

EAST RENFREWSHIRE COUNCIL29 November 2018Report by Chief Officer – Legal & ProcurementCHIEF EXECUTIVE'S OFFICE – LICENSINGCHARGING FOR SERVICES 2019/20**PURPOSE OF REPORT**

1. The purpose of this report is to submit for approval the proposed licensing fees and charges for 2019/20.

**RECOMMENDATIONS**

2. It is recommended that the Cabinet:-
- (a) Alters charges for 2019/20 in accordance with the table in Appendix 1. Where an increase occurs, the increases are approximately 2.7% in line with inflation over the intervening period since the last increase except as below;
  - (b) Harmonise charge rates for certain licences in line with the rates shown on Appendix 1. Re-classify as category 1, 2, 3 or 4 licences and apply standardised 5% and 10% discounts for 2 and 3 year licence applications; and
  - (c) Apply no increases to fixing kit equipment.

**BACKGROUND**

3. The licensing section of legal services currently administers approximately 1,250 licences across various Civic Government and miscellaneous licensing categories. In terms of Civic Government legislation, the licensing service must recover all the costs of providing the service through the fees charged. This requirement ensures that council tax payers, through mainstream revenue budgets are not being asked to subsidise the service. However, total licensing income is not permitted to exceed the total cost of the service.

**REPORT**

4. Legal Services has not received any adverse comments regarding charging levels. However, there are very few and sometimes no licences issued for certain categories and cost may be a reason.

5. Licensing is a regulatory function of the Council imposed on it by various statutory provisions. Some licences are optional but others are not so the Council is unable to choose whether or not to provide this service.

6. The main purpose of licensing is to protect the public by regulating certain activities and making sure that those activities are carried out by appropriate persons in accordance with the terms of their licence.

7. The licensing section has recovered its costs in full for the period 2017/18.
8. Overall, the service aims to balance all costs of licensing to maximise the utilisation of the staff, minimise costs and maximise service availability.
9. In the interest of efficiency, modernisation and simplified procedures for the public, it is recommended to re-classify and harmonise the cost of licences which are similar in processing. This will result in some licences remaining the same rate as last year, some increasing over inflation rates and some reducing in cost. There does not appear to be any operational reason for the difference in prices at present and the Council is asked to consider a new proposal for equalising licensing fees of a similar type.
10. Re classifications which result in reductions are aimed at the least purchased licences so overall income should not be adversely affected.
11. Discounted rates are applied to the purchase of 2 and 3 year licences and it is proposed to standardise these at 5% and 10% respectively.
12. The cost of fixing kit equipment will continue to be recovered in full without any increase in cost being necessary.

#### **FINANCE AND EFFICIENCY**

13. It is anticipated that the changes suggested will allow the Council to continue to recover the costs of licensing in full from licensing fees and charges whilst improving customer service. Legal Services will continue to update and seek efficiencies in licensing where appropriate.

#### **IMPLICATIONS OF THE PROPOSALS**

14. There are no implications in terms of staffing, property, legal, IT, equalities and sustainability.

#### **RECOMMENDATIONS**

15. It is recommended that the Cabinet:-
  - (a) Alters charges for 2019/20 in accordance with the table in Appendix 1. Where an increase occurs, the increases are approximately 2.7% in line with inflation over the intervening period since the last increase except as below;
  - (b) Harmonise charge rates for certain licences in line with the rates shown on Appendix 1. Re-classify as category 1, 2, 3 or 4 licences and apply standardised 5% and 10% discounts for 2 and 3 year licence applications; and
  - (c) Apply no increases to fixing kit equipment.

#### **REPORT AUTHOR**

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## APPENDIX 1

## Charging Classification and Policy for 2019/20

	<b>Service</b>	<b>Current Charge 2018/19</b>	<b>Proposed Charge 2019/20</b>	<b>Proposal</b>
<b>Licensing</b>				
1 (Cat 1)	Taxi Operator's Licence 1 yr/(Temp) 2 yrs 3 yrs	£200 £400 £505	£205 £390 £554	Change inflation plus new discounts
2. (Cat 1)	Taxi Operator's Licence (WAV) 1 yr/(Temp) 2 yrs 3 yrs	£200 £400 £505	£205 £390 £554	Change inflation plus new discounts
3. (Cat 4)	Taxi Driver's Licence 1 yr/(Temp) 2 yrs 3 yrs	£ 90 £180 £220	£ 92 £175 £248	Change inflation plus new discounts
4. (Cat 1)	Private Hire Operator's Licence 1 yr/(Temp) 2 yrs 3 yrs	£180 £290 £460	£205 £390 £554	Change above inflation to match taxi charges
5. (Cat 1)	Private Hire Operator's Licence (WAV) 1 yr/(Temp) 2 yrs 3 yrs	£180 £290 £460	£205 £390 £554	Change above inflation to match taxi charges
6. (Cat 4)	Private Hire Driver's Licence 1 yr/(Temp) 2 yrs 3 yrs	£ 90 £175 £210	£ 92 £175 £248	Additional change to align with taxi driver
7 (Cat 3)	Street Trader's Licence (business/multiple owner) 1 yr/(Temp) 2 yrs 3 yrs	£170 £270 £410	£175 £332 £472	Change (inflation plus new discounts)
8. (Cat 4)	Street Trader (employee) 1 yr/(Temp) 2 yrs 3 yrs	£ 90 £175 £210	£ 92 £175 £248	Change inflation plus new discounts
9. (Cat 3)	Window Cleaner's Licence (business/multiple owner) 1 yr/(Temp) 2 yrs 3 yrs	£185 £370 £445	£175 £332 £472	Change to match Cat 3 licences
10. (Cat 4)	Window Cleaner (employee) 1 yr/(Temp) 2 yrs 3 yrs	£ 90 £175 £210	£ 92 £175 £248	Change inflation plus new discounts

	<b>Service</b>	<b>Current Charge 2018/19</b>	<b>Proposed Charge 2019/20</b>	<b>Proposal</b>
11. (Cat 2)	Public Entertainment Licence 1 yr/(Temp) 2 yrs 3 yrs	£260 £530 £635	£267 £507 £720	Change inflation plus new discounts
12. (Cat 3)	Market Operator's Licence 1 yr/(Temp) 2 yrs 3 yrs	£265 £530 £635	£175 £332 £472	Change to match Cat 3 licences
14. (Cat 3)	Late Hours Catering Licence 1 yr/(Temp) 2 yrs 3 yrs	£185 £370 £440	£175 £332 £472	Change to match Cat 3 licences
15. (Cat 3)	Second Hand Dealer's Licence 1 yr/(Temp) 2 yrs 3 yrs	£170 £250 £410	£175 £332 £472	Change to match Cat 3 licences
16. (Cat 2)	Indoor Sports Entertainment Licence 1 y /(Temp) 2 yrs 3 yrs	£210 £385 £460	£267 £507 £720	Change to match Cat 2 licences
17. (Cat 3)	Skin Piercing 1 yr/(Temp) 2 yrs 3 yrs	£260 £530 £635	£175 £332 £472	Change to match Cat 3 licences
18.	Theatre Licence (1 year)	£145	£149	change
19.	Vehicle Inspection Fee (Admin) (Annual)	£ 27	£ 28	change
20.	Vehicle Partial Retest Fee (Admin)	£ 12.50	£ 12.80	change
21.	ID Badge Replacement	£ 12.50	£ 12.80	change
22.	Vehicle Substitution Fee	£ 55	£ 56	change
23.	Licence Variation Fee	£ 55	£ 56	change
24.	Front Vehicle Licence Plate Inserts	£ 8	£ 8	No change
25.	Rear Vehicle Licence Plate Inserts	£ 9	£ 9	No change
26.	Number Plate Bracket Kit	£ 9	£ 9	No change
27.	Number Plate Bracket Rigid Bridge Kit	£ 4	£ 4	No change
28.	Number Plate Platform Kit Flat	£ 6	£ 6	No change
29.	Platform Flexiplate Kit Size 2	£ 8	£ 8	No change
30.	Platform Flexiplate Kit Size 4	£ 9	£ 9	No change
31.	Strapping Accessory Kit	£ 6	£ 6	No change
32.	Quick Release Button & Key Set	£ 1.50	£ 1.50	No change
33.	No Smoking Sticker	£ 2.50	£ 2.50	No change

	<b>Service</b>	<b>Current Charge 2018/19</b>	<b>Proposed Charge 2019/20</b>	<b>Proposal</b>
34.	Tariff Sheet	£ 3.30	£ 3.50	change
35.	Taxi Driver Test	£ 46	£ 49	change
36. (Cat 2)	Taxi/Private Hire Booking Offices 1 yr /(Temp) 2 yrs 3 yrs	£260 £530 £635	£267 £507 £720	Change to match Cat 2 licences
37. (cat 4)	Knife Dealer's Licence 1 yr /(Temp) 2 yrs 3 yrs	£105 £210 £255	£92 £175 £248	Reclassified as cat 4 licence
38. (cat 3)	Metal Dealer 1 yr/(Temp) 2 yrs 3 yrs	£170 £345 £360	£175 £332 £472	Change to match Cat 3 licences
39.	Notification of changes and alterations Civic Government Licences	£ 19	£ 19.50	change
40.	Same day service surcharge (where applicable)	£42	£ 43	change

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