

Notice of Meeting



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Licensing Committee

Monday, 30th November, 2020 at 4.30 pm
in Council Chamber Council Offices
Market Street Newbury

This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”).

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Date of despatch of Agenda: Friday, 20 November 2020

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

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To: Councillors Adrian Abbs, Phil Barnett (Vice-Chairman), Jeff Beck, Graham Bridgman, James Cole (Chairman), Billy Drummond, Rick Jones, Tony Linden, David Marsh, Claire Rowles, Martha Vickers and Andrew Williamson

Agenda

Part I

Page No.

1. **Apologies**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 5 - 14
To approve as a correct record the Minutes of the meetings of this Committee held on 27 January 2020 and the 14 May 2020.
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. **2021/22 Fees and Charges** 15 - 54
Purpose: To set out the Fees and Charges which have been proposed by the Joint Public Protection Committee on 28 September 2020 for the Committee to consider ahead of consideration by February 2021 Executive and Full Council in March 2021.
5. **Licensing Annual Report** 55 - 66
Purpose: To set out the work of the Licensing Committee in 2019/20 as well as the work of the Licensing Service as delivered through the Public Protection Partnership.
6. **Statutory Taxi and Private Hire Vehicle Standards Report** 67 - 72
Purpose: To inform Members of the recently published 'Statutory Taxi & Private Hire Vehicle Standards' issued by the Department for Transport (DfT) and to set out the basis of work required to be completed in regards the Hackney Carriage and Private Hire Policy and School and Community Services Policy in line with recommendations made by the Statutory Taxi and Private Hire Vehicle Standards to be then considered by the Licensing Committee.
7. **Forward Plan** 73 - 74
To consider items that need to be included on the Forward Plan.



Agenda - Licensing Committee to be held on Monday, 30 November 2020 *(continued)*

Sarah Clarke
Service Director: Strategy and Governance

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



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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, 27 JANUARY 2020

Councillors Present: Adrian Abbs, Jeff Beck, Dennis Benneyworth, Graham Bridgman, Hilary Cole, James Cole (Chairman), Billy Drummond, Tony Linden, David Marsh, Joanne Stewart and Martha Vickers

Also Present: Suzanne McLaughlin (Senior Environmental Health Officer), Julia O'Brien (Principal Licensing Officer) and Amanda Ward (Licensing Officer), Moira Fraser (Democratic and Electoral Services Manager)

Apologies for inability to attend the meeting: Councillor Phil Barnett

PART I

14. Minutes

The Minutes of the meeting held on 18 November 2019 were approved as a true and correct record and signed by the Chairman. The Chairman noted that Councillor Peter Argyle had stood down from the Committee and on behalf of the Committee he wanted to wish him well on his recovery. The Chairman welcomed Councillor Hilary Cole as his replacement on the Committee.

15. Declarations of Interest

There were no declarations of interest received.

16. Hackney Carriage and Private Hire Fees

The Committee considered a report (Agenda Item 4) which set out the responses received during the 28 day statutory consultation period concerning the proposed fees in relation to hackney carriage and private hire licensing.

Suzanne McLaughlin stated that the fees were discussed at the November 2019 meeting and were then consulted on in accordance with the statutory provisions as set out in section 70 of the Local Government (Miscellaneous Provisions) Act 1976. An advert was placed in the Newbury Weekly News on the 12 December 2019. The consultation ended on the 08 January 2020. In addition to the statutory requirement 387 letters were also sent to 158 hackney carriage and 166 private hire drivers as well as 63 private hire operators informing them of the consultation.

The consultation resulted in 28 responses, 26 of which were objections and two were comments related to fees but were matters which fell outside of the consultation. The objections were set out in appendix D to the report. Primarily these queried how the increase could be justified, raised concerns that it was an above inflation increase and was not wanted. In addition to the responses set out in the original paperwork the following additional comments were considered by the Committee:

26	I have looked at the proposals and feel that the new fees that the council wish us to pay in this present economic climate are way too high.
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	<p>With more taxi companies changing to private hire this put a strain on businesses that are trying to survive.</p> <p>We are having to fork out more money for training ie. Disability awareness.</p> <p>Do companies such as Cabco if they are private hire have operators licences.</p> <p>No doubt we the private hire sector will be penalised for providing an executive service.</p>
27	<p>I am against any large increase in the taxi charges a small yearly increase would be a lot easier for the public to live with. I believe that in the economic situation as it stands and the political turmoil caused by Brexit this just makes the trade and West Berks council look greedy because any rise for the taxi trade will by association reflect on the council</p>
28	<p>Many thanks for the attached document, However I feel I must object to them in their current form.</p> <p>I refer to the meeting that took place between members of the Licensing team, Licensing Committee and various members of the trade on the 6th August 2019. During that meeting the operator renewal fee structure put forward by the Licensing Dept. was made up, based on 1, 3 and 5 year licences:</p> <p>1 Year licence= 1 X £57 + 1 X £57 for an Operator check. Total Cost £114 3 Year Licence = 1 X £57 + 3X £57 for annual Operator Checks. Total Cost = £228 5 Year Licence = 1 X £57 + 5 X £57 For Annual Operator checks. Total Cost = £342</p> <p>This was the same pricing structure that was proposed to the Committee on the 18th Nov 2019.</p> <p>However, The structure that has recently been sent to the trade has a remarkable difference to that proposal.</p> <p>The New structure only offers a one year renewal at a cost of 2 X £57 = £114. It makes no reference to operator checks, so obviously the dept. has now decided that it now cannot carry out the required tasks within the 1 Hour that it has previously claimed was sufficient and will apparently no longer be carrying out Operator Checks.</p> <p>Whilst that is no real surprise to the trade, as they haven't been carrying them out for years, despite feigning surprise when this has been raised in meetings and then assuring the committee that this was changing. It hasn't.</p> <p>Perhaps the Dept. would like to confirm how many Operator licences are currently in force in West Berkshire and how many operator checks have actually been carried out in the last 12 Months. As this will have obviously been taken into account when dreaming up its new structure.</p> <p>Moving On.</p>

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<p>This will then make the equivalent cost to cover a 3 year licence 3 X £114 = £342 (3 X 1 year renewal) a 50 % on the previous proposal.</p> <p>A 5 year licence will then become, based on the same equation, 5 X £114 = £570 an astounding 65% increase on the original proposal.</p> <p>This is quite clearly a structure for the dept. to claw back all past claimed losses in one go with absolutely no concern for the trade, or alternatively a structure that actually had very little thought or was not proof read before sending.</p>

Councillor Graham Bridgman stated that after discussing the issue with Officers he felt that I would be useful to present the information in a table to aid discussion. The information set out below was presented to Members at the meeting:

Vehicles	New/Renew	Total	New		Renewal	Renewal	
			£	%		£	%
1	£559.00	£456.00	-£103.00	-18%	£342.00	-£217.00	-39%
2	£559.00	£527.25	-£31.75	-6%	£413.25	-£145.75	-26%
3	£559.00	£598.50	£39.50	7%	£484.50	-£74.50	-13%
4	£559.00	£669.75	£110.75	20%	£555.75	-£3.25	-1%
5	£898.00	£741.00	-£157.00	-17%	£627.00	-£271.00	-30%
6	£898.00	£812.25	-£85.75	-10%	£698.25	-£199.75	-22%
7	£898.00	£883.50	-£14.50	-2%	£769.50	-£128.50	-14%
8	£898.00	£954.75	£56.75	6%	£840.75	-£57.25	-6%
9	£898.00	£1,026.00	£128.00	14%	£912.00	£14.00	2%
10	£1,390.00	£1,097.25	-£292.75	-21%	£983.25	-£406.75	-29%
11	£1,390.00	£1,168.50	-£221.50	-16%	£1,054.50	-£335.50	-24%
12	£1,390.00	£1,239.75	-£150.25	-11%	£1,125.75	-£264.25	-19%
13	£1,390.00	£1,311.00	-£79.00	-6%	£1,197.00	-£193.00	-14%
14	£1,390.00	£1,382.25	-£7.75	-1%	£1,268.25	-£121.75	-9%
15	£1,390.00	£1,453.50	£63.50	5%	£1,339.50	-£50.50	-4%
16	£1,390.00	£1,524.75	£134.75	10%	£1,410.75	£20.75	1%
17	£1,390.00	£1,596.00	£206.00	15%	£1,482.00	£92.00	7%
18	£1,390.00	£1,667.25	£277.25	20%	£1,553.25	£163.25	12%
19	£1,390.00	£1,738.50	£348.50	25%	£1,624.50	£234.50	17%
20	£1,390.00	£1,809.75	£419.75	30%	£1,695.75	£305.75	22%

All calculations were based on an hourly rate of £57. In terms of the Private Hire Operator Licence the new methodology was based on a per vehicle calculation of 4 hours including first vehicle plus 15 minutes per additional vehicle. The fee was payable up to a maximum of 20 vehicles. In terms of a renewal the revised methodology was based on a per vehicle calculation of 2 hours including the first vehicle plus 15 minutes per additional vehicle, per year. The fee was also payable up to a maximum of 20 vehicles.

The following fees were also being proposed:

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- Hackney Carriage Licence: £288.00
- Private Hire Vehicle Licence: £288.00
- Temporary Vehicle Licence: £231.00

It was agreed that this information should be sent to the trade and they should be re-consulted as the table should help to clarify the proposed changes. A letter of clarification should accompany the document. **(Suzanne McLaughlin to Action)**

Councillor James Cole stated that the proposed changes would be fairer and should deal with the criticism that the Council was not undertaking the inspections covered by the fees. Members considered the impact the proposal would have on bigger fleets. It was noted that of the 63 private hire licences issued in West Berkshire 51 pertained to four cars or fewer, four to fleets of between five and nine cars, eight to fleets of 10 to 19 cars and only 1 to a fleet of 20 or more cars. It was agreed that the issue should be discussed at a follow up meeting with the trade and that this should happen during the 28 day consultation period. **(Suzanne McLaughlin to Action)**

It was agreed that advice would need to be sought from colleagues in the legal team as to whether the whole consultation would need to be rerun or whether it would be permissible to just consult with the trade.

Councillor David Marsh stated that he thought the principle had previously been agreed that the Council would consider decreasing fees for fleets with low emission vehicles. He commented that drivers were enthusiastic about electric vehicles and he wondered if it would be possible to install charging points at the wharf taxi rank. It was noted that there was an issue with the electric vehicles as they were not able to transport some disabled passengers. Councillor Marsh commented that it would be useful to have a mixed fleet so that electric vehicles could be promoted.

Councillor Bridgman stated that the issue of encouraging electric vehicles through the fee structure had been discussed at the 18 November 2019 meeting. While he understood the imperative Sean Murphy had explained that the fees were based on cost recovery and that if it was possible to offer a reduction that this would have to be subsidised. This paper set out the requirements in terms of cost recovery. The issue of a subsidy should be dealt with separately.

Members agreed that the issue of subsidies was a national issue. Councillor Tony Linden stated that the Council's representatives on the Local Government Association should be asked to raise this issue. It was also agreed that it would be useful to hold a discussion on this issue at a future Joint Public Protection Committee meeting. **(Sean Murphy to Action).**

RESOLVED that:

- **the trade should be re-consulted on the fee structure;**
- **Legal advice should be sought as to whether the whole consultation should be re-run**
- **If agreement could be reached the Committee would recommend to Council that the amended/fees set out in the report be adopted with effect from the 01 April 2020 following the .**

17. Hackney Carriage Tariff Consultation

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The Committee considered a report (Agenda Item 5) which set out the responses received during the 28 day consultation period with the trade concerning the proposed tariffs in relation to hackney carriage licensing.

Suzanne McLaughlin noted that at the meeting on the 18 November 2019 it was agreed that Hackney Carriage Proprietors and Private Hire Operators would be consulted on proposed taxi tariffs following a request received from an operator. The operator had requested a 9% increase on Tariffs 1 and 2 and no increase on Tariff 3. Members had discussed the operator's proposals and had made some suggested amendments and these were set out in Appendix C to the report. Any amendments had to adhere to section 65 of the local Government (Miscellaneous Provisions) Act 1976.

The consultation with the trade ran from the 06 December 2019 to 06 January 2020. All 229 Hackney carriage Proprietors and operators were contacted via a letter.

During the consultation period 37 responses were received. One additional response was received that fell outside of the consultation period. 31 of the 38 responses were in favour of the proposals, six wanted no change and one other option was proposed. Additional responses not included in the original paperwork were set out below:

Having read the proposals, may I refer to the informal meeting that took place on the 8th August between members of the Committee, Licencing Dept. and Trade where it was suggested and generally agreed on that a new tariff be made simple for everybody to understand. However, what is being proposed doesn't seem to fit that criteria.

Tariff 2 is apparently 1.5 times Tariff 1 Surely 1.5 times £3 is £4.50 not £4 and Tariff 3 at 1.8 times is £5.40 not £5.00 Surely 2 X is simpler, bearing in mind it only affects several days of the year.

The physical tariff makes absolutely no sense at all as tariff 2 is definitely not 1.5 X Tariff 1.

I suspect that this proposal is either incorrect or designed to confuse the public.

Please explain.

I must strongly object to this increase as I feel that in the current economic climate that an increase would potentially kill the trade and risk the jobs of the smaller independent operator / driver.

The last time that we had a fare increase of this magnitude, we saw a significant reduction in trade and an increase in public dissatisfaction. I feel that we will have the same repercussions this time if this proposed increase goes ahead. We don't want to lose the little business that there is out there.

I feel that the current fare charges are correct and adequate for the size of town that we are. I refer to Billy Drummonds comment that:- a man had recently complained to him, who had taken a taxi two miles on a Sunday evening, and had to pay almost £10. He told Mr Drummond it was a "rip-off".

I would propose that tariffs are altered once per year to go up inline with

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inflation and not to wait 6 years.
A great deal of work has been undertaken by Mr Bridgman in relation to calculating a more “tidied up” approach, but, this will only be good for one increase and does not future proof the use of fraction of distances.
The use of fractions of a unit in distances has worked very well in the past and I see no reason why this can’t continue. Adjusting the distances by a small fraction each year allows for a small increase in the fare each year (in line with inflation).
I hope that the council can see sense that this proposed increase will have a detrimental effect to the trade and more importantly to the general public, who, some of which, rely on the taxi to get around as this is their only mode of transport.

Late response due to being away – no change. Consider too many taxis in daytime and not enough in the evening

Ms McLaughlin noted that the tariffs agreed at the meeting would be subjected to a statutory consultation in a local newspaper. Officers suggested that authority be delegated to the Chairman of the Licensing Committee to make any minor amendments to the tariffs to come into effect on the 01 April 2020. If significant changes were proposed then an additional Licensing Committee meeting would need to be convened.

Councillor Graham Bridgman commented that the table that had appeared in the previous minutes was misleading as it did not include the whole spreadsheet. Specifically the question of the flag distance of 2/10 of a mile was missing.

Councillor Adrian Abbs stated that he had heard anecdotally that the fees were expensive and he queried if the Council was lining the pockets of the industry or if it should be protecting the users. Councillor James Cole noted that the fees had been stagnant for a number of years now. Councillor Hilary Cole stated that this could result in more significant increases and she therefore requested that the fees be reviewed on an annual basis even if it was agreed that no changes were required.

Members expressed concerns about the fees being higher here than they were in Reading given that taxis were often used by people with fewer resources. The Committee were reminded that these were the maximum fees that could be charged. Councillor Bridgman commented that the increases could be justified. They were lower than inflation and in most cases were below the fees in Reading.

Councillor Dennis Benneyworth commented that it was high time that the fees were changed and he thanked Councillor Bridgman and Officers for the work that they had put into the new tariff structure.

RESOLVED that the consultation responses be taken into account and the fees be the subject of a statutory consultation in the local newspaper and deposited at the Council offices, to come into effect on 1 April 2020.

(The meeting commenced at 4.30 pm and closed at 5.35 pm)

CHAIRMAN

LICENSING COMMITTEE - 27 JANUARY 2020 - MINUTES

Date of Signature

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

LICENSING COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY, 14 MAY 2020

Councillors Present: Adrian Abbs, Phil Barnett (Vice-Chairman), Jeff Beck, Graham Bridgman, James Cole (Chairman), Rick Jones, Tony Linden, Claire Rowles, Martha Vickers and Andrew Williamson

Also Present: Moira Fraser (Democratic and Electoral Services Manager)

Apologies for inability to attend the meeting: Councillor Billy Drummond and Councillor David Marsh

PART I

1. Election of Chairman

RESOLVED that Councillor James Cole be elected Chairman of the Licensing Committee for the 2020/21 Municipal Year.

2. Appointment of Vice-Chairman

RESOLVED that Councillor Phil Barnett be appointed Vice-Chairman of the Licensing Committee for the 2020/21 Municipal Year.

(The meeting commenced at 7.00 pm and closed at 7.05 pm)

CHAIRMAN

Date of Signature

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2021/22 Fees and Charges

Committee considering report:	Licensing Committee
Date of Committee:	30 th November 2020
Portfolio Member:	Councillor Hilary Cole
Report Author:	Sean Murphy

1. Purpose of the Report

- 1.1 To set out the Fees and Charges which have been proposed by the Joint Public Protection Committee on 28 September 2020 for the Committee to consider ahead of consideration by February 2021 Executive and Full Council In March 2021.

2. Recommendation

- 2.1 That the Committee considers the report, to note the proposals and **AGREES** these fees set out at **Appendix C** go forward for consideration as part of the Council fee setting process.
- 2.2 The Committee **RECOMMENDS** that the fees for Taxi and Private Hire Vehicles and Private Hire Operators are put forward for statutory consultation.
- 2.3 The Committee **RECOMMENDS** that the methodology at **Appendix B** for calculating fees for home animal boarding establishments licensed under Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 should be applied to 2020/21.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	The financial implications of these recommendations are set out in the Appendices. The role of the Committee in this respect is to consider the fees and charges proposed.
Human Resource:	There are no Human Resource implications with this report

Legal:	The Services Directive and relevant case law apply to the setting of discretionary fees by local authorities.			
Risk Management:	The fees are potentially subject to legal challenge. It is therefore important the fees and methodology are subject to ongoing review.			
Property:	There are no property implications for this report			
Policy:	The Joint Public Protection Committee is required every autumn to propose a budget to partner authorities. This includes proposals in relation to discretionary fees and charges. The committee this year also considered a number of matters raised by the operators of animal home boarding businesses and those operating houses in multiple occupation. The results of the deliberation with respect to animal home boarding are appended to this report and the resultant changes are set out in the proposed fees and charges. It is not the role of this Committee to set the fees for 2021/22. The Committee is being asked to consider the fees prior to them being considered by Executive and Council. The Committee may amend the proposals and put forward alternative fees for consideration.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		No impact

B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		No impact
Environmental Impact:	✓			Nuisance arising from licenced premises can have a significant impact on individuals and the wider community. The implementation of and policy oversight of the licensing regime provides important protections.
Health Impact:	✓			Alcohol and gambling can have significant impact on physical and mental health. The licensing regimes are in place to provide controls and protections for individuals and the wider community.
ICT Impact:		✓		None
Digital Services Impact:		✓		Not relevant to this report
Council Strategy Priorities:		✓		This work is business as usual within the service.
Core Business:		✓		It is business as usual
Data Impact:		✓		No impact
Consultation and Engagement:	The fees for Taxis and Private Hire Vehicles and Private Hire operators will be subject to statutory consultation. The animal home boarding fees and methodology have been subject to significant discussion with trade representatives ahead of JPPC			

4. Other options considered

4.1 N/A

Executive Summary

5. Introduction / Background

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 In respect of all discretionary fees and the hourly rate, an inflationary 0.6 % rise has been applied. This inflationary rise will balance the increase in cost of service provision such as the cost of living salary rise.
- 5.5 Fees and charges have also been reviewed and in accordance with the request of the JPPC in December 2017 work has been carried out to review and where appropriate to update the fees in accordance with the principle of full cost recovery agreed previously by the JPPC. An internal review of the generic hourly rate (following the agreed methodology of the PPP agreed by JPPC in 2017) has been undertaken and confirmed to be an increase from £57 per hour to £59 per hour. This has not been increased for 2 years having being held at £57 in 2019/2020 and 2020/2021.
- 5.6 The Committee has discretion to recommend the rounding of the proposed fees to the nearest whole pound should they so resolve.
- 5.7 The attached appendices provide further detail with respect to fee setting, detail on the challenges faced by the licensing sector, an explanation of the Animal Establishment fees proposals and the JMB review of HMO licensing fees, and the proposed fees and charges for these activities.

6. Appendices

- 6.1 Appendix A – Supporting Information – Public Protection Fees and Charges
- 6.2 Appendix B – Supporting Information – Proposals for Fees, Animal Welfare Regulations 2018 and Housing Act 2004
- 6.3 Appendix C – Supporting Information – Full List of Proposed Fees and Charges for Public Protection Partnership

Background Papers:

JPPC Papers 28 September 2020

Subject to Call-In:

Yes: No:

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

Wards affected: All

Officer details:

Name: Sean Murphy
Job Title: Public Protection Committee
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Supporting Information – Public Protection Fees and Charges

1. Introduction/Background

1.1 The net revenue budget for 2021/22 has been calculated taking into account:

- The annual cost of living rise (£65.25K)
- Incremental rises effective from the 1st April 2021 (£36.7K)
- Minor NI Changes
- Increase in pension contributions notified to the host authority
- No inflationary rise has been applied to supplies and services or contractual payment.

This gives a total net revenue budget for 2021/22 of **£3.876M**

The split between the authorities proposed by the JPPC is as follows:

1.2 The split between the authorities proposed by the JPPC is as follows:

Authority	21/22 Percentage	Net Budget Allocation	Increase 1920/21
Bracknell Forest	25.83	£1,001,000	£43.6K
West Berkshire	39.96	£1,549,110	£54K
Wokingham	34.21	£1,326,470	£63.1K

2. The Impact of Covid-19 – Loss of Income

- 2.1 Very few areas of local authority budget setting has not been impacted by the Covid19 pandemic. The services provided by the partnership are no different and have been impacted in a number of different ways an including Loss of Income.
- 2.2 In the period April 2020 - August 2020 it is anticipated that the total income lost due to licence surrender, non-renewal etc. is around £85K.
- 2.3 Income continues to fall as licences come up for renewal or licences are surrendered. We have seen reductions in the taxi and private hire trade whose revenue is intrinsically linked to the hospitality and business sectors as well as airport and holiday fares. All of these revenue streams are under pressure and

without significant recovery it is likely many more drivers and vehicles licences will not be renewed in due course.

- 2.4 The effects on hospitality are significant. A number of restaurant chains have announced closures and these include premises within the PPP area. The number of public houses continues to decline and at this time it is not known how many what the effects will be as we move through autumn and into winter and the use of outdoor spaces is no longer viable. There are then also potential implications for recent regulatory changes such as the 10pm curfew on licenced premises, hotels and takeaways followed by the move to national restrictions and the closure of hospitality, gambling, entertainment and other sectors at the beginning of December. This again with the continued restrictions of foreign travel and requirement to work at home where possible will impact the taxi and private hire trade yet further. At the time of writing there is no indication as to what restrictions may follow the end of national restrictions in early December.
- 2.5 Gambling establishments in the form of betting shops were already closing following the capping of stakes on ‘fixed odds terminals’. A number that closed due to lockdown business restrictions have not re-opened.
- 2.6 There has been also a significant reduction in licenced events although the number of events licenced and unlicensed is now picking up and because of the Councils responsibility under the Coronavirus regulations granting local powers to control events the service has a significant increase in workload. An event for which a £21 TEN fee (set by law) may be payable can create many hours of work.
- 2.7 Animal establishments have all faced significant financial challenges to a lesser or greater degree. Almost certainly the most challenged aspect of the sector is animal boarding establishments who rely on either caring for people’s pets whilst they are away from home or face other personal challenges or who provide day care for people’s dogs whilst they are at work. Like taxis and private hire they face the collateral impact of changes in other sectors.
- 2.8 All in all it is not known what the licensing income base will be in 2021/22. We will keep the Committee and the Councils informed of emerging trends and budget variances. In the meantime we continue to mitigate and manage risk by keeping posts vacant and using temporary staff where expedient. It goes without saying that the higher the loss the more difficult this will be to manage without more fundamental structural change as critical mass is lost.
- 2.9 By way of illustration the number of taxi and private licenses surrendered or not renewed between January and September was as follows:

Area/Type	Chauffeur Driver	Hackney Driver	Dual Driver	Hackney Carriage Vehicle Licence	Private Hire Driver Licence	Private Hire Operator Licence	Private Hire Vehicle Licence	PH Vehicle Dispensation	Home to School (community) Transport Driver	Home to School Transport Vehicle	School And Community Services Operator Licence
West Berkshire											
Decrease*	0	1	10	20	2	2	23	n/a	n/a	n/a	n/a

* Unless stated, all decrease in difference recorded Jan 2020 - Sept 2020.

3. Supporting Information – Fees and Charges

- 3.1 At the meeting of the 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 a generic hourly rate for the service was set at £55 p/h as the basis of cost recovery. This was increased in 2019/20 to £57 per hour and was held at this level for 2020/21. For 2021/22 the full cost of the service, including internal support service re-charges (as per Council budget build processes) and the current establishment lists were updated which resulted in a new rate of £59 p/h. This is the figure used for fee setting for 2021/22, unless specified.
- 3.2 In calculating this fee a range of factors have been considered including the wide variety of council overheads each of the partners must contribute to, the levels of staffing, their costs, contracts and the necessary training to maintain a competent workforce.
- 3.3 All fees considered by this Committees will go forward to Executive and then full Council as part of the budget setting process. Statutory consultations for taxi and private hire vehicles and private hire operator fees would of course be conducted as a matter of course. If other consultation / notification is felt appropriate the Committee have the ability to ask for this.

Animal Welfare Establishments

- 3.4 A new licensing regime for Animal Welfare Establishments e.g. pet shops, animal boarding, riding establishments etc. entered into force in October 2018.
- 3.5 For 2019/20 the fees were capped to the levels for 2018/19. This gave the service and the licence holders' time to adjust to the new and significantly more detailed and comprehensive licensing regime.
- 3.6 The fees set for 2020/21 gave rise to a significant level of concern being raised by those involved in Home Boarding (Day Care) for dogs. These concerns have been looked at in detail and a proposal on a new methodology can be found at Appendix B. This is based on the principle that there is basic fee for compliant businesses and non-compliant businesses will pay a higher fee where, for example, additional visits of chasing of information is needed.
- 3.7 It is worth noting that the new regime is risk based. In Wokingham and West Berkshire those with the highest standards of compliance who were granted a three year licence have seen on marginal increases under the existing methodology. They will see a reduction under the new methodology compared to 2019/20.
- 3.8 The whole basis of the Regulations is improved standards. It is hoped that we can work with licence holders to get to the stage that they all meet the criteria to be classed as low risk and can achieve the granting of a three year licence.

Houses in Multiple Occupation (HMO)

- 3.9 There have been a series of exchanges with interested parties in relation to the fees set for issuing 5 year HMO licences. This focussed on compliance with the Services

Directive and the level of transparency regarding the formation of the hourly rate that applied. In response to this question a review was carried out by the Joint Management Board and the findings are detailed in Appendix C.

Fees for Licenses Granted for 2 or more years

- 3.10 There are a number of licence fees proposed which run for 2 or more years. Given the uncertainty faced by many sectors it is proposed that in such cases the fee can be paid in equal annual instalments over the period of the licence.

Background Papers:

JPPC Agenda and Reports of 28 September 2020

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval	<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input checked="" type="checkbox"/>

Wards affected:

All

Officer details:

Name: Sean Murphy

Job Title: Public Protection Manager

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E-mail Address: Sean.Murphy@westberks.gov.uk

Supporting Information – Proposals for Fees, Animal Welfare Regulations 2018 and Housing Act 2004

1. Introduction/Background

- 1.1 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 sets out the duties of local authorities in England to license activities involving animals and the relevant establishments relating to this. The implementation of this new regime by the PPP has happened incrementally over the last 2 years and we have worked with licensees taking a light touch approach to support them in reaching compliance.
- 1.2 The aim of the Animal Welfare Act is to improve the welfare of animals, promote greater responsibility of their carers and provide greater investigation and entry powers for police and local authority to deal with offences. These aims were supported by the introduction of a legal requirement for the PPP to carry out 2 inspections during the lifetime of the licence.
- 1.3 In the governments assessment of why the law needed to change it was noted in their explanatory memorandum that there was a strong public expectation that animal welfare standards would be robustly enforced by local authorities. The changes were supported by the vast majority of respondents to the public consultation and it was fully acknowledged that small businesses would be affected but through 'earned recognition' fees could be set in a way that reflected risk.

2. Animal Welfare Key Issues

- 2.1 This is new legislation and the PPP have reviewed the impact of the changes over the last 12 months. There is a better understanding of the risks posed by this area of business.
- 2.2 The new legislation was brought in to improve animal welfare.
- 2.3 The governments assessment of impact on both local authorities and businesses was defined by the level of compliance expected i.e. there will be a reduced financial burden on both if business comply with the new model conditions.
- 2.4 The PPP has reviewed its hourly rate this year and at £59 per hr compares favourably with other LA's.

3. Setting of Fees

- 3.1 PPP discretionary fees are based on a full cost recovery model. This has been agreed by all committees covering the Public Protection Partnership.
- 3.2 The fees for 2020/21 were also agreed by the full council. Regard was had to [Open for business: LGA guidance on locally set licence fees](#), the guidance for the

Regulations also advises having regard to BEIS Guidance for Business on the Provision of Services Regulations, however this is now withdrawn.

- 3.3 Regulation 13 of the Regulations set out what a local authority may charge fees for:
- a. The costs of consideration of an application, including any inspection relating to that consideration;
 - b. The reasonable anticipated costs of consideration of a licence holder's compliance with the Regulations and the licence conditions to which a licence holder is subject. This includes the costs of any further inspections related to compliance;
 - c. The reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator; and
 - d. The reasonable anticipated costs of the local authority compiling and submitting the data required by regulation 29 to the Secretary of State.

4. Previous Committee Considerations

- 4.1 [Annex D](#) of Joint Public Protection Committee 7th November 2019 report on Fees and Charges set out how the Animal Welfare fees were calculated and set out an example using Dog Boarding fees.
- 4.2 The new regulations contain more detailed requirements than those under the previous licensing regime and the licensing parameters are substantial. The 2018 regulations require premises to be awarded star ratings in much the same way as food premises are risk assessed. Those premises deemed as low risk being awarded a higher star rating resulting in a longer term licence being issued.

5. Relevant Factors for Setting a Fee

- 5.1 Last year (2020/21) the fee of £570 was based on an overall time taken of 10 hour at £57 hourly rate. This was based on a data that was available at the time.
- (1) Administration - checking of applications, data imputing, liaising with internal/external officers, preparation of the licence for issue, renewal notifications, maintenance of data base, processing appeals where applicable. **2 hours** of officer time has been allowed for this work.
 - (2) Inspections – these include pre visit checks - licence holders compliance history/previous inspection report/complaints prior to new/renewal. Inspections (x2 announced and unannounced, including time for aborted unannounced visits), travel time (x 2 announced and unannounced) on site premise inspection (x 2 announced and unannounced), report preparation, risk rating score determination, ongoing compliance costs. **8 hours** of officer's time had been allowed for this work in 2019/20.
- 5.2 We have reviewed our time recording and have determined that for 2021/22 a reduction of 2 hours per licence can be provided for all animal welfare licences where 2 inspections by a competent officer is required (with a minimum of 2hours for any licence). This is now appropriate as efficiencies have been developed in the

last year with processing of licences, understanding and building relationships with existing premises and a greater understanding by all involved in the application of the regulations.

- 5.3 The regulations allow for the Licensing Authority to include reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator; and the reasonable anticipated costs of the local authority compiling and submitting the data required by regulation 29 to the Secretary of State. Officer's chargeable hourly rate has been set at **£59.00ph** for 2021/2022 (as detailed in the main report). It is appropriate to use this figure as it already takes into account that during the issuing of a licence or permit a number of levels of staff are involved from administrative, professional and management. The fee has been divided into two categories application and grant fee this decision came about because there are two areas of licensing work involved that of administration and inspections/compliance and complaint work.
- 5.4 A licensing regime is not allowed to generate a surplus and the PPP discretionary fees are therefore based on a cost recovery basis. The fee set is for the period of the licence so a licence holder who satisfies all the requirements of the highest standard will be able to obtain a 3 year licence.
- 5.5 Where other local authorities have stated their hourly rate the PPP compares favourably (ranges between £100 and £60 on a recent google search for 20/21 published fees and charges).

6. Financial Impact of the Legislative Changes

- 6.1 When implementing significant legislative changes that impact on business costs it is common to receive a level of negative response. The COVID-19 incident has placed significant pressures on a variety of businesses and this is clearly impacting on the businesses operating in this sector. The PPP has no desire to create further financial hardship but must operate in a way that avoids any legitimate business costs being covered by the general taxpayer. Where inspections haven't been able to be carried out we have extended existing licences for three months and we have been happy to discuss phased payment options with any licence holders' on a case by case basis.
- 6.2 Fees set for 2020/21 did lead to an increase in costs for Home Boarders. It should be noted that many businesses required multiple visits, repeated advice and support to adapt to the new framework and these costs needed to be recovered. This is all legitimate work to be incorporated in the costs of compliance as per the Local Government Associations guidance and findings from relevant case law.
- 6.3 The most affected were businesses operating within the Bracknell Forest Council area who were previously paying an initial fee of £142 then an annual renewal of £119 (£380 over 3 years). These fees were not set on a cost recovery basis.
- 6.4 Based on the PPP's current assessment of time and resources spent managing this process it has been possible, through a number of efficiencies (generally as a result of improved familiarity with the legislation by both the businesses and the PPP), to reduce the overall amount of time required to manage the system.

- 6.5 This review has led to the reduction of 17% from 20/21 fees. The vast majority of businesses will benefit from these changes.
- 6.6 To quantify the worst case scenario for business (those operating in the Bracknell Forest Council area) this means that a business classed as low risk will see an increase of 24%. The proposed fee of £472 would provide a 3 year licence (annual cost of £157.30p).
- 6.7 There is generally a high level of compliance of businesses within the PPP area and a commitment to animal welfare. Currently the risk profile is as follows:

Current licences issued within the PPP (at September 2020):

West Berkshire	Licence Length				Total
Type	1yr (1 or 2 star)	2yr (3 or 4 star)	3yr (5 stars)	6yr (Zoo licence)	
Animal Boarding	4	6	2		12
Home Boarding	9	17	4		30
Dog Breeding	1	5	2		8
Performing Animals			4		4
Selling Animals as Pets		1	2		3
Riding Establishment		1	5		6
Dangerous Wild Animal		1			1
Zoo				2	2
Grand Total	14	31	19	2	66
% of total in Star Categories	23%	47%	29%	2%	

PPP Service	Licence Length				Total
Type	1yr (1 or 2 star)	2yr (3 or 4 star)	3yr (5 stars)	6yr (Zoo licence)	
Total	63	98	49	1	211
% in each licence length/Star rating group	30%	46%	23%	0%	

7. Penalties for Non-Compliance

- 7.1 In part 3 Regulation 20 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 it sets out the following:

‘(1) It is an offence for a person, without lawful authority or excuse—

- (a) to breach a licence condition;*
(b) to fail to comply with regulation 7 or 19.

(2) A person who commits an offence under paragraph (1) is liable on summary conviction to a fine.’

- 7.2 The procedural guidance note for local authorities identifies the offence for anyone who carries on any of the licensable activities without a licence:

'is liable to imprisonment for a term of up to six months, a fine or both, section 30 of the Animal Welfare Act 2006 allows for local authorities to prosecute for any offences under that Act.'

7.3 Section 32 of the Animal Welfare Act also identifies that the fine is not to exceed level 5 on the standard scale i.e. up to £5,000.

8. Options for Animal Welfare Fees and Charges

8.1 There are 3 options for fees in 2021/22:

- (1) Option 1: Do nothing other than add the CPI of 0.6% to last year's fee.
- (2) Option 2: Use the generic hourly rate and not include the additional work identified as part of the review.
- (3) Option 3: implement the fees as per the briefing note for public questions i.e. breakdown each activity following the LGA Guidance, reflect the different rates and add it all together.

9. Recommendation for Animal Welfare Fees and Charges

9.1 **Option 2** is recommended by officers as it reflects the greater understanding of risk, with more data to refer to in the overall impact of managing the system. It also reduces the overall costs to the majority of licensees if they operate a compliant business.

10. Options for Houses in Multiple Occupation

10.1 There are 3 options:

- (1) **Option 1:** Do nothing other than add the CPI of 0.6% to last year's fee. HMO Licence Fee = £1,197.
- (2) **Option 2:** Apply the new generic hourly rate and stick to the original time allocation. HMO Licence Fee = £1,204.
- (3) **Option 3:** Implement the fees as per the briefing note for public questions i.e. breakdown each activity following the LGA Guidance, reflect the different rates and add it all together. HMO Licence Fee = £1,098.

11. Recommendation for Houses in Multiple Occupation

11.1 **Option 3** is recommended by officers as it reflects the greater understanding of risk, with more data to refer to in the overall impact of managing the system.

12. Note 1

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

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

Background Papers:

JPPC Agenda and Reports of 28 September 2020

Subject to Call-In:

Yes: No:

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



Wards affected:

All

Officer details:

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Job Title: Public Protection Manager

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**Supporting Information – Full List of Proposed Fees
and Charges for Public Protection Partnership**

Supporting Information – Full List of Proposed Fees and Charges for Public Protection Partnership						
Description		Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2021/2022 (Excluding VAT) + 0.6 % (CPI 30 June 2020 rate)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	%increase/decrease for committee	Notes
Hourly Rate for PPP		£57.00	£59.00	£59.00	4%	Hourly rate revised calculation carried out September 2020 - to be used instead of 0.6% increase
Public Protection Partnership						
Environmental Protection	-					
Prevention of Damage by Pests	-					
Pest Site survey	-	N/A				Hourly rate as part of cost recovery where WID only
Rat treatment	-	N/A				Hourly rate as part of cost recovery where WID only
Any other Pest treatment		N/A				Hourly rate as part of cost recovery where WID only
Dog Warden Services						
Stray Dogs - Not taken to Kennel		£73.00	£73.44	£73.00	0%	Amalgamate. Vet fees separate as applicable
Stray Dogs - Taken to Kennel		Fees based on charges & cost recovery. Vet fees separate as applicable	Fees based on charges & cost recovery. Vet fees separate as applicable	Fees based on charges & cost recovery. Vet fees separate as applicable		Fees based on charges & cost recovery. Vet fees separate as applicable
Dog Fouling fixed penalty charge		£75.00		£75.00		Set in FPN policy

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

Misc stray dog activities i.e. taxi, relocating, microchipping etc.		£57.00	£59.00	£59.00	4%	Plus cost recovery on charges.
Abandoned Vehicles						Bracknell Forest only
Removal (prescribed fee)	Less than 3.5 tonnes	£150.00	£150.00	£150.00		Set by statute
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20.00	£20.00	£20.00		Set by statute
Enforcement disposal costs (prescribed fee)	Less than 3.5 tonnes	£75.00	£75.00	£75.00		Set by statute
Fixed penalty notice	Reduced to £120 if paid within 7 days	£200.00	£200.00	£200.00		Set by statute
Enforcement invoice costs		£77.00	£77.00	£77.00		Set by statute
Trading Standards						
Weights and Measures Fees (per hour)		£64.00	£64.38	£64.00	0%	Discretionary, includes the cost of maintaining calibration of equipment annually
Explosives Licenses / Registrations - set by statute						NEC = Net Explosive Content
New licence for explosives below 250Kg NEC	1 year	£109.00		£109.00		Set by statute
	2 years	£141.00		£141.00		Set by statute
	3 years	£173.00		£173.00		Set by statute
	4 years	£206.00		£206.00		Set by statute
	5 years	£238.00		£238.00		Set by statute
Renewal licence for explosives below 250Kg NEC	1 year	£54.00		£54.00		Set by statute
	2 years	£86.00		£86.00		Set by statute
	3 years	£120.00		£120.00		Set by statute
	4 years	£152.00		£152.00		Set by statute
	5 years	£185.00		£185.00		Set by statute

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

New licence for explosives above 250Kg NEC	1 year	£185.00		£185.00		Set by statute
	2 years	£243.00		£243.00		Set by statute
	3 years	£304.00		£304.00		Set by statute
	4 years	£374.00		£374.00		Set by statute
	5 years	£423.00		£423.00		Set by statute
Renewal licence for explosives below 250Kg NEC	1 year	£86.00		£86.00		Set by statute
	2 years	£147.00		£147.00		Set by statute
	3 years	£206.00		£206.00		Set by statute
	4 years	£266.00		£266.00		Set by statute
	5 years	£326.00		£326.00		Set by statute
Varying the name of licensee or address of site		£36.00		£36.00		Set by statute
Any other kind of variation		£40.00		£40.00		Set by statute
Transfer of licence		£36.00		£36.00		Set by statute
Replacement licence		£36.00		£36.00		Set by statute
Full year registration for fireworks		£515.00		£515.00		Set by statute
Petroleum Licensing - set by statute						
Petroleum Licensing Fees	not exceeding 2,500 litres	£44.00		£44.00		Set by statute
Petroleum Licensing Fees	not exceeding 50,000 litres	£60.00		£60.00		Set by statute
Petroleum Licensing Fees	exceeding 50,00 litres	£125.00		£125.00		Set by statute
Primary Authority						
Primary Authority Work hourly chargeable rate		£57.00	£59.00	£59.00	4%	
Annual charge - previous year usage 10 hours or less		£513.00	£516.08	£516.00	1%	
Annual charge - previous year usage 20 hours		£1,025.00	£1,031.15	£1,031.00	1%	

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

Anything likely to be in excess of 20 hours		CR				Individually assessed
Support with Confidence						
Application fee	1-5 employees	£59.00	£59.35	£59.00	0%	All disbursements charged at cost
	6-20 employees	£119.00	£119.71	£120.00	1%	As above except fee reduced to £50 if registered with confidence
	21+ employees	£298.00	£299.79	£300.00	1%	As above except fee reduced to £50 if registered with confidence
Buy with Confidence						Not Statutory but agreed fee - no % increase
Members from 2017/18 Application Fee	1-5 employees	£128.00	£125.00	£125.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time
	6-20 employees	£170.00	£167.00	£167.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£212.00	£208.00	£208.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
Annual Fee	1-5 employees	£255.00	£250.00	£250.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
	6-20 employees	£383.00	£375.00	£375.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
	21-49 employees	£510.00	£500.00	£500.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
	50+		POA	POA		Nationally agreed with 'Buy with Confidence' scheme holder
Members before 2017/18 Annual Fee	1-5 employees	£125.00	£125.00	£125.00	0%	Applicable only to legacy Bracknell members
	6-20 employees	£189.00	£189.00	£189.00	0%	Applicable only to legacy Bracknell members
	21+ employees	£252.00	£252.00	£252.00	0%	Applicable only to legacy Bracknell members
Commercial						
Food Export Certificates		£57.00	£59.00	£59.00	4%	Full cost recovery based on officer

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Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

						hourly rate
Food Hygiene Rating Scheme rescore	2 hours	£114.00	£118.00	£118.00	4%	New - agreed Dec 2019
Anti-Social Behaviour Act:						
High Hedges Fee (Class A – Fee Discretionary)		£1,199.00	£1,206.19	£1,206.00	1%	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		Statutory -no increase.
Band B – RV 4300 to 33000		£190.00		£190.00		Statutory -no increase.
Band C – RV 33001 to 87000		£315.00		£315.00		Statutory -no increase.
Band D – RV 87001 to 125000		£450.00		£450.00		Statutory -no increase.
Band E – RV 125001 and above		£635.00		£635.00		Statutory -no increase.
Pre-Application Advice, Hourly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Premises Licence – Annual Fee (Class B – Statutory Fee)						
Band A		£70.00		£70.00		Statutory -no increase.
Band B		£180.00		£180.00		Statutory -no increase.
Band C		£295.00		£295.00		Statutory -no increase.
Band D		£320.00		£320.00		Statutory -no increase.
Band E		£350.00		£350.00		Statutory -no increase.
Personal Licence - (Class B –						

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

Statutory Fee)						
Personal Licence - (Class B – Statutory Fee)		£37.00		£37.00		Statutory -no increase.
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00		£21.00		Statutory -no increase.
Application for copy licence, change address or club rules		£10.50		£10.50		Statutory -no increase.
Application to vary DPS/transfer licence/interim notice		£23.00		£23.00		Statutory -no increase.
Application for making a provisional statement		£315.00		£315.00		Statutory -no increase.
Minor variation		£89.00		£89.00		Statutory -no increase.
Application to disapply mandatory DPS condition		£23.00		£23.00		Statutory -no increase.
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
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Gambling Licenses						
Casinos (regional)	New Application	£15,000.00		£15,000.00		100% of Statutory Maximum
	Provisional Statement	£15,000.00		£15,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£8,000.00		£8,000.00		100% of Statutory Maximum
	Variation	£7,500.00		£7,500.00		100% of Statutory Maximum
	Transfer/Reinstatement	£6,500.00		£6,500.00		100% of Statutory Maximum
	Annual Fee	£15,000.00		£15,000.00		100% of Statutory Maximum
Casinos (large)	New Application	£10,000.00		£10,000.00		100% of Statutory Maximum
	Provisional Statement	£10,000.00		£10,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£5,000.00		£5,000.00		100% of Statutory Maximum
	Variation	£5,000.00		£5,000.00		100% of Statutory Maximum

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

	Transfer/Reinstatement	£2,150.00		£2,150.00		100% of Statutory Maximum
	Annual Fee	£10,000.00		£10,000.00		100% of Statutory Maximum
Casinos (small)	New Application	£8,000.00		£8,000.00		100% of Statutory Maximum
	Provisional Statement	£8,000.00		£8,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£3,000.00		£3,000.00		100% of Statutory Maximum
	Variation	£4,000.00		£4,000.00		100% of Statutory Maximum
	Transfer/Reinstatement	£1,800.00		£1,800.00		100% of Statutory Maximum
	Annual Fee	£5,000.00		£5,000.00		100% of Statutory Maximum
	Dingo Clubs	New Application	£3,500.00		£3,500.00	
Provisional Statement		£3,500.00		£3,500.00		100% of Statutory Maximum
Application with Provisional Statement		£1,200.00		£1,200.00		100% of Statutory Maximum
Variation		£1,750.00		£1,750.00		100% of Statutory Maximum
Transfer/Reinstatement		£1,200.00		£1,200.00		100% of Statutory Maximum
Annual Fee		£1,000.00		£1,000.00		100% of Statutory Maximum
Betting Premises		New Application	£3,000.00		£3,000.00	
	Provisional Statement	£3,000.00		£3,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Variation	£1,500.00		£1,500.00		100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Annual Fee	£600.00		£600.00		100% of Statutory Maximum
Tracks	New Application	£2,500.00		£2,500.00		100% of Statutory Maximum

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Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

	Provisional Statement	£2,500.00		£2,500.00		100% of Statutory Maximum
	Application with Provisional Statement	£950.00		£950.00		100% of Statutory Maximum
	Variation	£1,250.00		£1,250.00		100% of Statutory Maximum
	Transfer/Reinstatement	£950.00		£950.00		100% of Statutory Maximum
	Annual Fee	£1,000.00		£1,000.00		100% of Statutory Maximum
Family Entertainment Centres	New Application	£2,000.00		£2,000.00		100% of Statutory Maximum
	Provisional Statement	£2,000.00		£2,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£950.00		£950.00		100% of Statutory Maximum
	Variation	£1,000.00		£1,000.00		100% of Statutory Maximum
	Transfer/Reinstatement	£950.00		£950.00		100% of Statutory Maximum
	Annual Fee	£750.00		£750.00		100% of Statutory Maximum
Adult Gaming Centres	New Application	£2,000.00		£2,000.00		100% of Statutory Maximum
	Provisional Statement	£2,000.00		£2,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Variation	£1,000.00		£1,000.00		100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Annual Fee	£1,000.00		£1,000.00		100% of Statutory Maximum
Lotteries and Amusements	New Application	£40.00		£40.00		Statutory -no increase.
	Annual Fee	£20.00		£20.00		Statutory -no increase.
All Licences	Notification of	£50.00		£50.00		100% of Statutory Maximum

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

	change					
	Copy of Licence	£25.00		£25.00		100% of Statutory Maximum
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Club Gaming Machines						
Club Gaming or Machine Permit	New Application	£200.00		£200.00		Statutory-no increase
Club Gaming or Machine Permit	Existing holder	£100.00		£100.00		Statutory-no increase
Club Gaming or Machine Permit	Renewal	£200.00		£200.00		Statutory-no increase
Club Gaming or Machine Permit	Annual Fee	£50.00		£50.00		Statutory-no increase
Club Gaming or Machine Permit	Variation	£100.00		£100.00		Statutory-no increase
Club Gaming or Machine Permit	Copy of Licence	£15.00		£15.00		Statutory-no increase
Club Gaming or Machine Permit (holds a Club Premises Certificate under Licensing Act 2003)	New Application	£100.00		£100.00		Statutory-no increase
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00		£100.00		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		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		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	New Application	£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		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee (payable within 30 days of date)	£50.00		£50.00		Statutory-no increase

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

	permit takes effect)					
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£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		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		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		Statutory-no increase
Pre-Application Advice, hrly charge	Min 1Hr	£57.00	£59.00	£59.00	4%	
Sex Establishments – (Class A – Fee Discretionary)						
Cinema		min £3,100 to max £5,150	min £3,100 to max £5,150	min £3,100 to max £5,150		No change
Shop		min £3,100 to max £5,150	min £3,100 to max £5,150	min £3,100 to max £5,150		No change
Entertainment Venue		min £3,100 to max £5,150	min £3,100 to max £5,150	min £3,100 to max £5,150		No change
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Street Trading Consents – (Class A – Fee Discretionary)						
Application / Renewal	1 week	£138.00	£138.83	£139.00	1%	Bracknell only
	Monthly Rate	£370.00	£372.22	£372.00	1%	Bracknell only
	Monthly Rate	£227.00	£228.36	£228.00	0%	WB & WOK only
	3 months	£871.00	£876.23	£876.00	1%	Bracknell only
	6 months	£1,424.00	£1,432.54	£1,433.00	1%	Bracknell only
						Fees remain as per individual authorities to be reviewed 2021 with a view to unifying 2022/23

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

	6 months	£800.00	£804.80	£805.00	1%	WB & WOK only
	Annual Fee	£1,370.00	£1,378.22	£1,378.00	1%	WB & WOK only
	6 months max 2 trading days a week incl Fri, Sat or Sun	£854.00	£859.12	£859.00	1%	Bracknell only
	6 months max 2 trading days a week Mon to Thurs only	£569.00	£572.41	£572.00	1%	Bracknell only
Ice Cream Van 1 month (per van) application / renewal	1 month	£185.00	£186.11	£186.00	1%	Bracknell only
Ice Cream Van 6 months (per van) application / renewal	6 months	£713.00	£717.28	£717.00	1%	Bracknell only
Variation fee		£90.00	£90.54	£91.00	1%	
Community Events				£0.00		50% reduction of appropriate fee for non-profit making events
Refund for Street Traders	If application withdrawn	£115.00	£115.69	£116.00	1%	WB & WOK only
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)						
Individual		£179.00	£180.07	£180.00	1%	Cost recovery
Premises		£280.00	£281.68	£282.00	1%	Cost recovery
Joint Application		£448.00	£450.69	£451.00	1%	Cost recovery
Pre-Application Advice, hrly charge	Min 1 Hr	£56.00	£59.00	£59.00	5%	
		NEW or RENEWAL 2020/2021				
Animal Licences – (Class A – Fee Discretionary) * +vet fee where applicable						Licenses issued form 1-3 years depending on inspection rating
Animal Boarding Establishment -	New Application	£684.00	£590.00	£590.00	-14%	

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

combined (dogs and cats)	Renewal Fee		£531.00	£531.00		
Animal Boarding Establishment - single species (dogs or cats))	New Application	£570.00	£472.00	£472.00	-17%	
	Renewal Fee		£413.00	£413.00		
Home boarder	New Application	£570.00	£271.85	£271.85		Grant Fee. Mid-term and additional inspections charged at cost
	Renewal Fee		£241.85	£241.85		Grant Fee. Mid-term and additional inspections charged at cost
Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	New Application	£228.00	£206.50	£207.00	-9%	
	Renewal Fee		£177.00	£177.00		
Home Boarder - Assessment of hobby host as part of a franchisee licence	New Application	£112.00	£118.00	£118.00	5%	
	Renewal Fee		£118.00	£118.00		
Dog Day Care	New Application	£684.00	£590.00	£590.00	-14%	
	Renewal Fee		£531.00	£531.00		
Dog Breeding Establishment (excluding vet fee)	New Application	£684.00	£590.00	£590.00	-14%	
	Renewal Fee		£531.00	£531.00		
Dog Breeding Establishment (in domestic dwelling)	New Application	£570.00	£472.00	£472.00	-17%	
	Renewal Fee		£413.00	£413.00		
Pet Vending / Sale of pets	New Application	£570.00	£472.00	£472.00	-17%	
	Renewal Fee		£413.00	£413.00		
Animal for Exhibition	New Application	£684.00	£590.00	£590.00	-14%	
	Renewal Fee		£531.00	£531.00		
Riding Establishment (excluding vet fee)*						
Main inspection fee, plus fee per horse	New Application	£570.00	£472.00	£472.00	-17%	Application Fee - 3 hours and Grant Fee 5 hours = 8 hrs total
	Renewal Fee		£413.00	£413.00		
Fee per horse, for the first 10 horses		£15.00	£15.00	£15.00	0%	
Fee per horse, for next 11-50 horses		£10.00	£10.00	£10.00	0%	

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

Fee per horse, for every horse 51 & over		£8.00	£8.00	£8.00	0%	
* 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 = £400.00						
horses 51 - 60 @ £8 = £80.00						
Other fees 2020/2021						
Variation to the licence fee (inclusive of one visit)	£224.00			£224.00		
Replacement licence fee (lost or stolen paperwork, change of name, etc.)	£56.00			£56.00		
Re-evaluation of star rating (inclusive of one visit)	£112.00			£112.00		
Transfer due to death of licensee	£56.00			£56.00		
Dangerous Wild Animal Consent*	2 years	£457.00	£459.74	£460.00	1%	WB & WOK only Cost recovery
Dangerous Wild Animal Consent - New*	2 years	£486.00	£488.92	£489.00	1%	Bracknell only Cost recovery
Dangerous Wild Animal Consent - Renewal*	2 years	£282.00	£283.69	£284.00	1%	Bracknell only Cost recovery
Zoo Licenses (new and renewals)*	Up to 6 Years	£2,054.00	£2,066.32	£2,066.00	1%	Cost recovery
Hairdresser Registration		£43.00	£43.26	£43.00	0%	Bracknell only
Scrap Metal						Discretionary

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Scrap Metal Site - New	3 Years	£498.00	£500.99	£501.00	1%	Cost recovery
Scrap Metal Site - Renewal	3 Years	£498.00	£500.99	£501.00	1%	Cost recovery
Scrap Metal Mobile Collector - New	3 Years	£265.00	£266.59	£267.00	1%	Cost recovery
Scrap Metal Mobile Collector - Renewal	3 Years	£265.00	£266.59	£267.00	1%	Cost recovery
Scrap Metal -Variation of Licence		£366.00	£368.20	£368.00	1%	Cost recovery
Scrap Metal-Change of Site Manager		£68.00	£68.41	£68.00	0%	Cost recovery
Scrap Metal- Copy of licence		£11.00	£11.07	£11.00	0%	Cost recovery
Scrap Metal- Change of Name		£36.00	£36.22	£36.00	0%	Cost recovery
Pre-Application Advice, hrly charge		£57.00	£59.00	£59.00	4%	
Private Water Supplies (Statutory Maximums stated)						
Risk Assessment	Carried out every 5 years	£57.00	£59.00	£59.00	4%	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours
Sampling		£57.00	£59.00	£59.00	4%	Cost recovery 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	£60.00	£60.36	£60.00	0%	
Investigation		£108.00	£108.65	£109.00	1%	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		£28.00	£28.17	£28.00	0%	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.

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Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

						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 (Eng&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
Substantial Changes						
Standard Process		£1,050.00		£1,050.00		Statutory-no increase
Reduced Activities		£102.00		£102.00		Statutory-no increase
Annual Subsistence Charge						
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

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	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
Transfer & Surrender						
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)		£400.00	£402.40	£402.00	0%	

Supporting Information –Full List of Proposed Fees and Charges for Public Protection Partnership

Enforcement Notices served under Housing Act 2004		£115.00	£115.69	£116.00	1%	Activities as prescribed
HMO Licence NEW - assisted application		£1,197.00	£1,204.18	£1,204.00	1%	
HMO Licence RENEWAL		£800.00	£804.80	£805.00	1%	
Civil Penalties housing offences						Up to £30,000.00
Caravan Site Licence						(Option 2 of DCLG Guide for Charging)
Site licence new		£437.00	£439.62	£440.00	1%	
New licence per pitch		£16.00	£16.10	£16.00	0%	
Transfer of licence		£185.00	£186.11	£186.00	1%	
Alteration of conditions		£339.00	£341.03	£341.00	1%	
Annual fee per pitch		£14.00	£14.08	£14.00	0%	
Enforcement action -per hour		£57.00	£59.00	£59.00	4%	Hourly rate as for activity as prescribed.
Deposit, vary or deleting site rules		£116.00	£116.70	£117.00	1%	
Variation of licence		£115.00	£115.69	£116.00	1%	
Other Fees						Hourly rate applies minimum for 2 hours
Environmental Info Individual or Non Commercial		£115.00	£118.00	£118.00	3%	Cost recovery
Environmental Info Commercial and Government		£115.00	£118.00	£118.00	3%	Cost recovery
Civil Actions (Class A – Fee Discretionary)		£115.00	£118.00	£118.00	3%	Cost recovery
Safety Certification and administration	Minimum 2 hours	£115.00	£118.00	£118.00	3%	Cost recovery
Pre-Application Advice, hourly charge		£57.00	£59.00	£59.00	4%	
Resident and Business Advice						Hourly rate applies

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General Business Advice (non-primary authority)	Per hour - free for first 30 minutes	£57.00	£59.00	£59.00	4%	
Request for Advice		£57.00	£59.00	£59.00	4%	
Hackney Carriage / Private Hire Licensing						
Vehicle Licences						
Hackney Carriage Vehicle New / Renewal		£288.00	£289.73	£290.00	1%	cost recovery
Private Hire Vehicle New / Renewal		£288.00	£289.73	£290.00	1%	cost recovery
Home to School New / Renewal		£147.00	£147.88	£148.00	1%	Bracknell only
Private Hire Vehicle with Dispensation		£288.00	£289.73	£290.00	1%	Included in operator fees
Temporary Vehicle licence	Issue up to 3 months maximum	£231.00	£232.39	£232.00	0%	cost recovery
Private Hire Operators - NEW						NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00)
1 vehicle		£456.00	£472.00	£472.00	4%	
2 vehicles		£527.25	£545.75	£545.75	4%	
3 vehicles		£598.50	£619.50	£619.50	4%	
4 vehicles		£669.75	£693.25	£693.25	4%	
5 vehicles		£741.00	£767.00	£767.00	4%	
6 vehicles		£812.25	£840.75	£840.75	4%	
7 vehicles		£883.50	£914.50	£914.50	4%	
8 vehicles		£954.75	£988.25	£988.25	4%	

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9 vehicles		£1,026.00	£1,062.00	£1,062.00	4%	
10 vehicles		£1,097.25	£1,135.75	£1,135.75	4%	
11 vehicles		£1,168.50	£1,209.50	£1,209.50	4%	
12 vehicles		£1,239.75	£1,283.25	£1,283.25	4%	
13 vehicles		£1,311.00	£1,357.00	£1,357.00	4%	
14 vehicles		£1,382.25	£1,430.75	£1,430.75	4%	
15 vehicles		£1,453.50	£1,504.50	£1,504.50	4%	
16 vehicles		£1,524.75	£1,578.25	£1,578.25	4%	
17 vehicles		£1,596.00	£1,652.00	£1,652.00	4%	
18 vehicles		£1,667.25	£1,725.75	£1,725.75	4%	
19 vehicles		£1,738.50	£1,799.50	£1,799.50	4%	
20 vehicles		£1,809.75	£1,873.25	£1,873.25	4%	
20+ vehicles		£1,809.75	£1,873.25	£1,873.25	4%	
Page 50 Private Hire Operators - RENEWAL						NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00)
1 vehicle		£342.00	£354.00	£354.00	4%	
2 vehicles		£413.25	£427.75	£427.75	4%	
3 vehicles		£484.50	£501.50	£501.50	4%	
4 vehicles		£555.75	£575.25	£575.25	4%	
5 vehicles		£627.00	£649.00	£649.00	4%	
6 vehicles		£698.25	£722.75	£722.75	4%	
7 vehicles		£769.50	£796.50	£796.50	4%	
8 vehicles		£840.75	£870.25	£870.25	4%	
9 vehicles		£912.00	£944.00	£944.00	4%	

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10 vehicles		£983.25	£1,017.75	£1,017.75	4%	
11 vehicles		£1,054.50	£1,091.50	£1,091.50	4%	
12 vehicles		£1,125.75	£1,165.25	£1,165.25	4%	
13 vehicles		£1,197.00	£1,239.00	£1,239.00	4%	
14 vehicles		£1,268.25	£1,312.75	£1,312.75	4%	
15 vehicles		£1,339.50	£1,386.50	£1,386.50	4%	
16 vehicles		£1,410.75	£1,460.25	£1,460.25	4%	
17 vehicles		£1,482.00	£1,534.00	£1,534.00	4%	
18 vehicles		£1,553.25	£1,607.75	£1,607.75	4%	
19 vehicles		£1,624.50	£1,681.50	£1,681.50	4%	
20 vehicles		£1,695.75	£1,755.25	£1,755.25	4%	
20+ vehicles		£1,695.75	£1,755.25	£1,755.25	4%	
Page 51 Variation to licence		£57.00	£59.00	£59.00	4%	to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence
Driver Licences						
Driver – New / Renewal	3 years	£269.00	£270.61	£271.00	1%	
Home to School New / Renewal	3 years	£185.00	£186.11	£186.00	1%	Bracknell only
Conversion of driver licence to another type		£80.00	£80.48	£80.00	0%	
Other Private Hire and Hackney Carriage Charges						
Transfer of vehicle to new owner		£114.00	£118.00	£118.00	4%	2 hours
Change of vehicle		£74.00	£74.44	£74.00	0%	
Replacement licence		£41.00	£41.25	£41.00	0%	
Replacement badge		£41.00	£41.25	£41.00	0%	

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Replacement vehicle licence plate		£57.00	£59.00	£59.00	4%	
Meter test - retest after failure	Bracknell Forest and Wokingham	£32.00	£32.19	£32.00	0%	Not West Berks
Knowledge Test		£74.00	£74.44	£74.00	0%	
Missed Appointment		£37.00	£37.22	£37.00	0%	
Disclosure and Barring Service Check (DBS)	Bracknell Forest	£67.00	£67.40	£67.00	0%	
Disclosure and Barring Service Check (DBS)	West Berkshire and Wokingham	£92.50	£93.50	£94.00	2%	Capita cost + half an hour at hourly charge (£64+£29.50)
Advertising on a Hackney Carriage Initial	Bracknell Forest and Wokingham	£47.00	£47.28	£47.00	0%	Not West Berks
Advertising on a Hackney Carriage Renewal	Bracknell Forest	£32.00	£32.19	£32.00	0%	Bracknell only
Change of Address (PH & HC)		£14.00	£14.08	£14.00	0%	
Backing Plate		£26.00	£26.16	£26.00	0%	
Medical Exemption from carrying assistant dog		£22.00	£22.13	£22.00	0%	
Refund processing fee		£57.00	£59.00	£59.00	4%	
Change of vehicle registration		£57.00	£57.34	£57.00	0%	
Pre-Application Advice, hourly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Age of vehicle inspection initial/reinspection		£56.00	£59.00	£59.00	5%	
Disability Awareness Training Course				POA		
Safeguarding Training				POA		
First Aid training for drivers	Bracknell Forest and Wokingham			POA		Not West Berks

Background Papers:

JPPC Agenda and Reports of 28 September 2020

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:

All

Please put a cross in the appropriate box(es) by double-clicking on the box and selecting 'Checked':

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aim(s):

- BEC – Better educated communities**
- SLE – A stronger local economy**
- P&S – Protect and support those who need it**
- HQL – Maintain a high quality of life within our communities**
- MEC – Become an even more effective Council**

The proposals contained in this report will help to achieve the following Council Strategy priority(ies):

- BEC1 – Improve educational attainment**
- BEC2 – Close the educational attainment gap**
- SLE1 – Enable the completion of more affordable housing**
- SLE2 – Deliver or enable key infrastructure improvements in relation to roads,**

-
- rail, flood prevention, regeneration and the digital economy**
- P&S1 – Good at safeguarding children and vulnerable adults**
 - HQL1 – Support communities to do more to help themselves**
 - MEC1 – Become an even more effective Council**

Officer details:

Name: Sean Murphy

Job Title: Public Protection Manager

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E-mail Address: Sean.Murphy@westberks.gov.uk

Licensing Annual Report

Committee considering report:	Licensing Committee
Date of Committee:	30 th November 2020
Portfolio Member:	Councillor Hilary Cole
Report Author:	Anna Smy and Julia O'Brien

1 Purpose of the Report

- 1.1 To set out the work of the Licensing Committee in 2019/20 as well as the work of the Licensing Service as delivered through the Public Protection Partnership.

2 Recommendation

- 2.1 That the Committee **NOTES** the content of this report and Licensing Committee and Service related activity for 2019/20.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	The Licensing Service operates on a cost recovery basis except where statutory fees are set. The Committee considers discretionary fees before they are considered by Full Council as part of the budget setting process. The report shows information relating to volumes of applications, at March 31 st 2020 we were in a national lockdown and had identified a financial risk going forward relating to licensing income and support for the local licencing economy.
Human Resource:	There are no HR implications from this report
Legal:	Under the Licensing Act 2003 and the Gambling Act 2005 there is a legal obligation for the Council to set key policies. In other areas the Council has a range of powers to set licence conditions and adopt sector specific policy positions
Risk Management:	The Public Protection Partnership has continued to a more risk based approach for their inspection programme. At March 2020 it was apparent that the implications of the national

	lockdown would place a significant risk on the hospitality and licenced industries and therefore on the service we provide and how we could maintain our service to an appropriate standard.			
Property:	None.			
Policy:	The Licensing Committee is responsible for setting the policy direction that sets the basis of licensing activity. Over the 2019/20 period the Licensing Committee considered a number of matters and agreed an amendment to the policy on driver convictions.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		There are no decisions in this report
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		There are no decisions within this report, any policies or actions referred to will have already undergone and EIA when considered previously by committees
Environmental Impact:		✓		The environmental impact of the taxi trade has been considered by the Committee, however this report itself has no environmental impacts.
Health Impact:		✓		There are no health impacts
ICT Impact:		✓		None

Digital Services Impact:		✓		None
Council Strategy Priorities:		✓		This report covers the business as usual work of the licensing committee and the Licensing Service provided by the PPP.
Core Business:		✓		This report covers the business as usual work of the licensing committee and the Licensing Service provided by the PPP
Data Impact:		✓		All data reported is open data and any addresses detailed are in the public domain following hearings open to the public.
Consultation and Engagement:	Discussions have been held with licensing officers and Sean Murphy, PPP Manager.			

4 Executive Summary

- 4.1 This document sets out the key work of the licensing service within the Public Protection Service.
- 4.2 Attached as Appendix B are figures for the number of applications received for the different licences, registrations, permits and consents administered by the department, for the period 1 April 2019 – 31 March 2020. This is a single indicator of the number of transactions that the Licensing Section has with businesses operating within the District.
- 4.3 There is information concerning the time taken to issue licences and details about complaints made to the service and requests for advice and information.
- 4.4 The focus of the report is for 2019-2020 and it should be noted that during Q4 the pandemic started to develop and in the last week of March the country entered its first period of “Lockdown”. Demands and uncertainty had started to change during March and there has been considerable impact on all licensed trades since March and this continues to be the case.

5 Supporting Information

Introduction

- 5.1 The Licensing Service considers and issues a range of licences and permits required by businesses in order that they can deliver a range of services and goods to residents and visitors to West Berkshire. Legislation requiring a licence/permit for a business activity is generally enacted on health and/or safety grounds to protect users of a

service or those that might be affected due to their proximity to the licensed premises or their interaction with an individual licence holder.

- 5.2 It is acknowledged by the trade that an effective licensing regime, effectively administered and founded on sensible and effective policies creates consumer confidence which in turn is positive for licence holders. The service is aware that the licensing function, whilst offering protection, can also act as a barrier to others who wish to deliver services or supply goods and every effort is made to assist businesses to understand and progress rapidly through the licensing process. The service therefore has a number of functions including business advice, processing of applications, monitoring compliance and where necessary taking enforcement action.
- 5.3 The role played by the Committee is key to sound decision making in day to day delivery. The Committee also have a crucial role in overseeing the effectiveness of the licensing regime through the setting of key policy directions and delivery related policies.

Policy Decisions by Committee 19/20	Update on progress
<p>June 2019 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.</p>	<p>This is now in place and being applied by officers</p>

Background

- 5.4 Officers use a risk based assessment programme to visit licensed premises to check compliance and provide assistance and advice for those businesses. In 2019/2020 PPP officers carried out 158 inspections (and a further 40 conducted on behalf of the authority) compared to 172 in 2018/2019 and 202 in 2017/2018. The figures are similar to previous years. It should also be noted that there is improved information and advice available to businesses as well as acknowledging that some licences do not required an annual inspection and therefore we would expect lower numbers.
- 5.5 Over the course of the year, the following licences and applications were considered by Licensing Sub-Committees:

Licenses considered	Premises Details	Outcome
Premises licence variation	The Swan, High Street, Streatley	Licence granted with conditions
Premises licence review	Miah’s of Pangbourne, 26 Reading Road, Pangbourne	Conditions modified to existing licence
Premises Transfer	Miah’s of Pangbourne, 26 Reading Road, Pangbourne	Transfer Granted

Premise Licence Review	Hot News, 17- 18 Market Street, Newbury	Conditions modified to existing licence
Premises licence review	The Vault Club, 4A The Kennet Centre, Newbury	Licence Revoked
New Premise Licence	The Swan, High Street, Streatley	Licence Granted
New Premise Licence	The White Hart Inn, Hampstead Marshall	Licence Granted

- 5.6 A further aspect of the role of the Committee and Service is that of assisting businesses to grow whilst complying with the legal requirements and conditions. The service provides a range of advice and information sheets via the [Public Protection Partnership's website](#) and Council's website. We have also expanded our social media presence with active Facebook and Twitter pages. Additionally officers regularly meet with applicants or licence holders to give guidance, such as attendance at Pubwatch meetings run by the trade, and meeting private hire operators at their offices and taxi drivers at the ranks. The Licensing Section dealt with 168 complaints and requests for service in 2019/20 (compared with 199 in 2018/19 and 210 in 2017/18). These figures do not include general telephone enquiries, only matters which have been logged for further response.
- 5.7 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 75.7%. In last year's report we stated that we would review this in 2019/20, including the increase in resources required to improve this delivery percentage. In 2019/20 we saw an improvement on this across all quarters with a year-end figure of 89%, we have worked on the resilience of the application team and process auditing.
- 5.8 Officers use a risk based assessment programme to visit licensed premises to check compliance and provide assistance and advice for those businesses. In 2019/20 PPP officers carried out 158 inspections. A number of these visits were carried out with Home Office Immigration Compliance and Enforcement, in their role as a responsible authority under the Licensing Act 2003.
- 5.9 The 158 inspections were made up as follows:
- 80 inspections of premises licensed under the Licensing Act 2003
 - 26 private hire operator base checks
 - 2 scrap metal site checks
 - 37 animal licensed premises
 - 13 special treatment and other premises

Proposals

5.10 There are no specific proposal associated with this report.

6 Other options considered

- 6.1 The only other option considered has been the format and information provided within the report in order to help provide the Committee with a full picture.

7 Conclusion

- 7.1 The Licensing Committee has continued to meet throughout 2019/20 and held Sub-Committee hearings they have met their requirements and discharged their duties appropriately and in accordance with the Constitution. Officers have reported issues to the Committee and worked to implement decisions alongside maintaining a high standard of service to the licensed trade. This sets out the ways in which these objectives have been met.

8 Appendices

- 8.1 Appendix A – Data and information relating to Licensing activity in 2019/20

Background Papers:

None

Subject to Call-In:

Yes: No:

Report is to note only



Wards affected: All

Officer details:

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Appendix A

Number of active licences within the West Berkshire Council area

Licence Type	At 31/03/2020	At 31/03/2019
Animal Boarding Establishment and Dog Breeding	20	19
Home Boarding Licence	31	31
Pet Shop Licence	3	2
Riding Establishment Licence	6	8
Dermal Personal and Premises Registration	242	313
House to House Collections*	39	9
Street Collections*	82	20
Street Trading Consent	24	26
Club Gaming Permits	0	1
Club Machine Permits	8	9
Licensed Premises Gaming Machine Permit	10	8
Notification of 2 or less gaming machines	84	85
Small Society Lottery	108	148
Gambling Premises	14	16
Personal Licence	2157	2077
Scrap Metal Dealer - Site	5	7
Scrap Metal Dealer - Mobile	4	7
Premises Licence (in no alcohol)	458	497
Premises Licence Application (No alcohol)	75	
Club Premises Certificate	40	40
Dual Driver	247	239
Private Hire Driver	130	117
Private Hire Operator	61	58
Hackney Carriage Vehicle	153	159
Private Hire Vehicle Licence	163	156
Temporary Event Notice (total issued)	610	559

*2019 data shows valid at year end, 2020 data shows total for the year

Number of applications received by year, with application outcome – West Berkshire Council

Type	2019/2020					2018/2019				
	Total	I	W	R	P	Total	I	W	R	P
Private Hire Operators	8	6	1		1	9	8	1		
Private Hire Vehicles	200	197	1		2	187	185	1		1
Private Hire Drivers	50	46	3		1	57	52			5
Dual (Hackney Carriage and Private Hire) Drivers	66	61	1		4	79	73	1		5
Hackney Carriage Vehicles	181	180	1			194	193	1		
Animal Boarding Establishments	6	6				15	13			2
Home Boarders of Dogs	20	16			4	45	38	3		4
Dog Breeder	2	2				8	8			
Dangerous Wild Animal	0	0				1	1			
Riding Establishments	6	5	1			13	13			
Performing Animals	1	1				3	1			2
Pet Shops	0	0				4	3			1
Zoo Licence	1				1					
Scrap Metal Site	5	5				0				
Scrap Metal Mobile Collectors	1	1				2	2			
Hairdressers	2	2				1	1			
Personal Licences	82	81			1	99	97			2
Premises licence - variation/vary DPS	127	120	2		5	121	118	1	1	1
Premises licence - minor variation	21	19	1		1	16	14		2	
Premises licence - transfer	24	22			2	26	24		1	1
Premises licence - new	27	21	1		5	24	21	1		2
Temporary Event Notices	610	593	9	1	7	559	546	7	6	
Club Premises Certificates - new	1	1				1	1			
Club Premises Certificates - minor variation	0	0				1	1			
Street Traders - mobile	9	9				14	13	1		
Street Traders - site	33	31		1	1	36	35	1		
Street Collections	81	80			1	92	92			
House to House Collections	39	38		1		37	35			2
Lotteries	23	23				35	35			
Licensed Premises Gaming Machine Permits	1	1				3	3			
Gaming Machine Notifications	5	5				5	5			
Skin Piercing - individual	8	8				13	12			1
Skin Piercing - premises	4	4				7	6			1
Occasional Use Notice	0	0				0				
Club Machine Permits	1	1								
Family Entertainment Centre	0	0				1	1			
Betting Premises	0	0				5				5

Key: I = licences issued, W = applications withdrawn, R = applications refused or rejected, P = applications pending decision, e.g. awaiting documentation before licence issue

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Licensing Service KPI and key information

KPI	Target	Q1	Q2	Q3	Q4	2019/20	Notes (Comments)
% of premises that have applied for a designated premise supervisor (DPS) variation visited within 28 days of application (reported cumulatively)	75%	1/3 33%	12/18 66.7%	31/59 52.5%	34/85 40%	34/85 40%	Systems review (to check data being recorded) and contractor/ officer work-plan to review. DPS visits included with Food Hygiene and Food Safety
% of licensing applications processed within statutory timescales or 5 days	Base	232/271 86%	227/256 89%	247/267 93%	220/230 96%	90.4%	
% of Temporary Event Notices processed within statutory timescales (3 days)	Base	171/186 92%	120/150 80%	106/121 88%	116/129 90%	88%	
% of licensing complaints/requests for advice dealt with appropriately within 10 working days (Whole service KPI)	90%	170/192 88.5%	88/97 89.3%	107/108 99.1%	111/111 100%	476/508 93.7%	Improvements in Q3 and 4

Measure of Volume	Target	Q1	Q2	Q3	Q4	2019/20	Notes (Comments)
Number of licences Revoked/Suspended	N/A	0	1	4	1	6	6 related to drivers, 0 operators or licenced premise
Number of Licensing – General Inquiries	N/A	13	16	15	16	60	Range for inquiries if a licence is required to when is a badge/plate ready
Number of Complaints made about those licenced (or unlicensed) by the authority	N/A	28	14	33	31	106	May be whistleblowing on unlicensed activities, drivers use of language to breaches of licence conditions
Number of Contacts directly attributable to the trade making contact	N/A	0	1	0	0	1	May include errors on the website, request for meeting
Number of Covid related inquiries	N/A	0	0	0	1	1	
Total Inquiries	N/A	41	31	48	48	168	

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etailed Breakdown of the types of demands on the service in 2019/20 compared to 2020/21 (1st April to 31st October)

Licensing Area	Recorded Licensing interactions		Covid Advice/Enforcement		General Inquiries and Requests		Requests from the trade for information, meetings, updates		Complaints about licence holders/premises, non-compliance or unlicensed activities	
	2019	2020 (to 31/10/20)	2019	2020 (to 31/10/20)	2019	2020 (to 31/10/20)	2019	2020 (to 31/10/20)	2019	2020 (to 31/10/20)
L - Animal	14	17			6	10			8	7
L - Premises	84	36	1	8	26	18			57	10
L - Street Trading	9	16			4	6		1	5	9
L - Taxi	50	21			14	6	1	3	35	12
L - TEN	2	2			1	2			1	
Licensing	9	18		3	9	13				2
Total	168	110	1	11	60	55	1	4	106	40

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Statutory Taxi and Private Hire Vehicle Standards Report

Committee considering report: Licensing Committee

Date of Committee: 30 November 2020

Portfolio Member: Councillor Hilary Cole

Report Author: Julia O’Brien

1 Purpose of the Report

- 1.1 To inform members of the recently published 'Statutory Taxi & Private Hire Vehicle Standards' issued by the Department for Transport (DfT).
- 1.2 To set out the basis of work required to be completed in regards the Hackney Carriage and Private Hire Policy and School and Community Services Policy in line with recommendations made by the Statutory Taxi and Private Hire Vehicle Standards to be then considered by the Licensing Committee.

2 Recommendations

- 2.1 That Members **NOTE** the content of the statutory standards.
- 2.2 That Members **AGREE** to further reports detailing changes to existing terms and conditions of Hackney Carriage, Private Hire and Private Hire Operators licences and associated requirements of these licences to be amalgamated into a policy that encompasses the statutory standards

3 Implications and Impact Assessment

Implication	Commentary
Financial:	There are no financial implications associated with this report
Human Resource:	There are no Human Resource implications with this report
Legal:	There are no legal implications as a result of these recommendations.

Risk Management:	There are no risk management implications as a result of these recommendations.			
Property:	There are no property implications for this report			
Policy:	There are no policy or cross-council implications as a result of these recommendations			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		No impact
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		No impact
Environmental Impact:		✓		No Impact
Health Impact:		✓		No impact
ICT Impact:		✓		None
Digital Services Impact:		✓		Not relevant to this report

Council Strategy Priorities:		✓		This work is business as usual within the service.
Core Business:		✓		It is business as usual
Data Impact:		✓		No impact
Consultation and Engagement:	The work that is undertaken following the report will be consulted on prior to any decisions being made with the trade and any others who may be effected by the suggested policies.			

4 Executive Summary

- 4.1 On 21 July 2020, the Department of Transport issued Statutory Taxi & Private Hire Vehicle Standards for the first time which replaced the Department’s 2010 Best Practice Guidance.
- 4.2 Under the Policing and Crime Act 2017 the Secretary of State for Transport is enabled to issue statutory guidance on the exercising of taxi and private hire vehicle licensing functions to protect children and vulnerable individuals who are over 18 from harm when using these services.
- 4.3 The Guidance is the result of extensive consultation with the police, the trade, the Institute of Licensing and others and sets out the approach that Licensing Authorities must adopt when carrying out their functions.
- 4.4 This authority has already previously implemented a number of the recommendations on its own volition but the guidance provides the opportunity to further tighten the current licensing scheme. The report sets out the major changes to the licensing regimes

5 Supporting Information

- 5.1 The Statutory Standards published on 21 July 2020 set-out a range of robust measures to protect taxi and private hire vehicle passengers, particularly those most vulnerable.
- 5.2 Government advice is that licensing authorities must work together to ensure that, above all else, the taxi and private hire vehicle services the public use are safe.
- 5.3 The Department for Transport will monitor licensing authorities’ responses to the Statutory Standards and all authorities are expected to provide an update by 31st January 2021 in developing the standards
- 5.4 On 21 July 2020, the Department of Transport issued Statutory Taxi & Private Hire Vehicle Standards for the first time which replaced the Department’s 2010 Best Practice Guidance.

- 5.5 Under the Policing and Crime Act 2017 the Secretary of State for Transport is enabled to issue statutory guidance on the exercising of taxi and private hire vehicle licensing functions to protect children and vulnerable individuals who are over 18 from harm when using these services.
- 5.6 The Guidance is the result of extensive consultation with the police, the trade, the Institute of Licensing and others and sets out the approach that Licensing Authorities must adopt when carrying out their functions.
- 5.7 This authority has already previously implemented a number of the recommendations on its own volition but the guidance provides the opportunity to further tighten the current licensing scheme. The report below sets out the major changes to the licensing regimes.

5.8 New Standards

5.8.0 The main areas of the statutory standards cover the following;

- 5.8.1 Licensing policy. Authorities should produce a ‘cohesive policy document’ that brings all procedures together (including a convictions policy). When formulating policies, the overriding objective must be to protect the public. Policies should be reviewed every five years.
- 5.8.2 Fit and proper test. Until now there has been no statutory definition of what amounts to a ‘fit and proper’ person for the purposes of the legislation. Now this should be based on a balance of probabilities basis and be proportionate. Applicants should not be ‘given the benefit of the doubt’ and if the panel is only “50/50” as to whether the applicant is ‘fit and proper’ they should not be given a licence. This is a lower threshold than for criminal convictions and can therefore include information that goes beyond criminal convictions.
- 5.8.3 Administration. There should be sufficient training and adequate resource for all those involved with making licensing decisions. Any functions that are delegated should be set out in a clear scheme of delegation and it is suggested that less contentious matters can be resolved by authorised officers. It is recommended that more serious matters are dealt with by committee.
- 5.8.4 Whistleblowing. It is recommended that authorities have effective internal procedures for staff to raise concerns and procedures in place for any concerns to be dealt with openly and fairly.
- 5.8.5 DBS checks. Subscription to the DBS Update Service by drivers and operators at their own expense. This will enable the Authority to review the DBS record of a driver or operator at any time, but it is recommended that the records should be reviewed every six months as a minimum. In addition there is a new requirement that all Booking and Dispatch staff should be subject to a basic DBS check and it will be mandatory for operators to keep records of any individual that responded to the booking request and/or despatched a vehicle to the booking request.
- 5.8.6 Overseas convictions. DBS cannot access criminal records held overseas – certificates of good character should be obtained where an applicant has previously lived outside the UK for a period of more than 3 continuous months.

- 5.8.7 Convictions policies. All authorities should have a clear policy that takes a particularly cautious view of any offences against individuals with special needs, children and other vulnerable groups, particularly those involving violence, those of a sexual nature and those linked to organised crime.
- 5.8.8 Common Law Police disclosures. These should also be considered as part of the 'fit and proper' test. This replaced the previous Notifiable Occupations Scheme.
- 5.8.9 Multi-agency Safeguarding Hub (MASH). Authorities should establish a means to facilitate the objectives of the local MASH. It highlights obstacles in sharing information as a barrier to effective safeguarding.
- 5.8.10 Complaints against licensees. All authorities should have robust complaint recording systems and take action if necessary. Authorities should produce guidance for passengers on how to make complaints. Operators should be able to share concerns regarding drivers with the local authority.
- 5.8.11 Mandatory safeguarding awareness training for all drivers. Authorities should provide safeguarding advice and guidance and explain to drivers how to respond and report concerns and where to get advice. Training should include 'County Lines' drug trafficking awareness.
- 5.8.12 All licence holders to demonstrate proficiency in English language. All drivers should be able to converse with passengers to understand destination, estimates of time along with other common passenger requests. Drivers should be able to provide correct change and produce a legibly written receipt upon request.
- 5.8.13 Enforcement. Joint authority agreements between authorities are encouraged. Drivers should be made aware of relevant policies and repercussions.
- 5.8.14 Suspension and revocation of driver licences. The guidance clarifies situations in which revocations and suspensions may be used.
- 5.8.15 Private hire operators and criminal record checks. All operators should be subject to an annual basic DBS check. Ancillary staff that have access to booking records should also be DBS checked.
- 5.8.16 Record keeping. The guidance suggests minimum information that should be recorded when accepting a booking.
- 5.8.17 CCTV in vehicles. Local consultation to determine if mandatory CCTV would have a positive or negative on the safety of passengers.
- 5.8.18 Local consultation. It suggests it is good practice to consult when proposing significant changes in local licensing rules. Consultation should include passengers and trade groups.
- 5.8.19 Changes to polices – should apply to all licence holders (so any changes would be retrospective).
- 5.8.20 Criminality checks for vehicle proprietors. Basic disclosure undertaken annually.

5.8.21 stretched Limousines. Consideration should be given to their licensing

5.9 Assessment of Previous Convictions

5.9.1 The standards suggest a range of recommendations relating to all taxi licensing convictions policies. These are based on those produced by the Institute of Licensing which have already been incorporated into our existing terms and conditions of licences.

6 Other options considered

6.1 There is no option but to review current terms and conditions in line with the statutory guidance.

7 Conclusion

7.1 Members are requested to note the new standards and recommended changes. Further reports will be presented in order to implement changes to current conditions and policies and these will then be subject to wider consultation including the trade.

Background Papers:

Statutory Taxi & Private Hire Vehicle Standards, Hackney Carriage, Private Hire and Private Hire Operator terms and conditions

Subject to Call-In:

Yes: No:

Report is to note only

Wards affected: All

Officer details:

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Licensing Committee Forward Plan June 2020 to June 2021

No.	Ref No	Item	Purpose	Lead Officer	Lead Member
08 February 2021					
1.	C3972	Response to the Fireworks Motion	To present a response to the Motion presented to the 10 September Council meeting.	Sean Murphy	Councillor Hilary Cole
21 June 2021 (TBC)					
2.					
08 November 2021 (TBC)					
3.		2022/23 Fees and Charges	To set out the Fees and Charges which have been proposed by the Joint Public Protection Committee for the Committee to consider ahead of consideration by February 2022 Executive and Full Council in March 2022.	Sean Murphy	Councillor Hilary Cole
4.		Licensing Annual Report	To set out the work of the Licensing Committee in 2020/21 as well as the work of the Licensing Service as delivered through the Public Protection Partnership.	Sean Murphy	Councillor Hilary Cole
5.		Statement of Gambling Principles	To review the statement of Gambling Principles by January 2022 when the current document is due for renewal.	Sean Murphy	Councillor Hilary
01 February 2022 (TBC)					
6.					

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