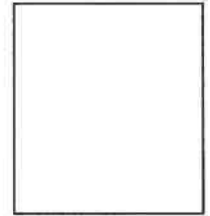




SHEFFIELD CITY COUNCIL Licensing Sub Committee Report



Report of: Chief Licensing Officer and Head of Licensing

Date: 20th September 2018

Subject: Determination of Licence Fees

Author of Report: Steve Lonnia

Summary: To determine the Hackney Carriage & Private Hire licence fees for the 2018/19 financial year

Recommendations: The Chief Licensing Officer and Head of Licensing following detailed consultation with the Councils Legal and Finance officers recommends that the committee accept the proposed fees set out and detailed in the attachments to this report.

Background Papers: None

Category of Report: OPEN

**REPORT OF THE CHIEF LICENSING OFFICER & HEAD OF LICENSING
TO THE LICENSING COMMITTEE**

No: 90/18

**Licensing Fees Review (Determination of Fees)
2018/19 Financial Year**

1.0 PURPOSE AND OUTCOMES

1.1 The purpose of this report is for members to determine the fees for the following individual licensing systems:

- Private Hire Vehicles;
- Hackney Carriage Vehicles;
- Hackney Carriage & Private Hire Drivers; and
- Private Hire Operators

1.2 The intended outcomes of this report are to ensure that:-

- The Licensing Service recovers the reasonable costs of the service for administering and enforcing the terms and conditions of the relevant individual licensing systems;
- The Council fees and charges are set in accordance with the Councils Fair Charging Principles set out in the Future Shape Policy Handbook; the Provision of Service Regulations 2009; all the relevant individual pieces of licensing legislation; and
- All fees are determined on an annual basis whether they remain the same, increase or decrease.

2.0 FAIR CHARGING POLICY

2.1 It is agreed that fees and charges should be set in a consistent way across the Council and that we are transparent about the fees we expect people to pay.

2.2 Licence fees must also be set in accordance with the relevant individual piece of legislation; The Provision of Services Regulations 2009; and any other associated legislation / regulations. Members should note that some systems do not fall within the scope of these regulations, one particular system is Taxi Licensing (licensing of vehicles, drivers and operators) and another is the Gambling Act (Premises licences etc.) system.

2.3 To ensure consistency of approach we are dealing with all the fees in the same way to make it easier for our customers to understand.

- 2.4 The fees have been set so that they enable the service and the Council to deliver on our priorities and also on the principle of the polluter pays where it is appropriate.
- 2.5 The Council intends to recover the reasonable costs of the Licensing Service with regards to the administration and enforcement of the terms and conditions of each of the above individual licensing systems. Each licensing system has its fee calculated separately to ensure we are only recovering the costs in relation to that individual system.

3.0 CASE LAW

- 3.1 In order for the service to equalise revenue and expenditure, it is not sufficient to make an estimate of costs in the forthcoming year and see to equalise them with revenue. We must also ensure that any surpluses and deficits are brought forward. This was established in two cases, that deficits can be brought forward in R (Hutton) v Westminster City Council in 1985 and that surpluses can be brought forward in R (Hemming and Others) v Westminster City Council.
- 3.2 It is clear from R v Manchester City Council. Ex p. King, The Times, April 3, 1991 that the power to set fees does not permit the Council to raise revenue generally.
- 3.3 It has also been established in many cases such as R-v-The Greater London Council Ex Parte The Rank Organisation Limited where it was stated “the level of fees was a matter of policy and as long as the total fee income did not exceed the cost of the licensing system the court should not and could not see to interfere”.
- 3.4 The case of R (Hemming and Others) v Westminster City Council has changed the way we must consider setting fees and what legitimate costs we can recover.

Keith J upheld that the procedures the costs of which could be recharged to licensees are;

“.... the steps which an applicant for a licence has to take if he wishes to be granted a licence or to have his licence renewed, and when you talk about the cost of those procedures, you are talking about the administrative costs of vetting the application and the costs of investigating their compliance with the terms of the licence. There is simply no room for the costs of authorisation procedures to include costs which are significantly in excess of those costs...”

- 3.5 Members should note that the Council can only recover the actual costs of delivering each individual system from the fees it charges applicants / licensees. It cannot make a surplus from fees and must not use fees to subsidise any other licensing system or to offset other budgets or raise income generally.

3.6 The overarching principle and starting point for the setting of fees is that the Local Authority must only recover its reasonable costs of administering that individual system and enforcing the terms and conditions of those licences where applicable and that no irrelevant factors are taken in to account when setting such fees.

4.0 PROVISION OF SERVICES REGULATIONS 2009

4.1 These regulations came into force on 28 December 2009; Para 18(4) states any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of these procedures and formalities.

4.2 The regulations suggest that all fees within the scope of the directive be separable in to two parts. Firstly the pre application costs, mainly the administrative costs incurred when dealing with the application from when it is first received up until it being determined (issued/refused). Secondly the on-going costs of monitoring and enforcing the terms and conditions of that licence. This is to show clearly which part of the fee is repayable should an application (applicant) be unsuccessful.

5.0 PRIVATE HIRE & HACKNEY CARRIAGE DRIVERS, VEHICLES AND OPERATORS – LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 and the TOWN POLICE CLAUSES ACT 1847

5.1 Section 53, Sub-section (2) Notwithstanding the provisions of the Act of 1847, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such fee as they consider reasonable with a view to recovering the costs of issue and administration

5.2 Section 70, Sub-section (1) Subject to the provisions of sub-section (2) of this section, a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as sufficient in the aggregate to recover in whole or in part-

- (a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose determining whether any such licence should be granted or renewed;
- (b) the reasonable cost of providing hackney carriage stands; and
- (c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.

6.0 ADOPTION OF LEGISLATION

- 6.1 The legislation administered and enforced by the council's licensing service is either imposed by statute or adopted individually by the Council.
- 6.2 The following pieces of legislation are imposed on the Council by statute:
- Licensing Act 2003
 - Gambling Act 2005
 - Pet Animals Act 1951
 - Animal Boarding Establishments Act 1963
 - Riding Establishments Act 1964
 - Breeding of Dogs Act 1973
 - Dangerous Wild Animals Act 1976
 - Zoo Licensing Act 1981
 - Marriages Act 1949
 - South Yorkshire Act 1980 – Second Hand Dealers
 - Safety at Sports Grounds Act 1975 (As Amended)
 - Town Police Clauses Act 1847 – Hackney Carriages
- 6.3 The following pieces of legislation are adopted by the council;
- Local Government (Miscellaneous Provisions) Act 1976 – Part II, Private Hire and Hackney Carriage Licensing
 - Local Government (Miscellaneous Provisions) Act 1982 – Street Trading
 - Local Government (Miscellaneous Provisions) Act 1982 – Sex Establishments / Sexual Entertainment Venues
 - Local Government (Miscellaneous Provisions) Act 1982 as inserted in the Highways Act 1982 Scrap Metal Dealers Act 2013 – Pavement Café Licences
 - Local Government (Miscellaneous Provisions) Act 1982 – Acupuncture, Ear Piercing, Tattooists, Electrolysis and Semi Permanent Skin Colouring
- 6.4 Those that are adopted by the council have to follow strict procedural requirements, including;
- Specifying the day the provisions come in to effect
 - Placing a public notice in a local newspaper

Please note: the above are only an example of the procedural requirements and are not an exhaustive / detailed list

- 6.5 The City Councils Director of Legal & Governance has confirmed that the Council has properly adopted the above pieces of legislation where necessary and evidence is retained in the Councils archives (minutes etc.).

7.0 FEES STRUCTURE

7.1 As members are aware from previous reports it is a legal requirement under the European Services Directive to show application fees in two parts. These are the pre application costs in dealing with the application itself and post application costs which are the ongoing costs of managing the licence and enforcing the terms and conditions.

- For example: a licence fee that is £100 would show the fee in two parts - £75 pre costs and £25 post costs

7.2 The service would like applicants to pay both fees up front as over 95% of licences are granted and therefore it is more cost effective and is easier to administer.

- However an applicant must be able to pay the fee in two separate parts and all fees will be advertised this way;
 - Pre costs (cost of administering / determining the application)
 - Post costs (enforcement of terms / conditions and ongoing administration)

If an applicant would prefer to pay the two fees separately then there will be an additional administration cost of £20 for processing the fee. If the applicant chooses to pay the fee upfront then the post costs would be refunded where an application is unsuccessful.

7.3 The service has calculated the fees and income based on the potential of receiving both paper and electronic applications. The Chief Licensing Officer & Head of Licensing will manage the income generated in each area on a monthly basis.

7.4 If at any stage following the introduction of electronic applications and payments the service is not achieving the projected income it must then decide on a course of action to be undertaken. If the service is receiving more paper applications it may require extra resources (staff) to deal with the demand in any particular area and may therefore use the additional income for this purpose. If more electronic applications are being received then it may be possible to re-assign resources to undertake more enforcement etc.

7.5 If a surplus is achieved at the end of the year then this may be carried forward in to next year's budget, or the relevant fees reduced accordingly and / or the money re-invested within the service if it is necessary.

8.0 PROPOSED CHANGES

8.1 Further to careful consideration of the allocation of time, costs and the resulting calculations it is proposed to increase fees in the following areas;

- Hackney Carriage Vehicles
- Private Hire Vehicles
- Private Hire Operators
- Hackney Carriage & Private Hire Drivers

8.2 The fees outlined in paragraph 8.1 above require us to allocate more staff time than in the previous year. It is clear that the service is allocating much more time to administering and enforcing taxi legislation than in the previous years.

9.0 ADVERTISING / CONSULTATION

9.1 Should there be any proposed variation to the fees for licensed vehicles and operators this must be advertised and objections received within 28 days of the advertisement considered. There is no requirement for drivers or other fees to be advertised or for objections to be considered.

9.2 A consultation letter was sent to the trade associations on the 16th April 2018, however, due to the amount of time that has passed since this date we will have circulated an amended letter on the 31st August 2018. We received one response to the initial consultation from the trades. Any responses to the second letter will be brought to the meeting. (see Appendix A)

9.3 A "Public Notice" was placed in the Sheffield Telegraph on the 19th April 2018, however, due to the amount of time that has passed since this date we will be placing a further notice in the Star on Thursday 6th September. The closing date for objections will be Thursday 4th October 2018. A copy of the first public notice is attached (see Appendix B).

9.4 Should objections be received from the trades / licensees etc. following the public consultation (that are not withdrawn) then those objections must be considered by the licensing committee. An emergency full committee meeting will be set up to consider the objections in October 2018. Once the Council has considered any objections the new scale of fees, whether modified or not, will come in to effect on a new date that is within two months of the original date.

9.5 Following the advertisement where no objections are received the new scale of fees comes in to effect on a specified date no less than 28 days after the advertisement appeared, it is proposed that if there are no objections the new fees will come in to force 1st November 2018.

9.6 The Council cannot recover enforcement costs from the drivers licence application system.

10.0 THE LICENSING SERVICE

10.1 Licensing provides a single service / single point of contact. Licensing staff work across the whole of the service and are able to react to any needs as they arise. The service must be able to undertake work wherever the demand dictates at any particular time.

10.2 In most cases except taxis (which is governed by express provisions), the enforcement costs for enforcing the terms and conditions of a licence can be recovered. It is in those cases covered by the European Services Directive / Provision of Services Regulations that costs relating to enforcement of unlicensed activity cannot be recovered. These systems include Sex Establishments and Street Trading etc.

10.3 The Service is keen to streamline processes, improve performance, and provide an efficient and effective customer service alongside a proportionate enforcement regime.

11.0 FINANCIAL INFORMATION (COSTS)

11.1 Below is a summary of the budget for the Licensing Service for 2018/19. More detail can be found at Appendix "C"

Expenditure Type 18/19	£000's	
Employee Costs	947	
Other Direct Costs	287	
Corporate & Mgt Overheads	304	
Total Budget	£1,538	

11.2 Employee Costs will remain the single largest cost for the Service at around £947K (62%).

11.3 Other Direct Costs include such things as equipment; protective clothing, fees, office expenses etc. have reduced to £287K this represents around 19% of the budget.

11.4 Corporate and Management Overheads includes accommodation, legal, finance, committee secretariat, ICT and management. At £304K they represent around 19% of total cost and are derived from the corporate service level agreement process.

12.0 FINANCIAL INFORMATION (REVENUE)

- 12.1 Fees are set in-line with the amount of time the licensing service plans to spend on each activity. During the fee setting process a review of the number of expected licences and activity/time spent on the service is undertaken.
- 12.2 Each year the services costs are budgeted for based on the delivery of the service and an hourly rate is calculated. This hourly rate is then used to inform the licence fee proposed based upon the amount of activity the licence is expected to receive by the service for the forthcoming year.
- 12.3 Below is a summary of the allocation of the licence service budgeted cost between the statutory, non-statutory and non-fee earning activities for 2018/19, together with the planned fee income to be generated.

18/19	Statutory	Non-Statutory	Other	Total
	£'000	£'000	£'000	£'000
Expenditure				
(a) Pre-app determination	290	527	43	860
(b) Post determination	135	519	24	678
Total Exp	425	1,046	67	1,538
Income	(468)	(1,046)	(24)	1,538
Net Exp	(43)	nil	43	nil

- 12.4 Revenue is raised from over 50 licensing processes such as alcohol & entertainment, taxis, street trading, gambling premises, sex shops and sexual entertainment venues, animal health licences etc.
- 12.5 Hackney Carriage Vehicles - allocated approximately 3,854 hours for the administration and enforcement of this system during the 18/19 financial year this will cost approximately £150K. This time is broken down as follows;

Pre licence administration – 1797 hours
Post licence administration – 594 hours
Daytime enforcement – 878 hours
Night time / weekend enforcement – 585 hours

This is projected to bring in approximately £149K income if the increases in fees are approved by members.

12.6 Private Hire Vehicles - allocated approximately 8,603 hours for the administration and enforcement of this system during the 18/19 financial year this will cost approximately £334K. This time is broken down as follows;

Pre licence administration – 4170 hours
Post licence administration – 1343 hours
Daytime enforcement – 1854 hours
Night time / weekend enforcement – 1236 hours

This is projected to bring in approximately £334K income if the increases in fees are approved by members.

12.7 Hackney Carriage & Private Hire Drivers – allocated approximately 8,947 hours for the administration and enforcement of this system during the 18/19 financial year this will cost approximately £349K. This time is broken down as follows;

Pre licence administration – 6052 hours
Post licence administration – 2895 hours – this allocation is split over 1, 2 or 3 years dependent upon length of licence

This is projected to bring in approximately £200K income if the fees for 18/19 are approved by members. £149K will be carried forward in to 19/20 and 20/21.

12.8 Private Hire Operators - allocated approximately 130 hours for the administration and enforcement of this system during the 18/19 financial year this will cost approximately £5K. This time is broken down as follows;

Pre licence administration – 32 hours
Post licence administration – 17 hours
Daytime enforcement – 46 hours
Night time / weekend enforcement – 35 hours

This is projected to bring in approximately £5K income if the increase in fees is approved by members.

These figures are based on receiving six new/renewal operator licence applications in 18/19.

12.9 In total we are allocating 17,734 hours of officer time in 18/19 to the administration of these systems. A further 2,031 hours is pre-allocated to 19/20 and 1,765 hours to 20/21 from the driver licence fees.

12.10 17,734 hours equates to approximately 11.6 fte's. An estimate of how this is shared out within the service would be 0.3 x Head of Licensing, 2 x Licensing Strategy & Policy Officers, 4 x Licensing Enforcement / Technical Officers, 3.3 x Licensing Analyst & Processing Officers, and 2 x Licensing Business Support Officers.

13.0 LICENCE FEE CALCULATION

- 13.1 I must first of all state that the Licensing Service, Finance and Legal Services are fully aware of the need for the Council to set fees in accordance with the statutory requirements and limitations. I can confirm the local authority only recovers its reasonable costs of administrating and where allowed enforcement of that particular licensing system.
- 13.2 Each system is dealt with individually and the Licensing Service, along with colleagues from Finance undertakes a cost / time analysis process each year.
- 13.3 I start by allocating time to each individual stage of the licensing application process. This includes printing and sending out the application form, receiving, checking and paying in, database management, completing the licensing register, general enquiries, issuing the licence, enforcement, policy work, reception and training.
- 13.4 At the end of this process, I establish the total number of hours/minutes spent on that individual application process/system. Separately the finance officer calculates the service's hourly rate. This is based on the cost of the service (expenditure) and the total number of chargeable hours (staff). Then once we have both those figures a simple calculation is done (hourly rate x hours/minutes), and we arrive at the total cost of that process.
- 13.5 With regards to the calculation of the fees it is very simple. We first of all calculate the cost of dealing with the application (pre costs), this includes;
- Fee Setting / Budgeting
 - Receipts / Daily Accounting
 - Printing Off / Sending out Application Forms
 - Receiving Application / Checking Details
 - Database Maintenance / Data Inputting
 - DVLA / HPI checks
 - Licensing Committee
 - Issuing / Checking / Sending out licence
 - Insurance Checks / General Enquiries
 - Senior Management (Head of Service)
 - Reception
 - Policy
 - Staff Training etc.
- 13.6 Then in addition to the pre cost there is an amount for the work we do post granting of the licence, such as database maintenance, general enquiries, senior management, reception, and enforcement.

14.0 FINANCIAL IMPLICATIONS

- 14.1 There are no financial implications for the Council arising from this report if members agree the fees proposed.
- 14.2 Should Members agree to determine the licence fees as detailed in Appendix D and associated attachments, the Council will recover its reasonable costs of the Licensing Service in relation to administering and enforcing the above licensing systems.
- 14.3 If members do not agree to increase the fees as proposed then the Chief Licensing Officer and Head of licensing may have to reduce the number of staff currently employed by the Service.
- 14.4 The report has been signed off financially on the 7th September 2018.

15.0 LEGAL IMPLICATIONS

- 15.1 There are no legal implications for the Council arising from this report.
- 15.2 Members should always be aware that the setting of fees can be legally challenged by way of Judicial Review.
- 15.3 The report has been signed off by Legal Services on the 6th September 2018.

15.0 LICENSING RESPONSE

- 15.1 Members will be aware that they were asked several questions by the Licensed Taxi Trade (GMB Union) at the November Fees Meeting and it was resolved at that meeting that the Chief Licensing Officer & Head of Licensing respond to those questions in writing at this meeting.
- 15.2 Firstly the service apologises that the fees report has not been presented until September instead of March as instructed, this is in the main due to sickness and high workloads.
- 15.3 The audited accounts of the Council are published in September each year for public scrutiny and I would suggest the trade look at these. However, I can confirm that the information attached to and included in this report provides much more detail than the actual unaudited accounts.

- 15.4 The Chief Licensing Officer & Head of Licensing has considered the fees structure (bands) imposed by Doncaster Council and Transport for London. After a lot of deliberation and discussions with Finance Officers it was agreed to adopt the fee structure proposed in Appendix D of this report for the coming 18/19 financial year. We are satisfied that this will recover the reasonable costs of the Council. As Chief Licensing Officer and Head of Licensing I will continue to look into different methods available for operator fees.
- 15.5 The service currently employs 8 dedicated Licensing Enforcement & Technical Officers, these staff work 4 days and 1 night (weekend) as part of their 37 hours a week. This has seen a significant improvement in enforcement activities over the last few years. The average cost of one enforcement officer is approximately £38K including on costs.
- 15.6 If members were minded to instruct the Chief Licensing Officer & Head of Licensing to increase the number of enforcement officers, the licensing service would be required to further increase certain licence fees. As the increase in available hours would be dedicated to taxi licensing enforcement it would require private hire and hackney carriage vehicle fees and operator fees to be increased. Members should be aware that for each new member of staff we would be required to increase vehicle fees by approximately £14.
- 15.7 The Licensing Service apologises that we have not been able to complete the work as promised on the Hackney Carriage Vehicle Policy; this will be a priority following my return to work. A forward plan has been in place for a few years; however this is in need of review and consultation. I would like to propose that I present a draft forward plan to the Cabinet Member, Co-Chairs and Director in September ready for consultation with the trades in October.
- 15.8 The service has taken on board comments made by the trade with regards to better consulting stakeholders / users of the licensing service. I can confirm that we will involve relevant parties at the beginning of any policy / strategy process to ascertain their views up front, ongoing throughout the drafting and consulting of the document and at the end when finalising / publishing such documents. There will be management decisions taken regarding the service operation (staffing etc.) without consultation this is inevitable and at times unavoidable, however, we will endeavour to keep these to a minimum.
- 15.9 As an employee of the City Council I cannot respond to the GMB comments with regards to the service becoming autonomous with an advisory board. I would propose that the Cabinet Member and Co-Chairs of Licensing meet with the GMB taxi representatives to discuss this individually.

16.0 RECOMMENDATIONS

- 16.1 The Chief Licensing Officer and Head of Licensing following detailed consultation with the Councils Legal and Finance officers recommends that the Committee accept the proposed fees set out and detailed in the attachments to this report.
- 16.2 Members must carefully consider all the information provided in this report and that included in any attachments and any written or verbal information received at the meeting before determining the licence fee(s) as set out and detailed in the attachments to this report.
- 16.3 These fees have been carefully calculated in order to ensure the Service recovers its reasonable costs and that the fees comply with all the relevant individual pieces of legislation and in particular the Provision of Services Regulations 2009.

17.0 OPTIONS OPEN TO THE BOARD

- 17.1 To determine (approve) the fees and authorise the Chief Licensing Officer and Head of Licensing to impose the fees as detailed in this report and the relevant attachments
- 17.2 To determine the fees at an higher or lower level and instruct the Chief Licensing Officer and Head of Licensing to act accordingly.
- 17.3 To defer the decision to determine the fees for further consideration and work to be undertaken before being presented back to the Licensing Committee.
- 17.4 To determine (refuse) the fees and instruct the Chief Licensing Officer and Head of Licensing as members decide at this meeting.

Stephen Lonnia
Chief Licensing Officer & Head of Licensing
Business Strategy & Regulation, Place
Staniforth Road Depot, Staniforth Road
September 2018

Appendix A

Licensing Service
 Sheffield City Council
 Block C Staniforth Road Depot
 Staniforth Road
 Sheffield, S9 3HD
 Tel: 0114 2734264
 E-mail: licensing@sheffield.gov.uk
 Website: www.sheffield.gov.uk/licensing



Date: 16th April 2018

Dear Trade Representative,

Proposed Increase to Hackney Carriage and Private Hire Fees

I write to you in your capacity as a hackney carriage and/or private hire trade representative in Sheffield.

This is a quick note to let you know that we are proposing an increase to the following fees, and as a trade representative, you may wish to consult with your members:

- Hackney Carriage and Private Hire Drivers Licence
- Hackney Carriage Vehicle Licence
- Private Hire Vehicle Licence
- Private Hire Operator Licence
- Miscellaneous Fees

The table below shows the planned increase in fees for the financial year 2018-2019.

Vehicles		PAPER		ELECTRONIC	
Type	Current Fee	Proposed Fee	Current Fee	Proposed Fee	
New	218	228	178	218	
Renewal	163	173	123	163	
Replacement Plate	25	27	23	25	
Replacement Badge	20	22	18	20	
Transfer (Misc)	31	33	29	31	
Replacement Paper Licence	15	17	15	17	
Drivers					
New 1 Year	209	215	178	184	
New 2 Year	269	275	238	244	
New 3 Year	329	335	298	304	
Renewal 1 Year	141	147	110	116	
Renewal 2 Year	201	207	170	176	
Renewal 3 Year	261	267	230	236	
Knowledge Tests	75	80	N/A	N/A	
Driving Tests	72	77	N/A	N/A	
Certificate in PH&HC Licensing	35	40	N/A	N/A	
Operators					
New & Renewal 1 Year 0-50	N/A	386	N/A	370	
New & Renewal 1 Year 51-100	N/A	720	N/A	704	
New & Renewal 1 Year 101+	N/A	1,050	N/A	1,034	
New & Renewal 2 Year 0-50	N/A	550	N/A	534	
New & Renewal 2 Year 51-100	N/A	1,210	N/A	1,194	
New & Renewal 2 Year 101+	N/A	1,870	N/A	1,854	
New & Renewal 3 Year 0-50	N/A	714	N/A	698	
New & Renewal 3 Year 51-100	N/A	1,700	N/A	1,684	
New & Renewal 3 Year 101+	N/A	2,690	N/A	2,674	
New & Renewal 4 Year 0-50	N/A	878	N/A	862	
New & Renewal 4 Year 51-100	N/A	2,190	N/A	2,174	
New & Renewal 4 Year 101+	N/A	3,510	N/A	3,494	
New & Renewal 5 Year 0-50	N/A	1,042	N/A	1,026	
New & Renewal 5 Year 51-100	N/A	2,680	N/A	2,664	
New & Renewal 5 Year 101+	N/A	4,330	N/A	4,314	

As is usual practice, the fees will be advertised in the Sheffield Telegraph on 19th April 2018 and a copy made available in our reception, but we thought we would share these with you beforehand to give you an opportunity to inform and consult with your members.

All representations must be received within 28 days of the advertisement (17th May 2018), either in writing or by email.

If you would like to meet with myself to discuss the fees in more detail then please contact the licensing service (see details above).

The fees will be presented to the Licensing Committee on 31st May at 2pm and you are welcome to attend, should you wish. We would ask though that you let us know beforehand if you'd like to attend so we can ensure we have enough seating.

If you have any questions, please do not hesitate to contact us.

Yours Sincerely,

A handwritten signature in black ink that reads "Steve Lonnia". The signature is written in a cursive style.

Steve Lonnia
Chief Licensing Officer and Head of Licensing

Licensing Service
 Sheffield City Council
 Block C Staniforth Road Depot
 Staniforth Road
 Sheffield, S9 3HD
 Tel: 0114 2734264
 E-mail: licensing@sheffield.gov.uk
 Website: www.sheffield.gov.uk/licensing



Date: 31st August 2018

Dear Trade Representative,

Proposed Increase to Hackney Carriage and Private Hire Fees

I write to you in your capacity as a hackney carriage and/or private hire trade representative in Sheffield.

This is a quick note to let you know that we are proposing an increase to the following fees, and, as a trade representative, you may wish to consult with your members:

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Renewal 1 Year	141	147	110	116	
Renewal 2 Year	201	207	170	176	
Renewal 3 Year	261	267	230	236	
Knowledge Tests	75	80	N/A	N/A	
Driving Tests	72	77	N/A	N/A	
Certificate in PH&HC Licensing	35	40	N/A	N/A	
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New & Renewal 3 Year 51-100	N/A	1,700	N/A	1,684	
New & Renewal 3 Year 101+	N/A	2,690	N/A	2,674	
New & Renewal 4 Year 0-50	N/A	878	N/A	862	
New & Renewal 4 Year 51-100	N/A	2,190	N/A	2,174	
New & Renewal 4 Year 101+	N/A	3,510	N/A	3,494	
New & Renewal 5 Year 0-50	N/A	1,042	N/A	1,026	
New & Renewal 5 Year 51-100	N/A	2,680	N/A	2,664	
New & Renewal 5 Year 101+	N/A	4,330	N/A	4,314	


As is usual practice, the fees will be advertised in the Sheffield Telegraph on 6th September 2018 and a copy made available in our reception, but we thought we would share these with you beforehand to give you an opportunity to inform and consult with your members.

All representations must be received within 28 days of the advertisement (4th October 2018), either in writing or by email.

The fees will be presented to the Licensing Committee on 20th September at 2pm and you are welcome to attend, should you wish. We would ask though that you let us know beforehand if you'd like to attend so we can ensure we have enough seating.

If you have any questions, please do not hesitate to contact us.

Yours Sincerely,



Steve Lonnia
Chief Licensing Officer and Head of Licensing

Lonnia Stephen (CEX)

From: Ibrar Hussain
Sent: 16 April 2018 16:22
To: Harper Craig; Lonnia Stephen (CEX); Stephenson Clive (CEX)
Cc: Aftab Ahmed GMB Rep; Lee Ward; Abdi Malik Cab SetA
Subject: Re: Proposed Licence Fee Increase
Attachments: image001.png

I would like to see the proposals in much more details, and breakdown of costs for year 2017/18 and proposed 2018/19. income and expenditure in detail.

when are these proposals going before licensing board, I suppose after 3rd may.

Please don't forget to respond to my list of questions as of December 2017.

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Ibrar

On Mon, 16 Apr 2018, 16:17 Harper Craig, < > wrote:

Dear Trade Representative,

Please see attached letter that outlines a proposed fee increase to hackney carriage and private hire licences.

As stated in the letter, if you wish to meet with Steve to discuss these in more detail then please do not hesitate in contacting the licensing service.

Appendix B

PUBLIC NOTICES

Sheffield City Council

Licensing Proposed Increase to Fees Local Government (Miscellaneous Provisions) Act 1976 – Sections 53, 55 & 70.

Sheffield City Council is proposing an increase in fees to licences under the above Act:

- Hackney Carriage and Private Hire Driver's
- Private Hire Vehicles
- Hackney Carriage Vehicles
- Private Hire Operators

If you have any objections to an increase in fees you must make them in writing by 17 May 2018, to Licensing Service, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD Email: licensing@sheffield.gov.uk

Vehicles		PAPER		ELECTRONIC	
Type	Current Fee	Proposed Fee	Current Fee	Proposed Fee	
New	218	228	178	218	
Renewal	163	173	123	163	
Replacement Plate	25	27	23	25	
Replacement Badge	20	22	18	20	
Transfer (Misc)	31	33	29	31	
Replacement Paper Licence	15	17	15	17	
Drivers					
New 1 Year	209	215	178	184	
New 2 Year	269	275	238	244	
New 3 Year	329	335	298	304	
Renewal 1 Year	141	147	110	116	
Renewal 2 Year	201	207	170	176	
Renewal 3 Year	261	267	230	236	
Knowledge Tests	75	80	N/A	N/A	
Driving Tests	72	77	N/A	N/A	
Certificate in PH&HC Licensing	35	40	N/A	N/A	
Operators					
New & Renewal 1 Year 0-50	N/A	386	N/A	370	
New & Renewal 1 Year 51-100	N/A	720	N/A	704	
New & Renewal 1 Year 101+	N/A	1,050	N/A	1,034	
New & Renewal 2 Year 0-50	N/A	550	N/A	534	
New & Renewal 2 Year 51-100	N/A	1,210	N/A	1,194	
New & Renewal 2 Year 101+	N/A	1,870	N/A	1,854	
New & Renewal 3 Year 0-50	N/A	714	N/A	698	
New & Renewal 3 Year 51-100	N/A	1,700	N/A	1,684	
New & Renewal 3 Year 101+	N/A	2,690	N/A	2,674	
New & Renewal 4 Year 0-50	N/A	878	N/A	862	
New & Renewal 4 Year 51-100	N/A	2,190	N/A	2,174	
New & Renewal 4 Year 101+	N/A	3,510	N/A	3,494	
New & Renewal 5 Year 0-50	N/A	1,042	N/A	1,026	
New & Renewal 5 Year 51-100	N/A	2,680	N/A	2,664	
New & Renewal 5 Year 101+	N/A	4,330	N/A	4,314	

Dated 19 April 2018



APPENDIX "C"

2018/19 Breakdown of Licensing Budget

INCOME	Statutory Fees	Non Statutory	Other Systems	TOTAL
Sex Establishments	£0	£8,200	£0	£8,200
Sexual Entertainment Venues	£0	£2,400	£0	£2,400
Animal Health	£0	£11,500	£0	£11,500
Marriages	£0	£5,000	£0	£5,000
Street Trading	£0	£64,000	£0	£64,000
Pavement Cafes	£0	£1,400	£0	£1,400
LIQUOR ALTERATIONS FEES	£33,000	£0	£0	£33,000
LIQUOR CLUB PREMISES LICENSE	£200	£0	£0	£200
LIQUOR CLUB PREMISES ANN FEE	£16,800	£0	£0	£16,800
Sports Grounds	£0	£0	£15,000	£15,000
PH/HC Drivers	£0	£349,500	£0	£349,500
Private Hire Vehicles	£0	£334,500	£0	£334,500
Hackney Carriage Vehicles	£0	£150,000	£0	£150,000
LIQUOR PREMISES	£15,000	£0	£0	£15,000
LIQUOR PREMISES ANN FEE	£350,000	£0	£0	£350,000
LIQUOR MISCELLANEOUS	£30,000	£0	£0	£30,000
LIQUOR PERSONAL	£15,000	£0	£0	£15,000
PH Operators	£0	£5,000	£0	£5,000
Taxi Miscellaneous	£0	£27,500	£0	£27,500
GAME PERMITS	£9,000	£0	£0	£9,000
Scrap Metal	£0	£500	£0	£500
Second Hand Dealers	£0	£100	£0	£100
Acupuncture / Skin	£0	£500	£0	£500
Betting	£0	£21,000	£0	£21,000
Bingo	£0	£4,500	£0	£4,500
Casino	£0	£5,500	£0	£5,500
Tracks	£0	£3,000	£0	£3,000
AGC's	£0	£500	£0	£500
FEC's	£0	£2,400	£0	£2,400
Training/Knowledge/Consultancy	£3,000	£46,000	£8,000	£57,000
TOTAL INCOME	£472,000	£1,043,000	£23,000	£1,538,000
DIRECT COSTS	Statutory	Non Statutory	Other Systems	TOTAL
Staffing	283,501	615,355	47,844	946,700
Premises & Transport	8,400	18,200	1,400	28,000
Subscriptions, Publications & Periodicals	975	2,113	162	3,250
Equipment, Purchase, Repair & Other	19,800	45,800	400	66,000
Office Materials, Supplies & Clothing	13,500	29,250	2,250	45,000
Fee Expenses, Consultants, Legal Etc.	1,350	82,925	225	94,500
Advertising / Publicity & Insurance	1,650	3,575	275	5,500
Printing, Photocopying & Stationary	4,335	9,392	723	14,450
Telephone and IT	9,180	19,890	1,530	30,600
SUB TOTAL	342,691	836,500	54,809	1,234,000
INDIRECT COSTS	84,423	206,075	13,502	304,000
TOTAL COSTS	427,114	1,042,575	68,311	1,538,000
Net Cost / Income (-)	£44,886	£425	-£45,311	£0

Appendix D

		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
Private Hire Vehicles		PAPER			ELECTRONIC			
Type	2017/ 18 Fee	PRE	POST	TOTAL	2017 /18 Fee	PRE	POST	TOTAL
New	218	126	102	228	178	119	99	218
Renewal	163	82	91	173	123	76	87	163
Replacement Plate	25	27	-	27	23	25	-	25
Replacement Badge	20	22	-	22	18	20	-	20
Transfer (Misc)	31	33	-	33	29	31	-	31
Replacement Paper Licence	15	17	-	17	15	17	-	17

		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
Hackney Carriage Vehicles		PAPER			ELECTRONIC			
Type	2017/ 18 Fee	PRE	POST	TOTAL	2017 /18 Fee	PRE	POST	TOTAL
New	218	126	102	228	178	119	99	218
Renewal	163	82	91	173	123	76	87	163
Replacement Plate	25	27	-	27	23	25	-	25
Replacement Badge	20	22	-	22	18	20	-	20
Transfer (Misc)	25	33	-	33	25	31	-	31
Replacement Paper Licence	15	17	-	17	15	17	-	17

		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
PH / HC Drivers		PAPER			ELECTRONIC			
Type	2017/ 18 Fee	PRE	POST	TOTAL	2017 /18 Fee	PRE	POST	TOTAL
New 1 Year	209	163	52	215	178	144	40	184
New 2 Year	269	163	112	275	238	144	100	244
New 3 Year	329	163	172	335	298	144	160	304
Renewal 1 Year	141	95	52	147	110	76	40	116
Renewal 2 Year	201	95	112	207	170	76	100	176
Renewal 3 Year	261	95	172	267	230	76	160	236

Proposed 2018/19 Fee					Proposed 2018/19 Fee			
Knowledge Tests	75	80	N/A	80	N/A	N/A	N/A	N/A
Driving Tests	72	77	N/A	77	N/A	N/A	N/A	N/A
Certificate in PH&HC Licensing	35	40	N/A	40	N/A	N/A	N/A	N/A

Operators		Proposed 2018/19 Fee			Proposed 2018/19 Fee			
Type	2017/18 Fee	PAPER			ELECTRONIC			
		PRE	POST	TOTAL	2017/18 Fee	PRE	POST	TOTAL
New & Renewal 1 Year 0-50	N/A	213	173	386	N/A	197	173	370
New & Renewal 1 Year 51-100	N/A	213	507	720	N/A	197	507	704
New & Renewal 1 Year 101+	N/A	213	837	1,050	N/A	197	837	1,034
New & Renewal 2 Year 0-50	N/A	213	337	550	N/A	197	337	534
New & Renewal 2 Year 51-100	N/A	213	997	1,210	N/A	197	997	1,194
New & Renewal 2 Year 101+	N/A	213	1,657	1,870	N/A	197	1,657	1,854
New & Renewal 3 Year 0-50	N/A	213	501	714	N/A	197	501	698
New & Renewal 3 Year 51-100	N/A	213	1,487	1,700	N/A	197	1,487	1,684
New & Renewal 3 Year 101+	N/A	213	2,477	2,690	N/A	197	2,477	2,674
New & Renewal 4 Year 0-50	N/A	213	665	878	N/A	197	665	862
New & Renewal 4 Year 51-100	N/A	213	1,977	2,190	N/A	197	1,977	2,174
New & Renewal 4 Year 101+	N/A	213	3,297	3,510	N/A	197	3,297	3,494
New & Renewal 5 Year 0-50	N/A	213	829	1,042	N/A	197	829	1,026
New & Renewal 5 Year 51-100	N/A	213	2,467	2,680	N/A	197	2,467	2,664
New & Renewal 5 Year 101+	N/A	213	4,117	4,330	N/A	197	4,117	4,314

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