 2018/2019 (compared with 210 in 2017/2018 and 181 in 2016/2017).

(Councillor Graham Bridgman arrived at 5.56pm)

Suzanne McLaughlin noted that the service had set itself a baseline for 2018/19 for the first time to issue licences within statutory timescales or 5 working days from receipt of a complete and valid application. The service achieved this for 75.7% of the applications. This would be reviewed in 2019/20, including the increase in resources required to improve this delivery percentage. Councillor Jeff Beck queried what percentage of

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applications had to be returned. Officers agreed to provide this information to Members once they had the chance to look into it. **(SM to Action)**. Sean Murphy noted that the three organisations in the partnership used different operating systems which impacted negatively on resilience. Following the restructure which came into effect of the 01 April 2019 they would all be working to one manager which should help to improve resilience. Capacity was also being improved in the team.

Councillor David Marsh noted that Appendix D made reference to one application in 2018/19 for a dangerous wild animal and he queried what this related to. Officers agreed to look into this and to let him know. **(SM to Action)**

Members welcomed the comparative data across the three authorities. Councillor Graham Bridgman asked if there was any data available about fee income across the three authorities. Seam Murphy noted that fees and charges would be discussed at the next meeting and this could be considered as part of that work.

RESOLED that the content of the report and Licensing Committee and Service related activity for 2018/19 be noted.

8. Licensing Committee Forward Plan

The Forward Plan was noted.

The Chairman stated that he would like to see an item included on the forward plan relating to the environmental impact of taxis.

Sean Murphy noted that following previous discussions on fees and charges a working group had been set up involving Members, Officers and trade representatives. The group had met twice already but he confirmed that another meeting was needed to go through the final proposals. This would need to take place within the following four weeks in order to get to an agreed position prior to the report coming to Committee for consideration prior to it going to full Council for approval.

Councillor Adrian Abbs asked what could be done to encourage a greener approach by the trade. Councillor Graham Bridgman explained that this would need to be addressed through the fees and not through fares.

Officers noted that the Forward Plan would need to be amended on an ongoing basis.

(The meeting commenced at 4.30 pm and closed at 6.14 pm)

CHAIRMAN

Date of Signature

Taxi/Private Hire Licensing Meeting - Summary Report

Committee considering report:	Licensing Committee
Date of Committee:	18 November 2019
Portfolio Member:	Please select:
Date Portfolio Member agreed report:	
Report Author:	Julia O'Brien, Principal Officer-Compliance and Enforcement
Forward Plan Ref:	N/a

1. Purpose of the Report

1.1 This report aims to update the Committee following the taxi and private hire licensing liaison meeting between the trade, members and officers.

2. Recommendations

2.1 That the Committee notes the content of the report.

2.2 Makes any recommendations on matters discussed or for further discussion in the future.

3. Implications

- 3.1 **Financial:** There are no specific financial implications arising from this report
- 3.2 **Policy:** There are no specific policy implications arising from this report.
- 3.3 **Personnel:** Members and Officers appreciate the value of working with the trade and their time input into this process.
- 3.4 **Legal:** The licensing meetings whilst are not a legal requirement but seen as good practice and allow a meaningful dialogue with the trade in an attempt to reach agreement on a wide number manner of topics affecting them.
- 3.5 **Risk Management:** None
- 3.6 **Property:** None
- 3.7 **Other:** None

4. Other options considered

4.1 No alternative options considered.

Executive Summary

5. Introduction / Background

- 5.1 A Task and Finish group was asked to be arranged with members, officers and the taxi/private hire trade to deal with Operator licence fees and fares, and then any other matters raised.

6. Proposal(s)

- 6.1 That the committee note the contents of the report.

7. Conclusion(s)

- 7.1 The group has met to discuss a variety of issues of interest to the taxi/private hire trade including operator fees and fares, ranks, age of vehicles, idling engines, and DBS charge. The details of the meeting are laid out in the background paper Appendix C together with the agreed actions and subsequent updates from each of these where applicable.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Public Protection and Culture
Service:	Public Protection Partnership
Team:	Licensing
Lead Officer:	Julia O'Brien
Title of Project/System:	Taxi/Private Hire Licensing Meeting update
Date of Assessment:	4 November 2019

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Note the contents of the report, updated the Committee on the taxi/private hire licensing meeting.
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Julia O'Brien
Date of assessment:	4 November 2019

Is this a:		Is this:	
Policy	No	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	Yes	Is changing	No
Service	Yes		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To ensure the Committee notes the taxi/private hire licensing meeting discussions.
Objectives:	Provide information on the taxi/private hire licensing meeting discussions.
Outcomes:	Increased awareness and understanding
Benefits:	A well informed and knowledgeable Committee who understand the work of the Licensing team.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	No impact	
Disability	No impact	

Gender Reassignment	No impact	
Marriage and Civil Partnership	No impact	
Pregnancy and Maternity	No impact	
Race	No impact	
Religion or Belief	No impact	
Sex	No impact	
Sexual Orientation	No impact	
Further Comments relating to the item:		
No further comments		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: No evident contribution to inequality	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: No evidence the Regulations will have an adverse impact.	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Julia O'Brien

Date: 4 November 2019

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Taxi/Private Hire Licensing Meeting – Supporting Information

1. Introduction/Background

- 1.1 A Task and Finish group was asked to be arranged with members, officers and the taxi/private hire trade to deal with Operator licence fees and fares, and then any other matters raised.
- 1.2 Feedback from the meeting and matters agreed are outlined in the supporting information.

2. Supporting Information

- 2.1 Fees – changes explained. It is proposed to continue with a 5year Operators licence-now to be based on a per vehicle fee. Resulting impact will be that overall fees will be lower, fee based on time per vehicle x proportion of hourly rate per vehicle-as this will be a new regime it needs to be audited going forward. Operator checks to be annual. Trade agreed for new and renewal fees. Dispensation vehicle fee will now be the same as that of HC/PH vehicles (the additional work being picked up during operator inspections).
- 2.2 Tariffs – for Hackney Carriages fares -Previously the Trade provided a proposal to the Licensing Committee, who after further consideration deemed the numbers were wrong and reversed its decision to consult on proposed fares. Members asked that trade start with a basic rate for tariff 1 and then % increase for tariff 2 and tariff 3. Trade desire rates to be less than Reading BC.

Action: Agreed requirement for trade to come forward with proposal by end August - Cabco agreed to lead, then Licensing committee to consider and consult.

Update:-proposal received from Cabco on 22 August for a 9% fare increase on Tariffs 1 and 2 and nothing for Tariff 3 (Appendix 1). Existing Tariff shown as Appendix 2. If members agree with the proposal then the recommendation would be to consult with the trade in its entirety and bring the results back to the next Licensing committee.

- 2.3 Dealing with idling vehicles- following complaints re polluting taxis. WBC has declared a Climate Emergency. Consider adopting legislation to enable Officers to give out fixed penalty notices.

Action: Report on this to be considered at the Committee meeting on 18th November. Cabco to send message to their drivers –agreed should be considered further

- 2.4 Age of Vehicles-Currently WBC does not have a maximum age as part of its terms and conditions. It was felt that maintenance of the vehicle was the key point rather than the age. If an age condition were to be brought in consultation would be required of the trade. Members asked how many of the fleet were over 8 years old ?

Action: Officers asked to find out what the current age profile of the fleet is so the impact could be considered together with the number of HC vehicles that are wheelchair accessible.

Update: Hackney Carriage vehicles total 155 – 8 years and over 55

Private Hire vehicles total 165 - 8 years and over 37

WAV 103 (included 6PH)

2.5 Ranks – Trade consider on a Saturday night there are not enough due to the new bus station. Enforcement officers are moving them on. Letter has been sent from Highways to the Operators. Concern that the ranks are not in the right place.

Action: Officers to contact Highways – e.g consider location of an overflow rank?

Update: Highways response: “The taxi rank outside the old Post Office provides a facility which has in the past seen taxis snaking around into Bear Lane as they waited for custom from the town centre or the Walkabout pub for those taxi drivers not wanting to use Wharf Street.

2.6 The rank outside the Vault nightclub (recently closed) also provides a facility for late evening trade from the Kennet Centre/cinema/night club and if it’s not being used perhaps it can be a holding area/overflow rank? There are ‘evening only’ ranks on Bartholomew St opposite The Dolphin and within the Pedestrian Zone outside what used to be Iceland near The Globe and The Newbury pub.

2.7 There’s a fair amount of space if they are used. What we will not be going back to is having the rank within the Market Place and using Wharf Street as the overflow”.

2.8 Highways are to be asked to respond/attend at the request of the Chairman.

2.9 DBS - query why price is £92 not £40 – WBC need to use Capita HR as requirement to be carried out through WBC. Drivers need to be enhanced checked. Our fee is an administration charge for processing, and WBC check all the documentation (incl. forms of identification).

Action: Officers to check the Capita charge / contract. Response from HR below

Update: Response from HR “Individuals cannot process their own DBS checks, which is why people need to use an organization such as ourselves to process DBS checks.

2.10 The £64 includes the £49 that we are charged by the provider (£44 for each check and £5 for their admin fee). We then add our own £15 HR admin charge which makes this £64. The £15 is called an 'admin fee' but really that's our charge to manage and oversee the whole process and to manage the account with E-Bulk/Capita. We also do our own admin side with charging and setting up accounts.

2.11 HR are the ones who are responsible for the account, and we have to keep up to date with changes to legislation and implement these as required.

2.12 We sit as an umbrella for hundreds of external organisations, providing this service. The drivers' charge was only increased in April (after charging the lower rate for some time) because technically they are external (like these other

organisations), not employees of the Council, so this needed to be brought in line with others". Hence the £64 charge plus half an hour admin from officers processing applications for DBS.

- 2.8 Temporary vehicle after an accident-drivers expressed concerns that if a driver had a WAV they had to have a temporary vehicle of the same calibre which in some instances lead to delays in getting back on the road.

Action: Officers to consider.

Update: this is the regime that is employed across the PPP where a WAV is replaced on a temporary basis with a like for like vehicle. Concern would be that not doing this would lead to abuse of the temporary vehicle, also a non WAV being sat on a rank would lead to complaints of unfairness by other drivers. Officers who deal with these applications can only recall 1 instance where this has been an issue.

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months

Item is Urgent Key Decision

Report is to note only

Wards affected:

Non-specific

Officer details:

Name: Julia O'Brien
Job Title: Principal Officer - Compliance and Enforcement
el No: 01635 519849
E-mail Address: julia.obrien@westberks.gov.uk

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From: [angelahopkins](#)

To: Suzanne McLaughlin

Subject: Recent meeting

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Dear Suzanne,

I refer to our recent meeting and the discussion regarding the proposed rate increase. We note that the CPI figure from April 2013 to mid 2018 is a cumulative 12%.

We are therefore proposing an “across the board” increase of 9% on both Tariffs 1 &2 and Tariff 3 to remain unaltered.

Hopefully it is possible to calculate such a flat percentage rate increase.

Kindly confirm that this is acceptable and advise the next step in the process.

Kind Regards

Walter O'Brien

Cabco Director

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Licensing Fees and Charges

Committee considering report:	Licensing Committee
Date of Committee:	18 November 2019
Portfolio Member:	Please select:
Date Portfolio Member agreed report:	
Report Author:	Suzanne McLaughlin
Forward Plan Ref:	N/a

1. Purpose of the Report

Fees and charges relating to licences and registrations are based on cost recovery, and should they not reflect the cost of providing the service, there is a risk of generating a surplus or deficit. This report sets out the Fees and Charges which were considered and agreed the Joint Public Protection Committee on 7th November 2019.

2. Recommendation(s)

That the Committee resolves to recommend the fees to Council subject to:

Consideration of the outcomes of the statutory consultation on fees relating to Taxi and Private Vehicles and Private Hire Operators Fees.

3. Implications

3.1	Financial:	none
3.2	Policy:	none
3.3	Personnel:	none
3.4	Legal:	none
3.5	Risk Management:	none
3.6	Property:	none
3.7	Other:	none

4. Other options considered

4.1 N/A

Executive Summary

5. Introduction / Background

- 5.1 Each service area is required to review the fees and charges it levies on behalf of the Council as part of the budget process. Appendix A details the relevant information from report to be considered by The Joint Protection Committee for 2020/21. The fees include a new structure for those proposed under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations, the new licensing regime.

6. Proposal(s)

The Joint Public Protection Committee is required by the Inter-Authority Agreement that set up the Public Protection Partnership shared service to recommend a draft set of fees and charges to each of the member Councils.

It is noted that a significant number of fees within the licensing field are set by Government regulation and cannot therefore be changed by the Council. The full list is shown in Appendix B.

As a matter of principle, all fees and charges should be set on the basis of full cost recovery. Also aligning fees across the 3 Local Authorities is proposed where appropriate, including a proposed single fee structure for hackney carriage and private hire. Appendix C shows an example of the new and renewal for Private Hire Operator fees as well as the dispensation fees. Appendix D shows examples of the proposed fees calculation for Boarding Establishments combined dogs and cats as well as comparison of the fee payable for 3 different licence types currently and that proposed, showing the savings.

In respect of all discretionary fees and the hourly rate, an inflationary % rise has been applied. This inflationary rise will balance the increase in cost of service provision such as the cost of living salary rise.

The Committee has discretion to round the proposed fees to the nearest whole pound should they so resolve.

It is open to Members to propose an alternative approach to fee setting.

Statutory consultation on Taxi and Private Hire Vehicles and Private Hire Operators will be conducted following the decisions of this Committee.

7. Conclusion(s)

- 7.1 N/A

8. Appendices

Appendix A
Appendix B
Appendix C
Appendix D

Appendix A

Public Protection Partnership Budget - Supporting Information

1. Supporting Information – Fees and Charges

- 1.1. At the meeting of the Joint Public Protection Committee in December 2017 (when it considered the 2018/19 fees and charges) a number of matters were decided. It was agreed that as a matter of principle that all fees and charges should be set on the basis of full cost recovery. In 2018/19 the hourly rate for the service was set at £55 p/h as the basis of cost recovery. This was increased as a flat fee to £57 p/h (with rounding) in 2019/20. It is proposed in the 2020/21 that as the fee was rounded in 2019/20 from £56.38 to £57 that this year it should remain at £57 to account for the rounding in 2019/20.
- 1.2. In July 2018 the Committee received a further report asking it to consider the basis for setting fees and charges and the application of full cost recovery. That methodology was approved by the Committee. Based on previous decisions work has been carried out by officers to align fee structures.
- 1.3. In respect of all discretionary fees we have assumed an inflationary rise of 2.0%. This inflationary rise will balance the increase in cost of service provision such as the cost of living salary rise set out above. The result is the fees schedule set out at Appendix B to this report.

1.4. Taxi and Private Hire Related Fees

The 2018/19 fees and charges for taxi and private hire related activity showed a significant disparity between the former West Berkshire and Wokingham fee structure. These were brought into line for 2019/20

A review has taken place of the Private Hire PPP is currently proposing a review of Operator fees based on per vehicle charges which are more consistent, transparent and fairer for operators than the current banded ones.

The additional administration work of the dispensation vehicles will be incorporated into these new fees going forward so all vehicle licence fees are the same.

The new Operator fees are based on a administration fee for a new or renewal of a 5 year licence plus one hour for the first vehicle plus 15 minutes for each subsequent vehicle the operator has. There also needs to be a variation fee if an operator adds vehicles to the original number on the application plus the number of vehicles for each yearly inspection. Consideration needs to be made as to whether any refund is made on any reduction of numbers as this change will mean that each time there is a

variation of numbers a new licence will need to be issued-however this will be an administrative burden and will put costs up.

1.5. Animal Welfare Establishments

On 1 October 2018 the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force. These regulations are made under powers conferred under the Animal Welfare Act 2006, and replace a number of pieces of legislation under which the Council previously issued licences and registrations.

Activities licensable under the regulations are selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, breeding dogs, or keeping or training animals for exhibition.

A new set of fees are required as the fees charged under the preceding legislation do not cover the costs associated with the new regulations. Costs have increased as a result of matters such as increase administration, new higher inspection requirements and the required qualifications for inspectors.

A set of fees have been calculated based upon the costs now encountered by PPP in dealing with the new licensing regime.

These fees have been drawn up with the benefit of operation of the new licensing regime. In order to assist Members Appendix C to this report gives a worked example of how the fees are calculated and any potential savings for high levels of compliance.

The very essence of the scheme is risk based and the higher the risk the more you will pay over any given risk period.

1.6 Fees Under Review

These fees need to be kept under constant review. As the centralised Applications Team settles and as we move to a single system in particular (where applicants will be able to apply on-line) it is anticipated that there may be some efficiencies that affect fees.

In particular we will be concentrating on whether fees for renewals could be reduced through the use of new technology.

Background Papers:

JPPC budget report 7th November 2019

PPP Strategic Aims and Priorities Supported:

The proposals will help achieve the following Public Protection Partnership aims as stated in the Inter Authority Agreement:

1 – Community Protection

- 2 – Protecting and Improving Health
- 3 – Protection of the Environment
- 4 – Supporting Prosperity and Economic Growth
- x 5 – Effective and Improving Service Delivery

Officer details:

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Description		Wokingham / West Berks / Bracknell 2019/20 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2020/2021 (Excluding VAT) +2%	Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT) Fees Rounded Off	Notes
Public Protection Partnership					
Environmental Protection					
Prevention of Damage by Pests					
Pest Site survey		N/A			Hourly rate and / or cost recovery where WID
Rat treatment		N/A			Hourly rate and / or cost recovery where WID
Any other Pest treatment		N/A			Hourly rate and / or cost recovery where WID
Dog Warden Services					
Stray Dogs - Not taken to Kennel		£72.00	£73.44	£73.00	Amalgamate. Vet fees separate as applicable
Stray Dogs - Taken to Kennel		CR			Fees based on charges & cost recovery. Vet fees separate as applicable
Dog Fouling fixed penalty charge		£75.00			Set in FPN policy
Misc stray dog activities ie taxi, relocating, microchipping etc		£56.00	£57.12	£57.00	Plus cost recovery on charges.
Abandoned Vehicles					
Removal (prescribed fee)	Less than 3.5 tonnes	£150.00			Set by statute
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20.00			Set by statute
Enforcement disposal costs (prescribed fee)	Less than 3.5 tonnes	£75.00			Set by statute
Fixed penalty notice	Reduced to £120 if paid within 7 days	£200.00			Set by statute
Enforcement invoice costs		£77.00			Set by statute
Trading Standards					
Weights and Measures Fees (per hour)		£63.00	£64.26	£64.00	Discretionary
Explosives Licenses / Registrations - set by statute					Set by statute
Varying the name of licensee or address of site					Set by statute
Petroleum Licensing Fees - set by statute					Set by statute
Primary Authority					
Primary Authority Work hourly chargeable rate		£56.00	£57.12	£57.00	
Annual charge - previous year usage 10 hours or less		£513.00	£523.26	£523.00	
Annual charge - previous year usage 20 hours		£1,025.00	£1,045.50	£1,046.00	
Anything likely to be in excess of 20 hours		CR			Individually assessed
Support with Confidence					
Application fee	1-5 employees	£59.00	£60.18	£60.00	All disbursements charged at cost
	6-20 employees	£119.00	£121.38	£121.00	As above except fee reduced to £50 if registered with confidence
	21+ employees	£298.00	£303.96	£304.00	As above except fee reduced to £50 if registered with confidence
Buy with Confidence					
Members from 2017/18 Application Fee	1-5 employees	£125.00	£127.50	£128.00	Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time
	6-20 employees	£167.00	£170.34	£170.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£208.00	£212.16	£212.00	Nationally agreed with 'Buy with Confidence' scheme holder
Annual Fee	1-5 employees	£250.00	£255.00	£255.00	Nationally agreed with 'Buy with Confidence' scheme holder
	6-20 employees	£375.00	£382.50	£383.00	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£500.00	£510.00	£510.00	Nationally agreed with 'Buy with Confidence' scheme holder
Members before 2017/18 Application /Annual Fee	1-5 employees	£123.00	£125.46	£125.00	Applicable only to legacy Bracknell members

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	6-20 employees	£185.00	£188.70	£189.00	Applicable only to legacy Bracknell members
	21+ employees	£247.00	£251.94	£252.00	Applicable only to legacy Bracknell members
Commercial					
Food Export Certificates		£56.00	£57.12	£57.00	Full cost recovery based on officer hourly rate
Anti-Social Behaviour Act:					
High Hedges Fee (Class A – Fee Discretionary)		£1,175.00	£1,198.50	£1,199.00	Cost recovery for consultant
Licences, Registrations and Similar Consents					
<i>Licensing Act 2003:</i>					
Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)					
Band A – RV up to 4300		£100.00	£100.00	£100.00	Statutory -no increase.
Band B – RV 4300 to 33000		£190.00	£190.00	£190.00	Statutory -no increase.
Band C – RV 33001 to 87000		£315.00	£315.00	£315.00	Statutory -no increase.
Band D – RV 87001 to 125000		£450.00	£450.00	£450.00	Statutory -no increase.
Band E – RV 125001 and above		£635.00	£635.00	£635.00	Statutory -no increase.
Pre-Application Advice, Hourly charge	Min 1 Hr	£56.00	£57.12	£57.00	
Premises Licence – Annual Fee (Class B – Statutory Fee)					
Band A		£70.00	£70.00	£70.00	Statutory -no increase.
Band B		£180.00	£180.00	£180.00	Statutory -no increase.
Band C		£295.00	£295.00	£295.00	Statutory -no increase.
Band D		£320.00	£320.00	£320.00	Statutory -no increase.
Band E		£350.00	£350.00	£350.00	Statutory -no increase.
Personal Licence - (Class B – Statutory Fee)					
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00	£21.00	£21.00	Statutory -no increase.
Application for copy licence, change address or club rules		£10.50	£10.50	£10.50	Statutory -no increase.
Application to vary DPS/transfer licence/interim notice		£23.00	£23.00	£23.00	Statutory -no increase.
Application for making a provisional statement		£315.00	£315.00	£315.00	Statutory -no increase.
Minor variation		£89.00	£89.00	£89.00	Statutory -no increase.
Application to disapply mandatory DPS condition		£23.00	£23.00	£23.00	Statutory -no increase.
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£57.12	£57.00	
Gambling Licenses					
Casinos (regional)	New Application	£15,000.00	£15,000.00	£15,000.00	100% of Statutory Maximum
	Provisional Statement	£15,000.00	£15,000.00	£15,000.00	100% of Statutory Maximum
	Application with Prov Statement	£8,000.00	£8,000.00	£8,000.00	100% of Statutory Maximum
	Variation	£7,500.00	£7,500.00	£7,500.00	100% of Statutory Maximum
	Transfer/Reinstatement	£6,500.00	£6,500.00	£6,500.00	100% of Statutory Maximum
	Annual Fee	£15,000.00	£15,000.00	£15,000.00	100% of Statutory Maximum
Casinos (large)	New Application	£10,000.00	£10,000.00	£10,000.00	100% of Statutory Maximum
	Provisional Statement	£10,000.00	£10,000.00	£10,000.00	100% of Statutory Maximum
	Application with Prov Statement	£5,000.00	£5,000.00	£5,000.00	100% of Statutory Maximum
	Variation	£5,000.00	£5,000.00	£5,000.00	100% of Statutory Maximum

Description		Wokingham / West Berks / Bracknell 2019/20 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2020/2021 (Excluding VAT) +2%	Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT) Fees Rounded Off	Notes
	Transfer/Reinstatement	£2,150.00	£2,150.00	£2,150.00	100% of Statutory Maximum
	Annual Fee	£10,000.00	£10,000.00	£10,000.00	100% of Statutory Maximum
Casinos (small)	New Application	£8,000.00	£8,000.00	£8,000.00	100% of Statutory Maximum
	Provisional Statement	£8,000.00	£8,000.00	£8,000.00	100% of Statutory Maximum
	Application with Prov Statement	£3,000.00	£3,000.00	£3,000.00	100% of Statutory Maximum
	Variation	£4,000.00	£4,000.00	£4,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,800.00	£1,800.00	£1,800.00	100% of Statutory Maximum
	Annual Fee	£5,000.00	£5,000.00	£5,000.00	100% of Statutory Maximum
Bingo Clubs	New Application	£3,500.00	£3,500.00	£3,500.00	100% of Statutory Maximum
	Provisional Statement	£3,500.00	£3,500.00	£3,500.00	100% of Statutory Maximum
	Application with Prov Statement	£1,200.00	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,750.00	£1,750.00	£1,750.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	£1,000.00	100% of Statutory Maximum
Betting Premises	New Application	£3,000.00	£3,000.00	£3,000.00	100% of Statutory Maximum
	Provisional Statement	£3,000.00	£3,000.00	£3,000.00	100% of Statutory Maximum
	Application with Prov Statement	£1,200.00	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,500.00	£1,500.00	£1,500.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£600.00	£600.00	£600.00	100% of Statutory Maximum
Tracks	New Application	£2,500.00	£2,500.00	£2,500.00	100% of Statutory Maximum
	Provisional Statement	£2,500.00	£2,500.00	£2,500.00	100% of Statutory Maximum
	Application with Prov Statement	£950.00	£950.00	£950.00	100% of Statutory Maximum
	Variation	£1,250.00	£1,250.00	£1,250.00	100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00	£950.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	£1,000.00	100% of Statutory Maximum
Family Entertainment Centres	New Application	£2,000.00	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Prov Statement	£950.00	£950.00	£950.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£950.00	£950.00	£950.00	100% of Statutory Maximum
	Annual Fee	£750.00	£750.00	£750.00	100% of Statutory Maximum
Adult Gaming Centres	New Application	£2,000.00	£2,000.00	£2,000.00	100% of Statutory Maximum
	Provisional Statement	£2,000.00	£2,000.00	£2,000.00	100% of Statutory Maximum
	Application with Prov Statement	£1,200.00	£1,200.00	£1,200.00	100% of Statutory Maximum
	Variation	£1,000.00	£1,000.00	£1,000.00	100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00	£1,200.00	£1,200.00	100% of Statutory Maximum
	Annual Fee	£1,000.00	£1,000.00	£1,000.00	100% of Statutory Maximum
Lotteries and Amusements	New Application	£40.00	£40.00	£40.00	Statutory -no increase.
	Annual Fee	£20.00	£20.00	£20.00	Statutory -no increase.
All Licences	Notification of change	£50.00	£50.00		100% of Statutory Maximum
	Copy of Licence	£25.00	£25.00		100% of Statutory Maximum
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£57.12	£57.00	
Club Gaming Machines					
Club Gaming or Machine Permit	New Application	£200.00	£200.00	£200.00	Statutory-no increase

Description		Wokingham / West Berks / Bracknell 2019/20 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2020/2021 (Excluding VAT) +2%	Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT) Fees Rounded Off	Notes
Club Gaming or Machine Permit	Existing holder	£100.00	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	New Application	£100.00	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit	Renewal	£200.00	£200.00	£200.00	Statutory-no increase
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit	Annual Fee	£50.00	£50.00	£50.00	Statutory-no increase
Club Gaming or Machine Permit	Variation	£100.00	£100.00	£100.00	Statutory-no increase
Club Gaming or Machine Permit	Copy of Licence	£15.00	£15.00	£15.00	Statutory-no increase
Licensed Premises Notifications					
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	notification of intention	£50.00	£50.00	£50.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Application (existing holder)	£100.00	£100.00	£100.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	New Application	£150.00	£150.00	£150.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee	£50.00	£50.00	£50.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00	£100.00	£100.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Transfer	£25.00	£25.00	£25.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Change of Name	£25.00	£25.00	£25.00	Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Copy of Permit	£15.00	£15.00	£15.00	Statutory-no increase
Pre-Application Advice, hrly charge	Min 1Hr	£56.00	£57.12	£57.00	
Sex Establishments – (Class A – Fee Discretionary)					
Cinema		min £3,100 to max £5150	min £3,100 to max £5150	min £3,100 to max £5150	No change
Shop		min £3,100 to max £5150	min £3,100 to max £5150	min £3,100 to max £5150	No change
Entertainment Venue		min £3,100 to max £5150	min £3,100 to max £5150	min £3,100 to max £5150	No change
Premises - new		£2,617.00	£2,617.00	£2,617.00	Bracknell only - no change. Amalgamating with WB & W
Premises - renewal		£1,389.00	£1,389.00	£1,389.00	Bracknell only - no change. Amalgamating with WB & W
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£57.12	£57.00	
Street Trading Consents – (Class A – Fee Discretionary)					
Application / Renewal	1 week	£135.00	£137.70	£138.00	Bracknell only
	Monthly Rate	£363.00	£370.26	£370.00	Bracknell only
	Monthly Rate	£223.00	£227.46	£227.00	WB & W only
	3 months	£854.00	£871.08	£871.00	Bracknell only
	6 months	£1,396.00	£1,423.92	£1,424.00	Bracknell only
	6 months	£784.00	£799.68	£800.00	WB & W only
	Annual Fee	£1,343.00	£1,369.86	£1,370.00	WB & W only
	6 months max 2 trading days a week incl Fri, Sat or Sun	£837.00	£853.74	£854.00	Bracknell only

Description		Wokingham / West Berks / Bracknell 2019/20 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2020/2021 (Excluding VAT) +2%	Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT) Fees Rounded Off	Notes
	6 months max 2 trading days a week Mon to Thurs only	£558.00	£569.16	£569.00	Bracknell only
Ice Cream Van (per van) application / renewal	1 month	£181.00	£184.62	£185.00	Bracknell only
Ice Cream Van 6 months (per van) application / renewal	6 months	£699.00	£712.98	£713.00	Bracknell only
Variation fee		£88.00	£89.76	£90.00	
Community Events				£0.00	50% reduction of appropriate fee for non profit making events
Refund for Street Traders	If application withdrawn	£113.00	£115.26	£115.00	WB & W only
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£57.12	£57.00	
Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)					
Individual		£179.00	£182.58	£183.00	Cost recovery
Premises		£280.00	£285.60	£286.00	Cost recovery
Joint Application		£448.00	£456.96	£457.00	Cost recovery
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£57.12	£57.00	
NEW or RENEWAL					
Animal Licences – (Class A – Fee Discretionary) * +vet fee where applicable		Application Fee	Grant Fee	Total fee Payable	
Animal Boarding Establishment - combined (dogs and cats)		£285.00	£399.00	£684.00	12hrs
Animal Boarding Establishment - single species (dogs or cats))		£228.00	£342.00	£570.00	10 hrs
Home boarder		£228.00	£342.00	£570.00	10 hrs
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)		£171.00	£57.00	£228.00	4 hrs
Home Boarder - Assessment of hobby host as part of a franchisee licence		N/A	£112.00	£112.00	2 hrs
Dog Day Care					2019/20 rate to apply +2%
Dog Breeding Establishment (excluding vet fee)		£285.00	£399.00	£684.00	12 hrs
Dog Breeding Establishment (in domestic dwelling)		£228.00	£342.00	£570.00	10 hrs
Pet Vending / Sale of pets		£228.00	£342.00	£570.00	10 hrs
Animal for Exhibition		£285.00	£399.00	£684.00	12 hrs
Riding Establishment (excluding vet fee)*					
Main inspection fee, plus fee per horse		£228.00	£342.00	£570.00	8 hrs
Fee per horse, for the first 10 horses		£15.00			
Fee per horse, for next 11-50 horses		£10.00			
Fee per horse, for every horse 51 & over		£8.00			
* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.					
Example of charge per horse in a yard with 60 horses					
1- 10 horses @ £15 = £150.00					
horses 11-50 @ £10 = £309.00					
horses 51 - 60 @ £8 = £72.00					
Other fees					
Variation to the licence fee (inclusive of one visit)		£224.00			
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£56.00			
Re-evaluation of star rating (inclusive of one visit)		£112.00			
Transfer due to death of licensee		£56.00			
Dangerous Wild Animal Consent*	2 years	£448.00	£456.96	£457.00	WB & W only Cost recovery
Dangerous Wild Animal Consent - New*	2 years	£476.00	£485.52	£486.00	Bracknell only Cost recovery
Dangerous Wild Animal Consent - Renewal*	2 years	£276.00	£281.52	£282.00	Bracknell only Cost recovery
Zoo Licenses (new and renewals)*	Up to 6 Years	£475.00	£484.50	£485.00	WB & W only Cost recovery

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Zoo Licenses (new and renewals)*	Up to 6 Years	£2,014.00	£2,054.28	£2,054.00	Bracknell only Cost recovery
Hairdresser Registration		£42.00	£42.84	£43.00	Cost recovery
Scrap Metal					
Scrap Metal Site - New	3 Years	£488.00	£497.76	£498.00	Cost recovery
Scrap Metal Site - Renewal	3 Years	£488.00	£497.76	£498.00	Cost recovery
Scrap Metal Mobile Collector - New	3 Years	£260.00	£265.20	£265.00	Cost recovery
Scrap Metal Mobile Collector - Renewal	3 Years	£260.00	£265.20	£265.00	Cost recovery
Scrap Metal -Variation of Licence		£359.00	£366.18	£366.00	Cost recovery
Scrap Metal-Change of Site Manager		£67.00	£68.34	£68.00	Cost recovery
Scrap Metal- Copy of licence		£11.00	£11.22	£11.00	Cost recovery
Scrap Metal- Change of Name		£35.00	£35.70	£36.00	Cost recovery
Pre-Application Advice, hrly charge		£56.00	£57.12	£57.00	
Private Water Supplies (Statutory Maximums stated)					
Risk Assessment	Carried out every 5 years	£56.00	£57.12	£57.00	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours
Sampling		£56.00	£57.12	£57.00	Charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours
Private water and pool samples	includes cost of testing	£59.00	£60.18	£60.00	
Investigation		£106.00	£108.12	£108.00	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.
Analysis - Regulation 10		£27.00	£27.54	£28.00	Where a supply provides <10m ³ /day or serves <50 people and is used for domestic purposes
Analysis of Group A Parameters					Cost of laboratory analysis will be recovered and will depend on type of suite being analysed. Customer will be advised of cost.
Analysis of Group B Parameters					Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies
Environmental Permitting (E&W) Regulations 2016					
Scheduled Processes - (Class B – Statutory Fee)					
Standard Process			£1,650.00	£1,650.00	Statutory-no increase
Service Stations (PVI &PVII)			£257.00	£257.00	Statutory-no increase
Dry Cleaners			£155.00	£155.00	Statutory-no increase
Vehicle Refinishers			£362.00	£362.00	Statutory-no increase
Mobile screening & crushing plant			£1,650.00	£1,650.00	Statutory-no increase
for the third to seventh applications			£985.00	£985.00	Statutory-no increase
for the eighth and subsequent applications			£498.00	£498.00	Statutory-no increase
					Statutory-no increase
Substantial Changes					Statutory-no increase
Standard Process			£1,050.00	£1,050.00	Statutory-no increase
Reduced Activities			£102.00	£102.00	Statutory-no increase

Description		Wokingham / West Berks / Bracknell 2019/20 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2020/2021 (Excluding VAT) +2%	Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT) Fees Rounded Off	Notes
					Statutory-no increase
Annual Subsistence Charge					Statutory-no increase
Standard Process	LOW		£772.00	£772.00	Statutory-no increase
	MEDIUM		£1,161.00	£1,161.00	Statutory-no increase
	HIGH		£1,747.00	£1,747.00	Statutory-no increase
Service Stations PVR2	LOW		£113.00	£113.00	Statutory-no increase
	MEDIUM		£226.00	£226.00	Statutory-no increase
	HIGH		£341.00	£341.00	Statutory-no increase
VRs and other reduced fees	LOW		£228.00	£228.00	Statutory-no increase
	MEDIUM		£365.00	£365.00	Statutory-no increase
	HIGH		£548.00	£548.00	Statutory-no increase
Dry Cleaners /PVR1	LOW		£79.00	£79.00	Statutory-no increase
	MEDIUM		£158.00	£158.00	Statutory-no increase
	HIGH		£237.00	£237.00	Statutory-no increase
Mobile Screening & Crushing Plant	LOW		£646.00	£646.00	Statutory-no increase
	MEDIUM		£1,034.00	£1,034.00	Statutory-no increase
	HIGH		£1,506.00	£1,506.00	Statutory-no increase
For the second permit	LOW		£646.00	£646.00	Statutory-no increase
	MEDIUM		£1,034.00	£1,034.00	Statutory-no increase
	HIGH		£1,506.00	£1,506.00	Statutory-no increase
For the third to seventh permit	LOW		£385.00	£385.00	Statutory-no increase
	MEDIUM		£617.00	£617.00	Statutory-no increase
	HIGH		£924.00	£924.00	Statutory-no increase
For the eighth & subsequent applications	LOW		£198.00	£198.00	Statutory-no increase
	MEDIUM		£316.00	£316.00	Statutory-no increase
	HIGH		£473.00	£473.00	Statutory-no increase
Late payment charge	When invoice issued & not paid in 8 weeks		£52.00	£52.00	Statutory-no increase
					Statutory-no increase
Transfer & Surrender					Statutory-no increase
Transfer			£169.00	£169.00	Statutory-no increase
Partial Transfer			£497.00	£497.00	Statutory-no increase
Surrender			£0.00	£0.00	Statutory-no increase
Transfer Reduced fees			£0.00	£0.00	Statutory-no increase
Partial Transfer Reduced fees			£47.00	£47.00	Statutory-no increase
Private Sector Housing					
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		£392.00	£399.84	£400.00	
Enforcement Notices served under Housing Act 2004		£113.00	£115.26	£115.00	Activities as prescribed
HMO Licence NEW - assisted application		£1,174.00	£1,197.48	£1,197.00	Fees aligned June 2018
HMO Licence RENEWAL		£784.00	£799.68	£800.00	
Civil Penalties housing offences					Up to £30,000.00
Caravan Site Licence annual Licence (Option 2 of DCLG Guide for Charging)					
Site licence new		£428.00	£436.56	£437.00	
New licence per pitch		£16.00	£16.32	£16.00	
Transfer of licence		£181.00	£184.62	£185.00	
Alteration of conditions		£332.00	£338.64	£339.00	
Annual fee per pitch		£14.00	£14.28	£14.00	

Description		Wokingham / West Berks / Bracknell 2019/20 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2020/2021 (Excluding VAT) +2%	Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT) Fees Rounded Off	Notes
Enforcement action -per hour		£56.00	£57.12	£57.00	Hourly rate as for activity as prescribed.
Deposit, vary or deleting site rules		£114.00	£116.28	£116.00	
Variation of licence		£113.00	£115.26	£115.00	
Other Fees for Information					Hourly rate applies minimum for 2 hours
Environmental Info Individual, Non Commercial		£113.00	£115.26	£115.00	Cost recovery
Commercial and Government		£113.00	£115.26	£115.00	Cost recovery
Civil Actions (Class A – Fee Discretionary)		£113.00	£115.26	£115.00	Cost recovery
Safety Certification and administration	Minimum 2 hours	£113.00	£115.26	£115.00	Cost recovery
Pre-Application Advice, hourly charge		£56.00	£57.12	£57.00	
Resident and Business Advice					Hourly rate applies
General Business Advice (non-primary authority)	Per hour - free for first 30 minutes	£56.00	£57.12	£57.00	New cost recovery model - refer to officer guidance
Request for Advice		£56.00	£57.12	£57.00	New cost recovery model - refer to officer guidance
Primary Authority Advice		£56.00	£57.12	£57.00	New cost recovery model - refer to officer guidance
Hackney Carriage / Private Hire Licensing					
Vehicle Licences					Consideration 2020 for new environmental standard vehicles eg electric, low emission taxis
Hackney Carriage Vehicle New / Renewal		£282.00	£287.64	£288.00	cost recovery
Private Hire Vehicle New / Renewal		£282.00	£287.64	£288.00	cost recovery
Home to School New / Renewal		£144.00	£146.88	£147.00	Bracknell only
Private Hire Vehicle with Dispensation		£328.00	£334.56	£288.00	Included in operator fees
Private Hire Vehicle with Dispensation		£282.00	£287.64	£288.00	Included in operator fees
Temporary Vehicle licence	Issue up to 3 months maximum	£226.00	£230.52	£231.00	cost recovery
Private Hire Operators					
					NEW 202021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE 5 YEAR: New 4hr incl 1st vehicle +15 min per additional vehicle/Renewal 2 hours incl 1st veh + 15 min per additional vehicle.
Operator 1 vehicle	1 year	£183.00			W and B
Operator 2-5 vehicles	1 year	£318.00			W and B
Operator 6-10 vehicles	1 year	£533.00			W and B
Operator 11-15 vehicles	1 year	£738.00			W and B
Operator 16-20 vehicles	1 year	£999.00			W and B
Operator more than 20 vehicles	1 year	£1,204.00			W and B
Operator 1 vehicle	3 years	£439.00			W and B
Operator 2-5 vehicles	3 years	£772.00			W and B
Operator 6-10 vehicles	3 years	£1,279.00			W and B
Operator 11-15 vehicles	3 years	£1,773.00			W and B
Operator 16-20 vehicles	3 years	£2,400.00			W and B
Operator more than 20 vehicles	3 years	£2,889.00			W and B
Operator – New and renewal	1-4 Vehicles (New 5 Yr)	£559.00			WB Only
	5-9 vehicles (New 5 Yr)	£870.00			WB Only
	9+ vehicles (New 5 Yr)	£1,390.00			WB Only
Operator 1 vehicle	5 years	£559.00			W and B
Operator 2-5 vehicles	5 years	£923.00			W and B

Description		Wokingham / West Berks / Bracknell 2019/20 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2020/2021 (Excluding VAT) +2%	Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT) Fees Rounded Off	Notes
Operator 6-10 vehicles	5 years	£1,845.00			W and B
Operator 11-15 vehicles	5 years	£2,768.00			W and B
Operator 16-20 vehicles	5 years	£3,690.00			W and B
Operator more than 20 vehicles	5 years	£4,529.00			W and B
Variation to licence				£57.00	to include reissue of licence with additional vehicle registration added plus extra fees for those for length of licence
Driver Licences					
Driver – New / Renewal	3 years	£264.00	£269.28	£269.00	
Home to School New / Renewal	3 years	£181.00	£184.62	£185.00	Bracknell only
Conversion of driver licence to another type		£78.00	£79.56	£80.00	
Other Charges					
Transfer of vehicle to new owner		£112.00	£114.24	£114.00	2 hours
Change of vehicle		£73.00	£74.46	£74.00	
Replacement licence		£40.00	£40.80	£41.00	
Replacement badge		£40.00	£40.80	£41.00	
Replacement Vehicle licence Plate		£56.00	£57.12	£57.00	
Meter test - retest after failure		£31.00	£31.62	£32.00	
Knowledge Test		£73.00	£74.46	£74.00	
Missed Appointments		£36.00	£36.72	£37.00	
Disclosure and Barring Service Check (DBS)					Capita cost + half an hour at hourly charge
Advertising on a Hackney Carriage Initial		£46.00	£46.92	£47.00	Not West Berks
Advertising on a Hackney Carriage Renewal		£31.00	£31.62	£32.00	Bracknell only
Change of Address (PH & HC)		£14.00	£14.28	£14.00	
Backing Plate		£25.00	£25.50	£26.00	
Medical Exemption from carrying assistant dog		£22.00	£22.44	£22.00	
Refund processing fee		£56.00	£57.12	£57.00	
Change of vehicle registration		£56.00	£57.12	£57.00	
Pre-Application Advice, hourly charge	Min 1 Hr	£56.00	£57.12	£57.00	Refer to officer guidance
Age of vehicle inspection initial/reinspection		£56.00	£57.12	£57.00	
Disability Awareness Training Course					Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
Safeguarding Training					Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
First Aid training for drivers					Cost to be agreed with PPP Management Board at cost recovery (internal / external provider being investigated)
Pre-Application Advice, hourly charge	Min 1 Hr	£56.00	£57.12	£57.00	

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Private Hire Operators Fees

1. New Applications

Includes receipt and processing of application. Fee also covers general Compliance / admin and training costs.

3 hour receipt of application and processing i.e. 3 x £57 (one-off)

1 hours officers time to travel to site, inspect and prepare report notes for first vehicle per year licence applied for i.e. 1 x £57 per vehicle per year

15 mins officer time per individual vehicle for officer time per year applied for i.e. £14.25 per vehicle per year

Worked Example for Operator with 10 Vehicles:

1 Year = 4 x £57 + 9 x £14.25 = £365.25

3 Year = 4 x £57 + 2 x £57 + 3 x (9 x £14.25) = £726.75

5 Year = 4 x £57 + 4 x £57 + 5 x (9 x £14.25) = £1097.25

2. Renewal of Existing Licence

Includes receipt and processing of application. Fee also covers general Compliance / admin and training costs.

1 hour receipt of application and processing i.e. 1 x £57 (one-off)

1 hours officers time to travel to site, inspect and prepare report notes for first vehicle per year licence applied for i.e. 1 x £57 per vehicle per year

15 mins officer time per individual vehicle for officer time per year applied for i.e. £14.25 per vehicle per year

Worked Example for Operator with 10 Vehicles:

1 Year = 2 x £57 + 9 x £14.25 = £251.25

3 Year = 2 x £57 + 2 x £57 + 3 x (9 x £14.25) = £612.75

5 Year = 2 x £57 + 4 x £57 + 5 x (9 x £14.25) = £983.25

3. Dispensation Vehicles

Dispensation vehicles will be charged at 15 minutes extra per vehicle.

e.g. An operator with ten vehicles (of which 4 were Dispensation Vehicles) would be charged at the above rate + £57 per year of operation.

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Appendix D

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Example fees calculation for Boarding Establishments combined dogs and cats:

1. Application fee and renewal fee

Includes receipt and processing of application and one inspection. Fee also covers general enforcement/admin and training costs.

1 hour receipt of application and processing

4 hours officers time to travel to site, inspect and prepare report notes

5 hours @ £57.00 per hour = **£285.00**

2. Grant fee

Includes writing up inspection report notes, determination of rating using scoring matrix (shown below), issuing of licence, unannounced visit and associated administration, ongoing liaisons with vet as required.

0.5 hour issue of licence

2.5 hours officers time to prepare inspection report and determine star rating

4 unannounced visit during terms of licence issued (1 unannounced visit per licence term granted)

7 hours @ £57.00 per hour = **£399.00**

Total Payable: £285.00 + £399.00 = **£684.00**

Comparison of proposed fee with current annually charged fee in West Berkshire

Current fee payable £448.00 annually.

- If premises meet the minimum standards and are issued with a 2 year licence a saving of £212.00 is gained from the current fee charged.

Current Fee: 2 x £448.00 = £896.00

Proposed Fee: £285.00 + £399.00 = £684.00

Total Saving: £896.00 - £684.00 = **£212.00**

- If premises meet the higher standard and a 3 year licence is granted then a saving of £531.00 is made.

Current Fee: 3 x £448.00 (annual fee) = £1344

Total Saving: £1344 - £684 = **£660.00**

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	3 Star 2yr licence Min 1 unannounced visit within 24 month period	5 Star 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	2 Star 1yr licence Min 1 unannounced visit within 12 month period	4 Star 2yr licence Min 1 unannounced visit within 24 month period

The tables below detail the comparison of the current fee payable with proposed fee calculation for 3 different star ratings and 3 different types of licence. The same fee is payable in year for a 1 yr or 2yr or 3 yr licence.

Licence type	2019/20 current fee	1 yr licence	2 yr licence	3 yr licence	Saving
Boarding establishment combined dogs and cats	Yr 1: 448.00	285.00+ 399.00 = 684	0	0	No saving
Boarding establishment combined dogs and cats	Yr 2: 448.00 x2 = 896.00	684.00	0	N/A	896.00- 684.00 = 212.00
Boarding establishment	3 yr 448.00 x 3	684.00	N/A	N/A	1344.00- 684.00 =

combined dogs and cats	= 1344.00				660.00
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Licence type	2019/20 current fee	1 yr licence	2 yr licence	3 yr licence	Saving
Boarding establishment single species	Yr 1 : 448.00	228.00 + 342.00 = 570.00	0	0	No saving
Boarding establishment single species	Yr 2: 448 x 2 = 896.00	570.00	0	N/A	896.00 – 570.00 = 326.00
Boarding establishment single species	Yr 3: 448 x 3 = 1344.00	570.00	N/A	N/A	1344.00 – 570.00 = 774.00

Licence type	2019/20 current fee	1 yr licence	2 yr licence	3 yr licence	Saving
Home boarder	Yr 1 : 282.00	228.00 + 342.00 = 570.00	0	0	No saving
Home boarder	Yr 2: 282.00 + 197.00 = 479.00	570.00	0	N/A	No saving
Home boarder	Yr 3: 282.00 +197.00 + 197.00= 676.00	570.00	N/A	N/A	676.00 – 570.00 = 106.00

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Hackney Carriages – Table of Fares effective from 18 April 2013

Customers should be aware that these charges are the **MAXIMUM** to be charged and any lesser fare agreed prior to commencement of the journey. Where the taxi is used for pre-booked journeys the fare shall be calculated from the point in the district at which the hirer commences his/her journey) (Local Government (Miscellaneous Provisions) Act 1976 sec. 67)

<p>Tariff 1 Applies for any hiring when the journey commences between 06:00 and 22:00 Monday to Saturday, other than Bank Holidays, Public Holidays, Boxing Day or Christmas Day. Initial distance not exceeding 377.1429 yards or part thereof Initial waiting time 81 seconds or a combination of time and distance £2.80 For each subsequent 123.2493 yards completed or part thereof 15p Waiting time: for every period of 27 seconds or part thereof 15p</p>	<p>Waiting Time Per Hour T1 = £20.00 T2 = £30.00 T3 = £40.00</p> <p>TAXI PLATE NUMBER</p>
<p>Tariff 2 Applies for any hiring when the journey commences between 22:00 and 06:00 Monday to Saturday. Applies for any hiring when the journey commences on Sundays, Bank Holidays or Public Holidays. Applies for any hiring when the journey commences between 06:00 and midnight on Boxing Day. Applies for any hiring when the journey commences between 19:00 and midnight on Christmas Eve or New Years Eve. For any journey with 5 or more passengers which commences between 06:00 and 22:00 Monday to Saturday. Initial distance not exceeding 377.1429 yards or part thereof Initial waiting time 72 seconds or a combination of time and distance £3.80 For each subsequent 106.8431 yards completed or part thereof 20p Waiting time: for every period of 24 seconds or part thereof 20p</p>	
<p>Tariff 3 Applies for any hiring when the journey commences on Christmas Day until 0600hrs on Boxing Day. Applies for any hiring when the journey commences between midnight and 06:00 on New Years Day.</p> <p>Initial distance not exceeding 377.1429 yards or part thereof Initial waiting time 81 seconds or a combination of time and distance £4.80 For each subsequent 123.2493 yards completed or part thereof 30p Waiting time: for every period of 27 seconds or part thereof 30p</p>	<p>Any comments should be made to: West Berkshire Council Council Offices Market Street Newbury, Berkshire RG14 5LD Quoting the above Taxi Plate Number</p>

If a Hackney Carriage is booked by telephone, facsimile, e mail or other electronic means a booking fee may be charged by prior arrangement only. London Congestion Charge (or similar in any other place), or any Tolls, will be applied for any journey where such charges or tolls are incurred.
Fouling will be charged.

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Reducing Environmental Impact from Licensable Activities

Committee considering report:	Licensing Committee
Date of Committee:	18 November 2019
Portfolio Member:	Please select:
Date Portfolio Member agreed report:	
Report Author:	Suzanne McLaughlin
Forward Plan Ref:	N/a

1. Purpose of the Report

Poor air quality has an impact on the health and quality of life. Consideration that any actions to reduce/avoid any unnecessary emissions will reduce air pollution which applies to licensed vehicles.

2. Recommendations

That the Committee agrees that:

- (a) That the Committee recommends Officers consider the implication of adopting the delegated powers for dealing with idling vehicles, including taxis.

3. Implications

- | | | |
|-----|-------------------------|--|
| 3.1 | Financial: | Brief financial implications are included within the body of the report. |
| 3.2 | Policy: | none |
| 3.3 | Personnel: | none |
| 3.4 | Legal: | The relevant legal provisions are contained within the body of the report. |
| 3.5 | Risk Management: | There are no implications arising from the recommendation in this report. |
| 3.6 | Property: | none |
| 3.7 | Other: | none |

4. Other options considered

- 4.1 N/A

Executive Summary

5. Introduction / Background

- 5.1 Idling vehicle engines has been a concern to residents and members as the Council receives complaints of idling engines. Poor air quality has an impact on the health and quality of life. This report sets out the three main options for tackling vehicle idling which includes:

Option A: Undertake a targeted campaign to effect behavioural change.

Option B: Adopting the delegated powers to use Fixed Penalty Notices (under the Traffic Regulations 2002)

Option C: Installation of road signage around sensitive areas

- 5.2 The Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 enable local authorities in England to issue fixed penalty notices to drivers who allow their vehicles to run unnecessarily while stationary on the road.

A local authority may enforce powers to deal with idling vehicles. If you idle your vehicle unnecessarily while stopped you could be given a £20 fixed penalty ticket. Bracknell Forest Borough Council at present has not implemented these powers.

If an officer is authorised under the above legislation discovers a vehicle with its engine running unnecessarily, the first action would be to advise the driver of the legal requirements and that such an offence carries a fixed penalty of £20. The officer would then request the driver to turn the engine off. A fixed penalty notice would only be issued if the driver refuses to turn off the engine when requested to do so.

- 5.3 The two areas within the district that have been declared as an Air Quality Management Areas (AQMA) are Newbury (A339/A343/Greenham Road roundabout) and A4 Thatcham. These have been declared due to exceedances of the traffic pollutant nitrogen dioxide. The Council has a duty to produce an Air Quality Action Plan (AQAP) and within this plan there are measures to be put in place to reduce emissions.

The West Berkshire Council's Hackney Carriage and Private Hire Licensing Terms and Conditions requires vehicles first licensed by the authority be less than five years old. No type of Private Hire vehicle license will be issued that exceeds 8 years from the date of the first registration of vehicle. Vehicles are currently tested according to their age as opposed to level of maintenance. Those vehicles up to five years old are subject to an annual inspection. For those vehicles over 5 years of age are required to be inspected every six months and this includes an emission check.

- 5.4 The Regulations are adoptive. The Local Authority would need to make an application to the Secretary of State for designation and as WBC has AQMAs we are eligible to apply.

Option A: Undertake targeted campaign

It is clear that lots of local authorities run anti idling campaigns. There have been a number of different studies focusing on the impact of campaigns around schools. These show positive effects of educating parents and children to the action they can take, whilst significant reductions in particulate matter were seen in schools with a large number of buses. Evidence shows that targeted and well organised campaigns with community champions involving on street engagement can be very successful.

5.6 Option B: Adopt delegated powers to use Fixed Penalty Notices

We have found only limited local authorities where the use of FPN is commonplace. The value of the Fixed Penalty Notice is £20 (rising to £40 if not paid within 28 days). This is a relatively small fine and, given that over 80% of drivers are likely to turn off the vehicle engines when requested (which is necessary as part of the FPN process), it is unlikely to be issued on a regular basis. To issue FPN would require training staff whose job is not normally issuing notices and taking these staff away from their normal activities. Alternatively, it would be necessary to take traffic officers away from their normal duties.

If enforcement powers were adopted, a campaign would have to be developed prior to any powers being used.

5.7 Option C: Road Signage at sensitive locations

Any signage on the highway would have to be linked to a wider campaign and would have to be sanctioned by the highway authority.

5.8 In addition work is also to be undertaken within the PPP on the following project:

- To set out the business, environmental and operational case for low emission taxis
- To provide an overview of the range of low/ultra-emission technologies and fuels suitable for taxis and match these to different types of operators and journey patterns.
- Research Office for Low Emission (OLEV) funding opportunities and data required for bidding for funds from previous funding rounds where no current round exists
- Consider introducing/reviewing an age policy on vehicles across PPP area in the first instance to potentially reduce emissions
- Consider conditions of fitness
- Consider introducing Minimum emissions standards Taxis and Private hire vehicles Euro 6 (diesel) Euro 4 (petrol/LPG)

6. Conclusion(s)

6.1 N/A

7. Appendices

None

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