



**Meeting held in private: Environment Directorate -
Corporate Director & Executive
Member for Managing our
Environment**

To: Councillor Richard Foster.

Date: Friday, 27 March 2026

Time: 9.00 am

Venue: Via Microsoft Teams

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AGENDA

Items for Corporate Director Decision

- 1. Review of Fees and Charges – Hackney Carriage and Private Hire Licences (Pages 3 - 146)**

Barry Khan
Assistant Chief Executive
(Legal and Democratic Services)

County Hall
Northallerton

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Thursday, 19 March 2026

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North Yorkshire Council

Environment Executive Members

Review of Fees and Charges – Hackney Carriage and Private Hire Licences

27 March 2026

Report of the Assistant Director – Regulation and Harbours

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the Corporate Director - Environment, in consultation with the Executive Member for Managing our Environment, with a proposal for the review of all fees and charges relating to the Council's hackney carriage and private hire licensing functions.

2.0 BACKGROUND

- 2.1 In accordance with section 53 and section 70 of the Local Government (Miscellaneous Provisions) Act 1976, the Council may charge a reasonable fee with a view to recovering costs relating to hackney carriage and private hire licences.
- 2.2 Licence fees should be calculated on a cost-recovery basis in order for the associated costs of the service to be met by individuals and businesses benefiting from the licensed activity. Any failure to recover costs in this regard would result in a subsidisation of private enterprise at the expense of other services that the Council provides to its taxpayers.
- 2.3 The licensing authority cannot make a profit from licence fees. Any surplus or deficit must be carried forward and taken into account for any future fee revisions.
- 2.4 Last year's fee review resulted in the retention of the previous year's fees on the basis that increased salaries were offset by other relevant factors.

3.0 HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEE REVIEW

- 3.1 On 23 January 2026, the Corporate Director considered a proposed variation to hackney carriage and private hire licence fees. The proposed fees were calculated based on the cost of delivering hackney carriage and private hire licensing functions in North Yorkshire with due regard to the relevant legislation, case law and guidance. The fee review reflects an increase in costs to administer some applications and a reduction in relation to others to account for changes in personnel, salaries, overheads and operational service delivery. The report and its accompanying documents are attached (Appendix A).
- 3.2 The Corporate Director subsequently approved the publication of a statutory notice in a local newspaper setting out the proposed variation in accordance with section 70 of the Local Government (Miscellaneous Provisions) Act 1976.
- 3.3 The public notice was published in the Yorkshire Post on 29 January 2026 and displayed at Council offices across North Yorkshire for 28 days. A copy of the public notice is attached. Details of the proposed variation were also sent directly to approximately 1700 licensed drivers, proprietors and operators in North Yorkshire (Appendix B).

- 3.4 The Council has received a total of 64 responses to the proposed variation of the licence fees. The objections relate to the cost of living, increased costs relating to training for licensed drivers, a decline in income, the decision to retain the current hackney carriage fares, the Council's service delivery and the expectation that local government reorganisation would lead to savings for the trade. Anonymised details of the objections are attached (Appendix C).
- 3.5 Licence fees are not calculated based on the income and expenditure of licence holders but on the costs incurred by the Council in relation to the delivery of licensing functions. There are legitimate expectations that local government reorganisation would reduce the total cost burden on the Council and efficiency savings have been made to offset increased staffing costs. The Licensing Team continues to explore opportunities to make efficiency savings and any cost implications arising from streamlined services and personnel changes will continue to be taken into account for future fee reviews.
- 3.6 In accordance with section 70 of the Local Government (Miscellaneous Provisions) Act 1976, the Council must consider the objections and set a date (not later than 27 April 2026) for the variation to come into force, with or without modification.

4.0 CONTRIBUTION TO COUNCIL PRIORITIES

- 4.1 The Council is committed to protecting communities, safeguarding children and ensuring the safety and wellbeing of the public.
- 4.2 A regular review of licence fees is essential to ensure that the licensing regime is adequately resourced to deliver its public protection functions. Effective delivery in this regard also supports economic growth.

5.0 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The Council may consider modifying the proposed variation or retaining the existing licence fees for a third successive year. However, any failure to recover costs permitted by statute would require an unnecessary subsidisation of the hackney carriage and private hire licensing regime at the expense of the Council's taxpayers.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The fees have been calculated with a view to recovering all costs associated with the applications concerned (where permitted by statute). The cost calculations are included within the accompanying documents (Appendix A).
- 6.2 Any income received must only be used to fund service delivery relating to hackney carriage and private hire licensing and therefore it must be emphasised that an increase in fees will not lead to any additional revenue for the Council.

7.0 LEGAL IMPLICATIONS

- 7.1 The legislative framework for setting hackney carriage and private hire licence fees has been explored at sections 2 and 3 of this report, and (Appendix A).
- 7.2 In accordance with "R (on the application of Cummings) v Cardiff City Council [2014] EWHC 2544 (Admin)", the Council must separate its income when collecting licence fees for different licence types to prevent cross-subsidy and the Council must not use licence fees as an income-generating scheme. In the event of any surplus arising from income in relation to a particular licence type, the surplus must be used to reduce the relevant fees charged at the next review.

- 7.3 In accordance with “Rehman (On Behalf of the Wakefield District Hackney Carriage and Private Hire Association), R (On the Application Of) v The Local Government Association [2019] EWCA Civ 2166”, the cost of monitoring and enforcing the behaviour of licensed drivers can be recovered as an ‘administration’ cost. However, the cost of enforcement relating to unlicensed activities cannot be recovered through licence fees.

8.0 EQUALITIES IMPLICATIONS

- 8.1 On 21 February 2023, the Executive of North Yorkshire County Council resolved to waive the fees relating to wheelchair accessible vehicles until such time as an Inclusive Service Plan is completed, and any subsequent changes to the Hackney Carriage and Private Hire Licensing Policy are implemented.
- 8.2 This approach was intended to encourage the provision and retention of licensed wheelchair accessible vehicles in North Yorkshire. The costs associated with applications in respect of wheelchair accessible vehicles have been subsidised by the Council’s general fund (not by other licence holders) since 01 April 2023.
- 8.3 The formulation of a new Inclusive Service Plan is underway with a view to identifying potential methods of improving service provision for wheelchair users. Its recommendations will be considered alongside the full review of the Hackney Carriage and Private Hire Licensing Policy.
- 8.4 The proposed review of licence fees recommends a continuation of existing arrangements, including in relation to wheelchair accessible vehicles to make the necessary provision while the policy review progresses. The Equalities Impact Screening document is included within the accompanying documents (Appendix A).

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 The fees are not considered to be at a level that would discourage the trade from investing in high quality, low-emission vehicles. The Climate Impact Assessment is included within the accompanying documents (Appendix A).

10.0 POLICY IMPLICATIONS

- 10.1 In accordance with the Council’s Fees and Charges Policy, the default charging method is to recover the full costs (including overheads, capital charges and recharges) with a view to ensuring no element of subsidy from local taxpayers. The Policy is included within the accompanying documents (Appendix A).
- 10.2 HM Treasury’s Managing Public Money publication promotes a standard approach to calculating costs and setting charges. Annex 6.1 of the document explores how to calculate the cost of public services. The relevant extract is included within the accompanying documents (Appendix A).
- 10.3 The Local Government Association (LGA) has published guidance on locally set fees (December 2023) setting out the legislation, case law and details of the costs that may be recovered. The guidance is included within the accompanying documents (Appendix A).

11.0 REASONS FOR RECOMMENDATIONS

- 11.1 The Council is expected to conduct regular reviews of licence fees to ensure that, where statutory powers exist, the cost of the hackney carriage and private hire licensing regime is recovered from applicants and licence holders.

12.0 RECOMMENDATION

- 12.1 It is recommended that the Corporate Director of Environment, in consultation with the Executive Member for Managing our Environment, approves the proposed variation to hackney carriage and private hire licence fees with or without modification effective from 01 April 2026.

APPENDICES:

- Appendix A – Report to Corporate Director
- Appendix B – Public notice
- Appendix C – Objections to proposed variation

BACKGROUND DOCUMENTS:

Department for Transport's Taxi and Private Hire Vehicle Licensing Best Practice Guidance (November 2023)

Callum McKeon
Assistant Director Regulation and Harbours
County Hall
Northallerton
28 February 2025

Report Author: Simon Fisher, Licensing Service Development Lead; and
Gareth Bentley, Head of Licensing
Presenter of Report: Callum McKeon, Assistant Director, Regulation and Harbours

North Yorkshire Council

Environment Executive Members

Review of Fees and Charges – General Licences

23 January 2026

Report of the Assistant Director – Regulation and Harbours

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the Corporate Director – Environment in consultation with the Executive Member – Managing our Environment with a proposal for the review of all fees and charges relating to the Council’s animal welfare, scrap metal, sex establishment, street trading and pavement licensing functions.

2.0 BACKGROUND

- 2.1 The Council may charge a reasonable fee to recover the costs associated with applications and licences in accordance with the following provisions:
- Regulation 13 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
 - Section 15 of the Zoo Licensing Act 1981
 - Section 1 of the Dangerous Wild Animals Act 1976
 - Regulation 13 of The Animal Welfare (Primate Licences) (England) Regulations 2024
 - Schedule 1(6) to the Scrap Metal Dealers Act 2013
 - Schedule 3(19) to the Local Government (Miscellaneous Provisions) Act 1982
 - Schedule 4(9) to the Local Government (Miscellaneous Provisions) Act 1982
 - Section 2(1A) of the Business and Planning Act 2020
- 2.2 In the case of scrap metal dealers, the Council must set its fees with due regard to any guidance issued from time to time by the Secretary of State. In accordance with the guidance published by the Home Office in this regard, each local authority must ensure that the income from fees charged does not exceed the costs of providing the service.
- 2.3 Similar principles apply to fees and charges relating to animal welfare, sex establishments, and pavement licences.
- 2.4 Licence fees should be calculated on a cost-recovery basis in order for the associated costs of the service to be met by individuals and businesses benefiting from the licensed activity. Any failure to recover costs in this regard would result in a subsidisation of private enterprise at the expense of other services that the Council provides to its taxpayers.
- 2.5 The current fees relating to animal welfare, scrap metal, sex establishment, street trading and pavement licensing functions are attached and it is proposed the proposals to take effect from 01 April 2026. The proposed fees reflect an increase in some instances and a reduction in others to account for changes in personnel, salaries, overheads and operational service delivery (Appendix A).

3.0 PROPOSED LICENCE FEE REVIEW

- 3.1 It is essential to a well-functioning licensing service that those administering and enforcing the regime are well-resourced. Licensing authorities are expected to regularly review their fees to reflect changes to costs.
- 3.2 The cost of the service is determined by several factors including staffing (salaries, along with National Insurance and pension contributions), accommodation, utilities, IT support, legal costs, software, insurance, printing and postage. The licence fee for each application is then dependent on several other factors including, where applicable, the time spent on administration, inspections, complaints, compliance checks, committees and consultations.
- 3.3 The costs associated with animal welfare, scrap metal, sex establishment, street trading and pavement licensing functions in North Yorkshire have been calculated with due regard to the relevant legislation, case law and guidance, accounting for changes in personnel, salaries, overheads and operational service delivery. The relevant cost calculations are attached (Appendix B).
- 3.4 Prior to local government reorganisation in North Yorkshire, the seven district licensing authorities operated different street trading regimes, the cost of which was recovered from permit holders in accordance with district authority calculations. The different regimes for street trading remain in place at present and therefore it is proposed to apply an overall 3.4% increase to account for salaries and overheads. It has not been possible to harmonise street trading fees throughout North Yorkshire at this stage because this would require a full review of policy and other licensing arrangements, which may have a significant impact on the existing businesses. A harmonised street trading regime will be implemented in due course, at which point, the fees will be reviewed accordingly.
- 3.5 Fees for premises licences issued under the Gambling Act 2005 are already at the maximum fee permitted by regulations and are therefore not considered as part of this review.

4.0 CONTRIBUTION TO COUNCIL PRIORITIES

- 4.1 The Council is committed to protecting communities, safeguarding children and ensuring the safety and wellbeing of the public.
- 4.2 A regular review of licence fees is essential to ensure that the licensing regime is adequately resourced to deliver its public protection functions. Effective delivery in this regard also supports economic growth.

5.0 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The Council may consider retaining the existing licence fees. However, any failure to recover costs permitted by statute would require an unnecessary subsidisation of the licensing regime at the expense of the Council's taxpayers.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The proposed fees have been calculated with a view to recovering all costs associated with the applications concerned (where permitted by statute).
- 6.2 Any income received must only be used to fund service delivery relating to the relevant licensing functions and therefore it must be emphasised that a review of the fees will not lead to any additional revenue for the Council.

7.0 LEGAL IMPLICATIONS

- 7.1 The legislative framework for setting licence fees has been explored at paragraph 2.1 of this report.
- 7.2 In accordance with regulation 18(4) of the Provision of Services Regulations 2009, any relevant charges 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 those procedures and formalities.
- 7.3 In accordance with *R (on the application of Cummings) v Cardiff City Council* [2014] EWHC 2544 (Admin), the Council must not use licence fees as an income-generating scheme. In the event of any surplus arising from income in relation to a particular licence type, the surplus must be used to reduce the relevant fees charged at the next review.

8.0 EQUALITIES IMPLICATIONS

- 8.1 No equalities implications have been identified in the proposed review of licence fees (Appendix C).

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 No climate change implications have been identified in the proposed review of licence fees (Appendix D).

10.0 POLICY IMPLICATIONS

- 10.1 In accordance with the Council's Fees and Charges Policy, the default charging method is to recover the full costs (including overheads, capital charges and recharges) with a view to ensuring no element of subsidy from local taxpayers. The Policy is attached (Appendix E).
- 10.2 HM Treasury's Managing Public Money publication promotes a standard approach to calculating costs and setting charges. Annex 6.1 of the document explores how to calculate the cost of public services. The relevant extract is attached (Appendix F).
- 10.3 The Local Government Association (LGA) has published guidance on locally set fees (December 2023) setting out the legislation, case law and details of the costs that may be recovered. The guidance is attached (Appendix G).
- 10.4 The Home Office has published guidance outlining the costs that can be charged in relation to scrap metal licence fees. The guidance is attached (Appendix H).

11.0 REASONS FOR RECOMMENDATIONS

- 11.1 The Council is expected to conduct regular reviews of licence fees to ensure that, where statutory powers exist, the cost of the licensing regime is recovered from applicants and licence holders.

12.0 RECOMMENDATION

- 12.1 That the Corporate Director – Environment in consultation with Executive Member – Managing our Environment approve the proposed variation to fees and charges relating to the Council's animal welfare, scrap metal, sex establishment, street trading and pavement licensing functions, with or without amendments effective from 01 April 2026.

APPENDICES:

- Appendix A – Current licence fees and proposed licence fees
- Appendix B – Cost calculations
- Appendix C – Equalities Impact Screening
- Appendix D – Climate Impact Assessment
- Appendix E – North Yorkshire Council's Fees and Charges Policy
- Appendix F – Extract from 'Managing Public Money' (HM Treasury)
- Appendix G – Local Government Association guidance on locally set fees
- Appendix H – Home Office guidance on scrap metal licence fees

BACKGROUND DOCUMENTS: None

Callum McKeon
Assistant Director – Regulation and Harbours
County Hall
Northallerton

Report Author: Simon Fisher, Licensing Service Development Lead; and
Gareth Bentley, Head of Licensing
Presenter of Report: Callum McKeon, Assistant Director, Regulation and Harbours

Current and Proposed Fees

	Current fee	Proposed fee	% increase
Activities involving animals			
1-year licence	£340	£355	4.41%
2-year licence	£370	£385	4.05%
3-year licence	£435	£455	4.60%
Variation/re-rating	£210	£215	2.38%
Minor variation	£70	£65	-7.14%

Dangerous wild animals			
New licence (up to 1 year)	£350	£360	2.86%
Renewal (2 years)	£350	£360	2.86%
Variation	£175	£185	5.71%

Zoos			
New licence (4 years)	£1,040	£1,080	3.85%
Renewal (6 years)	£1,275	£1,320	3.53%
Variation	£275	£290	5.45%
Transfer	£205	£215	4.88%

Primates			
New or renewal licence (3 years)	£440	£455	3.41%
Variation	£170	£180	5.88%

Scrap metal			
Site licence – new or renewal	£450	£465	3.33%
[Per additional site]	£90	£90	0.00%
Collector licence – new or renewal	£350	£360	2.86%
Change of site	£150	£150	0.00%
Change of site manager	£50	£45	-10.00%
Variation – site to collector	£50	£45	-10.00%
Variation – collector to site	£150	£150	0.00%
[Per additional site]	£90	£90	0.00%
Change of details	£40	£45	12.50%

Sex establishments			
New licence or renewal	£3,765	£3,900	3.59%
Variation	£1,110	£1,185	6.76%
Transfer	£325	£345	6.15%

Pavement licences			
New licence	£400	£415	3.75%
Renewal	£305	£320	4.92%

	Current fee	Proposed fee	% increase
Street trading			
Hambleton			
12 months	£420	£435	3.57%
Up to 4 weeks	£90	£95	5.56%
Harrogate			
<u>Street trading consent</u>			
1 day	£120	£125	4.17%
1 week	£160	£165	3.13%
<u>Street market events</u>			
Up to 20 stalls (cost per metre frontage per day)	£45	£45	0.00%
20 to 50 stalls	£1,300	£1,350	3.85%
51 to 100 stalls	£1,900	£1,950	2.63%
100+ stalls	£2,600	£2,700	3.85%
Scarborough			
12 months (new)	£800	£825	3.13%
12 months (renewal)	£500	£520	4.00%
6 months	£520	£540	3.85%
3 months	£325	£335	3.08%
Commercial sale of a vehicle (cost per vehicle)	£30	£30	0.00%
Car boot sales with free access (cost per event)	£60	£60	0.00%
Commercial events (daily cost per trader)	£30	£30	0.00%
Selby			
12 months (non-food)	£900	£900	0.00%
12 months (food)	£1,800	£1,800	0.00%
1 day (non-food)	£35	£40	14.29%
1 day (food)	£80	£85	6.25%

Note: Street trading is not currently regulated in the Craven, Richmondshire or Ryedale regions.

Cost Calculations

All licences

Officer hourly rates

NYC Role	Avg FTE salary	NI	Pension	Overhead Support	Hourly Rate
Head of Service	£64,832.00	£8,974.80	£11,993.92	£27,877.76	£59.08
Licensing Manager	£51,630.25	£6,994.54	£9,551.60	£22,201.01	£46.97
Senior Licensing Officer	£45,091.00	£6,013.65	£8,341.84	£19,389.13	£40.97
Licensing Enforcement Officer	£41,182.00	£5,427.30	£7,618.67	£17,708.26	£37.39
Technical Licensing Officer	£32,533.83	£4,130.07	£6,018.76	£13,989.55	£29.46

Activities involving animals

Annual costs

	Total (hours)				
	HOS	LM	SLO	LEO	TLO
Service development	10	20	10	60	30
Data protection and FoI requests	0	0	10	30	30
Training and research	10	20	10	150	30
Complaints and investigations	5	20	10	150	20
Staff (performance, meetings etc)	5	10	10	30	30
Total time (minutes)					
Total time (hours)	30.00	70.00	50.00	420.00	140.00
Total cost (£)	£1,772.53	£3,288.16	£2,048.74	£15,703.34	£4,123.76
Active licences	400				
Total annual cost per licence	£4.43	£8.22	£5.12	£39.26	£10.31
	£67.34				

Activities involving animals

Processing costs (1 of 2)

New or renewal application	One year			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	15.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	20.00
Data entry	0.00	0.00	5.00	15.00
Inspection and report	0.00	10.00	360.00	0.00
Issue licences etc	0.00	5.00	10.00	10.00
Total time (minutes)	0.00	25.00	390.00	60.00
Time cost (£)	£0.00	£17.07	£243.03	£29.46
Annual costs (£)	£67.34			
Total cost (£)	£356.90			

New or renewal application	Two years			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	15.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	20.00
Data entry	0.00	0.00	5.00	15.00
Inspection and report	0.00	10.00	300.00	0.00
Issue licences etc	0.00	5.00	10.00	10.00
Total time (minutes)	0.00	25.00	330.00	60.00
Time cost (£)	£0.00	£17.07	£205.64	£29.46
Annual costs (£)	£134.68			
Total cost (£)	£386.85			

New or renewal application	Three years			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	15.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	20.00
Data entry	0.00	0.00	5.00	15.00
Inspection and report	0.00	10.00	300.00	0.00
Issue licences etc	0.00	5.00	10.00	10.00
Total time (minutes)	0.00	25.00	330.00	60.00
Time cost (£)	£0.00	£17.07	£205.64	£29.46
Annual costs (£)	£202.02			
Total cost (£)	£454.19			

Activities involving animals

Processing costs (2 of 2)

Re-rating	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	20.00	20.00
Data entry	0.00	0.00	5.00	10.00
Inspection and report	0.00	0.00	240.00	0.00
Issue licences etc	0.00	5.00	10.00	10.00
Total time (minutes)	0.00	15.00	280.00	60.00
Time cost (£)	£0.00	£10.24	£174.48	£29.46
Total cost (£)	£214.18			

Variation	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	20.00	20.00
Data entry	0.00	0.00	5.00	10.00
Inspection and report	0.00	0.00	240.00	0.00
Issue licences etc	0.00	5.00	10.00	10.00
Total time (minutes)	0.00	15.00	280.00	60.00
Time cost (£)	£0.00	£10.24	£174.48	£29.46
Total cost (£)	£214.18			

Minor variation	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	20.00	20.00
Data entry	0.00	0.00	5.00	10.00
Issue licences etc	0.00	5.00	10.00	10.00
Total time (minutes)	0.00	15.00	40.00	60.00
Time cost (£)	£0.00	£10.24	£24.93	£29.46
Total cost (£)	£64.63			

Dangerous wild animals

Annual costs

	Total (minutes)				
	HOS	LM	SLO	LEO	TLO
Service development	0	30	30	30	0
Data protection and FoI requests	0	0	15	0	100
Training and research	20	60	60	60	30
Staff (performance, meetings etc)	15	30	30	30	30
Total time (minutes)	35	120	135	120	160
Total time (hours)	0.58	2.00	2.25	2.00	2.67
Total cost (£)	£34.47	£93.95	£92.19	£74.78	£78.55
Active licences	3				
Total annual cost per licence	£11.49	£31.32	£30.73	£24.93	£26.18
	£124.64				

Dangerous wild animals

Processing costs

New Application	Up to one year			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	20.00
Data entry	0.00	0.00	5.00	10.00
Inspection	0.00	0.00	300.00	0.00
Issue licences etc	0.00	0.00	0.00	15.00
Total time (minutes)	0.00	10.00	320.00	65.00
Time cost (£)	£0.00	£6.83	£199.41	£31.91
Annual costs (£)	£124.64			
Total cost (£)	£362.79			

Renewal Application	Two years			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	10.00
Processing application (validation, supporting documents)	0.00	5.00	5.00	10.00
Data entry	0.00	0.00	5.00	5.00
Inspection	0.00	0.00	120.00	0.00
Issue licences etc	0.00	0.00	0.00	15.00
Total time (minutes)	0.00	10.00	135.00	40.00
Time cost (£)	£0.00	£6.83	£84.13	£19.64
Annual costs (£)	£249.29			
Total cost (£)	£359.88			

Variation	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	5.00	10.00
Processing application (validation, supporting documents)	0.00	5.00	5.00	10.00
Data entry	0.00	0.00	5.00	10.00
Inspection	0.00	0.00	240.00	0.00
Issue licences etc	0.00	0.00	0.00	15.00
Total time (minutes)	0.00	10.00	255.00	45.00
Time cost (£)	£0.00	£6.83	£158.90	£22.09
Total cost (£)	£187.82			

Zoos

Annual costs

	Total (minutes)				
	HOS	LM	SLO	LEO	TLO
Service development	30	60	30	30	30
Data protection and FoI requests	0	30	30	0	30
Training and research	30	60	60	60	60
Staff (performance, meetings etc)	15	30	30	30	30
Total time (minutes)	75	180	150	120	150
Total time (hours)	1.25	3.00	2.50	2.00	2.50
Total cost (£)	£73.86	£140.92	£102.44	£74.78	£73.64
Active licences	10				
Total annual cost per licence	£7.39	£14.09	£10.24	£7.48	£7.36
	£46.56				

Zoos

Processing costs

New Application	Four years			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)	0.00	10.00	10.00	20.00
Data entry	0.00	5.00	5.00	20.00
Inspections x4	0.00	0.00	1320.00	0.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	25.00	1350.00	75.00
Time cost (£)	£0.00	£17.07	£841.25	£36.82
Annual costs (£)	£186.25			
Total cost (£)	£1,081.39			

Renewal application	Six years			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)	0.00	10.00	10.00	20.00
Data entry	0.00	5.00	5.00	10.00
Inspections x6	0.00	5.00	1560.00	0.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	30.00	1590.00	65.00
Time cost (£)	£0.00	£20.49	£990.81	£31.91
Annual costs (£)	£279.38			
Total cost (£)	£1,322.58			

Variation application	LM	SLO	LEO	TLO
	Receiving application (appointments, photocopies etc)	0.00	5.00	10.00
Processing application (validation, supporting documents)	0.00	10.00	10.00	20.00
Data entry	0.00	5.00	5.00	10.00
Inspections	0.00	0.00	360.00	0.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	25.00	390.00	65.00
Time cost (£)	£0.00	£17.07	£243.03	£31.91
Total cost (£)	£292.01			

Transfer application	LM	SLO	LEO	TLO
	Receiving application (appointments, photocopies etc)	0.00	5.00	10.00
Processing application (validation, supporting documents)	0.00	10.00	10.00	20.00
Data entry	0.00	5.00	5.00	10.00
Inspections	0.00	0.00	240.00	0.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	25.00	270.00	65.00
Time cost (£)	£0.00	£17.07	£168.25	£31.91
Total cost (£)	£217.23			

Primates

Annual costs

	Total (minutes)				
	HOS	LM	SLO	LEO	TLO
Service development	15	30	15	0	0
Data protection and Fol requests	0	0	15	0	60
Training and research	15	30	30	30	30
Staff (performance, meetings etc)	15	15	15	15	15
Total time (minutes)	45	75	75	45	105
Total time (hours)	0.75	1.25	1.25	0.75	1.75
Total cost (£)	£44.31	£58.72	£51.22	£28.04	£51.55
Active licences	3				
Total annual cost per licence	£14.77	£19.57	£17.07	£9.35	£17.18
	£77.95				

Primates

Processing costs

New or Renewal Application	Three years			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)	0.00	10.00	10.00	20.00
Data entry	0.00	5.00	5.00	20.00
Inspections	0.00	0.00	240.00	0.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	25.00	270.00	75.00
Time cost (£)	£0.00	£17.07	£168.25	£36.82
Annual costs (£)	£233.84			
Total cost (£)	£455.98			

Variation application	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)	0.00	10.00	10.00	20.00
Data entry	0.00	5.00	5.00	10.00
Inspections	0.00	0.00	180.00	0.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	25.00	210.00	65.00
Time cost (£)	£0.00	£17.07	£130.86	£31.91
Total cost (£)	£179.84			

Scrap metal dealers

Annual costs

	Total (minutes)				
	HOS	LM	SLO	LEO	TLO
Service development	90	240	240	300	300
Data protection, FoI requests	0	0	30	0	120
Complaints and investigations	0	480	480	3000	300
Training and research	60	240	240	300	300
Staff (performance, meetings etc)	60	240	240	300	300
Total time (minutes)	210	1200	1230	3900	1320
Total time (hours)	3.50	20.00	20.50	65.00	22.00
Total cost (£)	£206.80	£939.47	£839.98	£2,430.28	£648.02
Active licences	50				
Total annual cost per licence	£4.14	£18.79	£16.80	£48.61	£12.96
	£101.29				

Scrap metal dealers

Processing costs (1 of 2)

Site licence (grant or renewal)	Three years			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	0.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	15.00
Data entry	0.00	0.00	5.00	15.00
Inspection	0.00	0.00	180.00	0.00
Issue licences etc	0.00	5.00	0.00	10.00
Total time (minutes)	0.00	10.00	200.00	60.00
Time cost (£)	£0.00	£6.83	£124.63	£29.46
Annual costs (£)	£303.87			
Total cost (£)	£464.79			
Additional site (where applicable)				
Inspection	0.00	0.00	150.00	0.00
Total time (minutes)	0.00	0.00	150.00	0.00
Time cost (£)	£0.00	£0.00	£93.47	£0.00
Total cost (£)	£93.47			

Change of site	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	0.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	5.00	10.00
Data entry	0.00	0.00	5.00	10.00
Inspection	0.00	0.00	180.00	0.00
Issue licences etc	0.00	5.00	0.00	10.00
Total time (minutes)	0.00	10.00	195.00	50.00
Time cost (£)	£0.00	£6.83	£121.51	£24.55
Total cost (£)	£152.89			

Change of site manager	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	0.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	15.00
Data entry	0.00	0.00	5.00	10.00
Issue licences etc	0.00	5.00	0.00	10.00
Total time (minutes)	0.00	10.00	20.00	55.00
Time cost (£)	£0.00	£6.83	£12.46	£27.00
Total cost (£)	£46.29			

Scrap metal dealers

Processing costs (2 of 2)

Collector licence (grant or renewal)	Three years			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	0.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	15.00
Data entry	0.00	0.00	5.00	15.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	10.00	25.00	65.00
Time cost (£)	£0.00	£6.83	£15.58	£31.91
Annual costs (£)	£303.87			
Total cost (£)	£358.19			

Variation (collector to site)	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	0.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	5.00	10.00
Data entry	0.00	0.00	5.00	10.00
Inspection	0.00	0.00	180.00	0.00
Issue licences etc	0.00	5.00	0.00	10.00
Total time (minutes)	0.00	10.00	195.00	50.00
Time cost (£)	£0.00	£6.83	£121.51	£24.55
Total cost (£)	£152.89			
Additional site (where applicable)				
Inspection	0.00	0.00	150.00	0.00
Total time (minutes)	0.00	0.00	150.00	0.00
Time cost (£)	£0.00	£0.00	£93.47	£0.00
Total cost (£)	£93.47			

Variation (site to collector)	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	0.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	5.00	10.00
Data entry	0.00	0.00	5.00	10.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	10.00	20.00	55.00
Time cost (£)	£0.00	£6.83	£12.46	£27.00
Total cost (£)	£46.29			

Sex establishments

Annual costs

	Total (minutes)				
	HOS	LM	SLO	LEO	TLO
Policy and service development	120	240	30	30	30
Data protection and FoI requests	0	0	30	0	90
Enforcement, complaints and investigations	90	120	60	480	30
Inspection (during licence period)	0	0	120	360	30
Training and research	90	360	240	600	600
Staff (performance, meetings etc)	30	80	60	90	90
Total time (minutes)	330	800	540	1560	870
Total time (hours)	5.50	13.33	9.00	26.00	14.50
Total cost (£)	£324.96	£626.32	£368.77	£972.11	£427.10
Active licences	1				
Total annual cost per licence	£324.96	£626.32	£368.77	£972.11	£427.10
	£2,719.27				

Sex establishments

Processing costs

New or Renewal Application	One year			
	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	10.00	20.00	30.00
Processing application (validation, supporting documents)	0.00	10.00	20.00	20.00
Data entry	0.00	5.00	5.00	15.00
Inspection	0.00	60.00	360.00	30.00
Committee hearings and appeals (on initial application only)	600.00	240.00	240.00	60.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	600.00	330.00	650.00	170.00
Time cost (£)	£469.74	£225.36	£405.05	£83.46
Annual costs (£)	£2,719.27			
Total cost (£)	£3,902.87			

Variation	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	10.00	20.00	30.00
Processing application (validation, supporting documents)	0.00	10.00	20.00	30.00
Data entry	0.00	5.00	5.00	15.00
Inspection	0.00	60.00	360.00	30.00
Committee hearings and appeals (on initial application only)	600.00	240.00	240.00	60.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	600.00	330.00	650.00	180.00
Time cost (£)	£469.74	£225.36	£405.05	£88.37
Total cost (£)	£1,188.51			

Transfer	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)	0.00	10.00	10.00	20.00
Data entry	0.00	5.00	5.00	10.00
Inspection	0.00	60.00	360.00	30.00
Issue licences etc	0.00	5.00	5.00	15.00
Total time (minutes)	0.00	85.00	390.00	95.00
Time cost (£)	£0.00	£58.05	£243.03	£46.64
Total cost (£)	£347.71			

Pavement licences

Annual costs

	Total (minutes)				
	HOS	LM	SLO	LEO	TLO
Policy and service development	120	480	480	300	300
Data protection, FoI requests	0	15	30	0	90
Complaints and investigations	0	480	600	3000	300
Training and research	60	240	240	300	300
Enforcement and inspection	0	120	360	1200	0
Procedures, forms, guidance and website	60	240	240	300	300
Staff (performance, meetings etc)	60	240	240	300	300
Total time (minutes)	300	1815	2190	5400	1590
Total time (hours)	5.00	30.25	36.50	90.00	26.50
Total cost (£)	£295.42	£1,420.95	£1,495.58	£3,365.00	£780.57
Active licences	60				
Total annual cost per licence	£4.92	£23.68	£24.93	£56.08	£13.01
	£122.63				

Pavement licences

Processing costs

	Two years			
Pavement licence (grant)	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	0.00	5.00	30.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	30.00
Consultation	0.00	15.00	30.00	30.00
Data entry	0.00	5.00	10.00	20.00
Inspection on application (average)	0.00	0.00	90.00	0.00
Issue licences etc	0.00	5.00	0.00	10.00
Total time (minutes)	0.00	30.00	145.00	120.00
Time cost (£)	£0.00	£20.49	£90.36	£58.91
Annual costs (£)	£245.25			
Total cost (£)	£415.01			

Pavement licence (renewal)	LM	SLO	LEO	TLO
Receiving application (appointments, photocopies etc)	0.00	0.00	5.00	20.00
Processing application (validation, supporting documents)	0.00	5.00	10.00	15.00
Consultation	0.00	15.00	15.00	15.00
Data entry	0.00	0.00	5.00	15.00
Issue licences etc	0.00	5.00	0.00	10.00
Total time (minutes)	0.00	25.00	35.00	75.00
Time cost (£)	£0.00	£17.07	£21.81	£36.82
Annual costs (£)	£245.25			
Total cost (£)	£320.95			

Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Environment		
Service area	Licensing		
Proposal being screened	Review of Fees and Charges – General Licences		
Officer(s) carrying out screening	Simon Fisher and Gareth Bentley		
What are you proposing to do?	The purpose of this report is to present a proposal for the review of all fees and charges relating to the Council's animal welfare, scrap metal, sex establishment, street trading and pavement licensing functions.		
Why are you proposing this? What are the desired outcomes?	To recover the cost of administering licences.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No.		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics As part of this assessment, please consider the following questions: <ul style="list-style-type: none"> • To what extent is this service used by particular groups of people with protected characteristics? • Does the proposal relate to functions that previous consultation has identified as important? • Do different groups have different needs or experiences in the area the proposal relates to? <p>If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt.</p>			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)		✓	
Are from the Armed Forces Community		✓	
Does the proposal relate to an area where there are known inequalities/probable impacts (for	No. This report covers the setting of licence fees only. Other policies cover EI.		

example, disabled people's access to public transport)? Please give details.				
Will the proposal have a significant effect on how other organisations operate? (for example, partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No.			
Decision (Please tick one option)	EIA not relevant or proportionate:	<input checked="" type="checkbox"/>	Continue to full EIA:	<input type="checkbox"/>
Reason for decision				
Signed (Assistant Director or equivalent)	Callum McKeon			
Date	12/01/2026			

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	Review of Fees and Charges – General Licences
Brief description of proposal	The purpose of this report is to present a proposal for the review of all fees and charges relating to the Council's animal welfare, scrap metal, sex establishment, street trading and pavement licensing functions.
Directorate	Environment
Service area	Licensing
Lead officer	Simon Fisher and Gareth Bentley
Names and roles of other people involved in carrying out the impact assessment	None

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following.

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

Decision (Please tick one option)	Full CCIA not relevant or proportionate:	<input checked="" type="checkbox"/>	Continue to full CCIA:	<input type="checkbox"/>
Reason for decision	This report only sets fees for licences. Individual operating licensing policies are agreed separately. These are where climate change impact considerations are made.			
Signed (Assistant Director or equivalent)	Callum McKeon			
Date	12/01/2026			

North Yorkshire Council

Fees & Charges Policy

1.0 Introduction and Context

- 1.1 Income generation is an important part of the Council's overall resources. Fees and charges can help to achieve income to support frontline service delivery and future investment, can influence customer behaviour and can help to ensure the council's policy objectives are achieved.
- 1.2 In total in 22/23 the former 8 councils in North Yorkshire expect to generate £113m from discretionary fees and charges - 11% of total income budgeted for the year. An effective Fees and Charges Policy will help to maximise income raised and lower the burden to Council Tax payers of providing various council services, instead ensuring that where appropriate, it is the direct users of these services that are paying towards the costs of these services.
- 1.3 The principle aims of this Fees and Charges Policy are to support future budget setting and medium-term financial planning processes and to provide a framework for the Council's approach to charging for services.
- 1.4 With this in mind, this Policy has been developed, to provide Service Managers with a centralised framework to consider when reviewing their fees and charges, helping to ensure a consistent approach across the Council.

2.0 Scope

2.1 This Policy applies to:

- Non-Discretionary (Statutory) Services that a Local Authority is mandated, or has a duty to provide, where charging is permissible in the legislation;
- Discretionary Services that a Local Authority has the power, but is not obliged, to provide and may cost recover for providing such services.

2.2 This Policy does not apply to:

- Any service where there is no ability to cost recover (charge) for such services;
- Council Tax and Business Rates – local taxation charges are covered by separate legislation;
- Fees and Charges that are set in statute and regulations, for example, Planning Application Fees;
- Services that are free of charge at the point of delivery, under legislation, for example domestic general waste collection;
- Contributions to the cost of care, as defined by social care legislation;
- Housing Revenue Account (HRA) housing rents – a separate HRA rents policy covers these particular charges;
- Services traded through North Yorkshire Education Services (NYES) and
- Wholly controlled companies – as separate legal entities (within the NYC Group) fees and charges are set separately in accordance with their approved objectives, business plans and governance arrangements.

3.0 Roles and Responsibilities

- 3.1 Within the Council's Constitution, Directors are responsible for establishing and reviewing fees and charges for their directorate in accordance with this corporate policy framework, the legal framework which enables such charges and the approved budget envelope.
- 3.2 The Corporate Director of Resources is responsible for reviewing this policy and providing advice and guidance for its implementation.

4.0 Objectives

- 4.1 With the ever-increasing budget pressures facing the public sector, it is important for the Council to increase resilience and independence wherever possible. One of the main areas this can be explored through is Fees and Charges.
- 4.2 In line with the Council's savings requirements and commercial stance, it is vital to regularly review the continuing provision of those discretionary services where the council is unable, or unwilling, to recover the full costs of service. It is also important to ensure that where there is an opportunity to introduce new fees and charges, this opportunity is investigated fully to understand the implications of doing so.
- 4.3 The Fees and Charges Policy therefore has the following objectives:

4.3.1 Maximising consistency across services:

As part of local government reorganisation, there is a need to move towards a consistent approach to fees and charges to ensure charges reflect service costs and are fair across the whole of North Yorkshire. This Policy acknowledges that there will be different fees and charges in operation across North Yorkshire as services work towards single operating models. This Policy does not specify if, when or how the various fees and charges across all 8 former councils should be harmonised but as services are brought together, it provides a unified set of principles for services to follow.

Any departure from the agreed Policy should be clearly documented and clearly explained. A corporate list of fees and charges is maintained by Finance and will allow Directors and Service Managers to record when a charge was last reviewed and what was considered. To assist with this process, a Fees and Charges calculation tool/guidance has been developed. (Link to Intranet)

4.3.2 Ensuring Fees and Charges are robust and up to date:

All fees and charges are to be reviewed on an annual basis. Whilst it is acknowledged that a full review of each fee and charge implemented by the Council is not practicable each financial year, it is considered that as a minimum the fees and charges already charged by the Council are to be adjusted in line with inflation each year. This will ensure that any inflationary change to the costs of providing a service will be matched by a corresponding change to the charge made for the service. The inflation rate to be applied each year will be notified by the Corporate Director of Resources as part of the budget setting process. All fees and charges must be subject to a detailed review at least every 3 years.

4.3.3 Ensuring that Fees and Charges are clearly understood:

As part of the review of Fees and Charges, the cost of providing each service, and any legislation pertaining to this service, is to be considered. As services start to work together under local government reorganisation and budgets are re-worked, services will be better placed to understand the costs of providing services and will help inform future decisions around fees and charges. The Fees and Charges calculation tool will allow Directors and

Service Managers to calculate the cost of providing a service and record any relevant legislation and store this information for future reference.

4.3.4 Maximising Council income:

When reviewing existing fees and charges, or when considering the implementation of a new charge, the charge should be set at such a level as to maximise the income received by the Council. Please see (Link to intrant) for further guidance on the approach to use when determining a fee and charge.

Service income budgets will rise in line with inflation in each year. As budgeted income targets are set to increase, it is important for fees and charges to be regularly reviewed and updated to help in meeting this increased level of budgeted income.

It is also important to ensure that fees and charges are reflective of the council's costs of service provision, to ensure that services are not being inadvertently subsidised without a positive decision to this effect.

5.0 Implementation

5.1. The following costing approach to fees and charges should be adopted:

- When introducing or reviewing a fee or charge, the Council will follow one of three models set out below.
- As a general rule, Fees and Charges should be aimed towards full-cost recovery, including an appropriate share of corporate and departmental overheads.
- If the Council is unable, or unwilling, to recover the full costs of providing a discretionary service, then as part of the annual review, the continued provision of this service should be considered along with the rationale of the charging policy adopted.
- When finalising the costs of each fee and charge, consideration should be given to any wider implications of setting the charge at the proposed rate, to avoid any unintended consequences.

Costing Model	Objective	Key Considerations
1. Full Cost Recovery	To cover the full costs of delivering the service ensuring no element of subsidy from local taxpayers.	<ul style="list-style-type: none"> • This is the Council's default charging method; • Charges should recover the full costs, including overheads, capital charges and recharges;
2. Cost Plus	To cover the full costs of delivering the service plus a margin to contribute to re-investment in services.	<ul style="list-style-type: none"> • In limited circumstances it may be appropriate to add a margin to full cost recovery, for example to contribute to re-investment in services where the income will not generate a surplus or profit against the service in totality. Guidance from Finance should be obtained before considering such charges

3. Subsidised	To cover all or part of the costs of service delivery with support from local taxpayers.	The level of subsidy should have regard to the full cost of service delivery and there should be a clear and agreed rationale for subsidy
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- 5.2 Fees and Charges should be benchmarked against other local authorities to help identify potential best practice. When appropriate to the Fee and Charge in question, benchmarking against other relevant competitors in the market should also be undertaken.
- 5.3 Each Directorate is responsible for ensuring that their Fees and Charges are appropriately monitored and up to date. Each Directorate's list of Fees and Charges is to be overseen by the Directorate's lead Finance Business Partner.
- 5.4 Annual reviews should consider the following factors:
- Inflationary pressures, and when a flat rate uplift might not be the most appropriate option due to specific changes to the cost-of-service delivery;
 - Service-level budget targets, with the context of council-wide targets and advice from lead Finance Business Partners;
 - Cost of administration;
 - Scope for new charging areas, this might be entirely new discretionary service to deliver, or existing services that are currently not charged for;
 - Demand/volume and sensitivity to price changes;
 - Use stakeholder engagement and comparative data, where appropriate, to ensure that charges do not adversely affect the take up of services or restrict access to services (other than where this is a desirable outcome).
- 5.5 If a decision is taken to not increase some fees and charges the budget shortfall that this creates will need to be bridged through other operational and cost savings. Conversely, if charges are increased above inflation this can contribute to Directorate savings targets.
- 5.6 Service users should be given a reasonable period of notice before the introduction of new or increased charges and there may be a requirement to consult.
- 5.7 To ensure cost effectiveness and efficiency when setting and amending charging levels, the following are to be considered:
- The desirability of increasing the Council's market share e.g., temporarily reducing a fee or charge in order to stimulate demand for a service, leading to increased income generation;
 - Obstacles to maximising full cost recover when providing the service;
 - Future investment required to improve or maintain the service;
 - If full cost recovery would require a sudden and large uplift and may reduce market share, it may be prudent to phase-in that price rise over a longer period with a temporary agreed discount;
 - The desirability of reducing the uptake of a given service, i.e., raising charges during peak times.
- 5.8 Once the review of existing fees and charges has been completed, or any proposal for a new fee or charge has been developed, these will need to pass through each Directorate's agreed approval process before implementation.

5.9 Further guidance is available as part of the Fees and Charges Calculation Tool.

6.0 Regularity of Review

6.1 The Policy is to be reviewed every four years as a minimum and any required amendments will be subject to approval of the Executive.

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Annex 6.1

How to calculate charges

This annex discusses how to calculate the cost of public services for which a fee is charged.

Introducing a new or updated charge bearing service

A6.1.1. Public sector organisations planning to set up or update a service for which a fee may be charged shall ensure early engagement with Treasury. Advice should be sought at the earliest opportunity if there are any variations on the standard model. Proposed variations may be agreed in certain instances, considering each on its merits. Each will need to be justified in the public interest and on value for money grounds.

A6.1.2. Practical issues which organisations will need to consider when setting up or refreshing a charge bearing service include: the definition of the service and its rationale; the proposed financial objective (for instance, full cost recovery; 70% of full cost plus a 30% public subsidy); how the service is to be delivered and which organisation is to deliver it; whether the provider should retain any income from charges; the proposed charging structure (for instance, a single service or several sub-services). Organisations will also need to refer to the checklist in box 4.9 of factors to consider when planning policies and projects.

Measuring the full cost of a service

A6.1.3. With agreed exceptions, fees for services should generally be charged at cost, sometimes with an explicit additional element to match the returns of commercial competitors. So to set fees for public services it is essential to calculate the cost of providing them accurately.

A6.1.4. The main features to be taken into account in measuring the annual cost of a service are set out in box A6.1A. Not everything in the list will apply to every service and the list may not be exhaustive. It is important that the calculation is comprehensive, including all relevant overheads and non-cash items.

A6.1.5. So far as possible the calculation should use actual costs, where they are known. For services just starting, there may be no alternative to using best estimates, geared to estimated consumption patterns.

A6.1.6. Start-up costs which are capitalised in the accounts and the cost of fixed capital items are scored in the accounts in full. These costs should be attributed to the cost of the service as the depreciated value each year.

A6.1.7. Start-up costs which cannot be capitalised in the accounts are scored as they are incurred. Such costs may be recovered through fees and charges by spreading them over the first few years of service provision. It is also good

practice to set fees to recover costs which cannot be capitalised in the accounts and which have been incurred to improve efficiency and effectiveness so that charges are lower or offer better value. This needs explicit Treasury agreement and may require statutory backing.

A6.1.8. For services which are charged at different rates, the same procedure should be used to set the different rates. That is, the cost of any premium service should be objectively justifiable by its additional cost (e.g. where faster shipping is offered); or conversely any discount should be justifiable by saving to the supplier (e.g. using the internet rather than over the counter). Note, however, that sometimes the legislation permits differential pricing unrelated to the relative underlying costs – though even then there should be good policy reason for the difference.

Box A6.1A: elements to cost in measuring fees

- Accommodation, including capital charges for freehold properties
- Fixtures and fittings
- Maintenance, including cleaning
- Utilities
- Office equipment, including IT systems
- Postage, printing, telecommunications
- Total employment costs of those providing the service, including training
- Overheads, e.g. (shares of) payroll, audit, top management costs, legal services, etc
- Raw materials and stocks
- Research and development
- Depreciation of start upstart-up and one-off capital items
- Taxes: vat, council tax, stamp duty, etc
- Capital charges
- Notional or actual insurance premiums
- Fees to sub-contractors
- Distribution costs, including transport
- Advertising
- Bad debts
- Compliance and monitoring costs
- Provisions

But not:

- Externalities imposed on society (e.g. costs from pollution and crime)
- Costs of policy work (other than policy on the executive delivery of the service)
- Enforcement costs⁹²
- Replacement costs of items notionally insured
- Start-up costs (those which are capitalised in the accounts) and one-off capital items

Financial objectives

A6.1.9. The standard approach to setting charges for public services (including services supplied by one public sector organisation to another) is full cost recovery. It normally means recovering the standard cost of capital, currently 3.5% in real terms. Some exceptions are noted in section 6.4.

A6.1.10. One other exception is commercial services, i.e. those services which compete or may compete with private sector suppliers of similar services. These should aim to recover full costs including a real rate of return in line with the rates achieved by comparable businesses facing a similar level of risk. The normal range of rates is 5-10% but rates as high as 15% may be appropriate for the very highest risk businesses.

A6.1.11. Great care should be taken in pricing commercial services where public sector suppliers have a natural dominant position. The market prices of competitors will often be a good guide to the appropriate rate of return if there is genuine competition in the market. Where there are limited numbers of buyers and sellers in a market, it may be better to take other factors into account as well. These might include past performance, the degree of risk in the underlying activity and issues bearing on future performance.

Accidental surpluses and deficits

A6.1.12. Despite every effort to measure and forecast costs, surpluses and deficits are bound to arise from time to time. Causes may include variations in demand, in year cost changes, and so on. It is good practice to consider mid-year adjustment to fee levels if this is feasible.

A6.1.13. It is also good practice to set fees to recover accumulated past deficits. This may require statutory backing through a s102 order (see paragraph 6.3.3).

A6.1.14. Where significant surpluses have arisen, these should usually be refunded to the payees at the earliest opportunity.

⁹² See HMT guidance on receipts

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/226421/PU1548_final.pdf

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- Have you received an email or call to take part in the LGA Perceptions Survey? Find out more. (<https://www.local.gov.uk/our-support/research-and-data/have-you-been-approached-take-part-lga-perceptions-survey>)



LGA guidance on locally set licensing fees

This guidance aims to help councils to understand the full breadth of issues that should be considered when setting local licence fees in order to meet legal obligations and provide the necessary reassurances to local businesses.

14 Dec 2023

10.74

Introduction

Councils are responsible for administering a range of licences and approvals relating to both national legislation and discretionary functions that are adopted locally. For the majority of these regimes the costs are recovered through fees set by each council and paid by the licence applicant. It is an accepted principle in relation to these functions that those who benefit from the system (such as licence holders) should cover the cost of it. Locally set fees are a vital means of ensuring both that full costs can be recovered by each and every council, reducing the risk of a subsidy from local taxpayers, and that businesses do not pay more than they should.

Licensing decisions that are made by councils can face scrutiny from businesses, the public and in the media, particularly in relation to fee setting. Therefore, every council should ensure it sets fees in a legally robust and transparent manner.

This guidance aims to help councils to understand the full breadth of issues that should be considered when setting local licence fees in order to meet legal obligations and provide the necessary reassurances to local businesses. It does not contain a fees calculator because this assumes a uniformity of service design and associated costs, when it is vital that councils are free to design services that best serve the needs of their community and recover costs accordingly. Whilst this guidance is focused primarily on licensing fees, the principles of good fee setting apply equally to other fees set by council regulatory services (and beyond) so officers working in those fields may also find this guidance useful.

Key issues for consideration

Balancing the need for funding with a proportionate approach

Regulatory services are at the heart of councils' approaches to economic growth. Officers working in licensing, environmental health and trading standards have regular interactions with businesses and can therefore have an important role in helping them become established and grow, at the same time as ensuring they adhere to important safeguards.

To ensure that councils can promote growth and protect the public, there is a need to ensure that licensing and wider regulatory regimes are adequately resourced. This requires funding, and it is an accepted principle that licensed activities should be paid for by those benefiting from the licensed activity, rather than drawing on the public purse.

Where councils have the flexibility to set local fees, it is possible to consider how resources can be focused on risk; whether business support is effective; and how the burden of inspections can be removed where it is not necessary. A streamlined approach to licensing will ensure that fees are kept to a minimum and businesses can be encouraged to prosper. However, councils should ensure they are accurately setting their fees, including checking that the hourly rates of licensing and other officers are correct and considering wider costs such as administration or on-site costs, to enable full cost recovery.

What are the Provision of Services Regulations 2009 and how do they impact on locally set licence fees?

Whilst the detail of what may or may not be chargeable under a licensing scheme is sometimes set out in individual pieces of legislation, or is established through case law, councils need to be aware of and comply with the **Provision of Services Regulations 2009**. These Regulations have important implications for licence fee setting, and there have been legal challenges to licensing fees based on the Regulations in the past.

The Provision of Services Regulations protect UK businesses and consumer rights by maintaining obligations on UK competent authorities to ensure that their regulation of service activity through authorisation schemes is proportionate, justified in the public interest and such authorisation schemes are administered in a fair, accessible and transparent way.

They were first introduced in 2009 and transposed the European Union Services Directive 2006, which aimed to make it easier for businesses to provide cross-border services with other European Economic Area countries by lowering non-tariff barriers to trade. This included reducing administrative and regulatory burdens on businesses providing a service activity. The European Services Directive no longer applies to UK law following the UK's exit from the European Union. However, the European Union (Withdrawal) Act 2018 preserved the Provision of Services Regulations 2009 under UK law, so councils still need to comply with the requirements of the Regulations. For example, the principles of no profit-making, no cross subsidies between licence types or leakage to the General Fund, taking forward deficits and surpluses when deciding following years' fee levels, and using fees to cover enforcement costs where relevant domestic legislation allows still apply.

Councils should note that the Government has been conducting a review of the Regulations and intends to reform the Provision of Services Regulations using the powers within the Retained EU Law (Revocation and Reform) Act.

Further guidance about the Provision of Services Regulations is available on the Department for Business and Trade’s website. (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975587/provision-of-services-guidance-march-2021.pdf) Councils should specifically note that the

Regulations do not apply to the licensing of taxis or gambling activities; however, the principles remain a helpful way of providing a transparent and business-friendly approach to licensing.

Principles of the Provision of Services Regulations

The general principles of the Regulations apply to the processes and procedures applied by competent authorities (regulators and councils) who administer authorisations schemes. These provide benefits to service providers when seeking a relevant authorisation, such as a licence, in order to establish their business.

The core principles of the Regulations – **justified by an overriding reason relating to the public interest (such as public safety, public health or public policy); proportionate to the public interest objective; clear and unambiguous; objective; made public in advance; transparent and accessible** – apply to fee setting and are already practiced by a large number of councils with the aim of ensuring a fair and transparent approach for local businesses and communities.

Councils should also ensure that the principle of non-discrimination applies. When considering fee setting, councils should ensure that all applicants are treated equally irrespective of protected characteristics, location and/ or nationality. However, councils do have a discretion not to impose a full cost recovery charge, provided this is to achieve a legitimate aim.

The importance of this approach has also been established by case law on taxi and PHV licensing which, although not covered by the Regulations, illustrates an important precedent which councils should adhere to. *Cummings v Cardiff* ruled that the charges within a licensing regime for different categories of licence should not subsidise each other; so, a surplus gained on hackney carriage licences should not reduce the cost of a private hire vehicle licence. This can be logically

extended to mean that the fees received under one licensing regime must not subsidise fees charged under another. For instance, a surplus generated by taxi fees must be reinvested back into taxi licensing and not used to reduce the cost of, for instance, a scrap metal dealer's licence. Councils should also be aware of the R (Rehman) v Wakefield case, which made it clear that driver enforcement costs cannot be covered by vehicle licences, but they can be covered by driver licence fees.

All councils should, therefore, ensure that they have individual, discrete cost-calculations for each of the licensing regimes that they operate. This may require a change in the way that some councils operate.

Administering payment of fees

Under the Provision of Service Regulations councils need to ensure that details of any fees are easily accessible online, including the ability to make payments online.

Councils should be able to separate out the cost of processing an initial application from those costs associated with the ongoing administration of a scheme, because this latter element cannot be charged to unsuccessful licence applicants.

Hemming v Westminster

In Hemming v Westminster, the Supreme Court referred to the European Court of Justice (ECJ) the issue of how the charges were levied. The Court identified two different approaches to charging fees:

(a) Whereby a council charged a fee upon application (covering the costs of authorisation procedures) and a subsequent fee to successful applicants (covering the cost of administering and enforcing the framework) - the 'type A' approach.

(b) Where a council charged a single fee on application covering all costs, on the basis that the relevant proportion of the fee would be refunded to unsuccessful applicants – the ‘type B’ approach.

The Court found the type A approach of charging two fees is permissible under the European Services Directive and the Provision of Service Regulations but felt that the type B approach of charging a single fee was not compatible with the Services Directive or the Regulations.

Therefore, licensing authorities should confirm that their fee structures ensure that application fees relate solely to the cost of authorisation procedures (the costs associated with reviewing an application and granting / refusing a licence). Under the type A approach, successful licence applicants should subsequently be charged an additional fee relating to the costs of administering and enforcing the relevant licensing framework.

Not all legislation in England and Wales permits councils to separate out elements of the fee in this way. For instance, the Licensing Act 2003 has nationally set fees, which constrains councils’ ability to adopt this approach. It is therefore unclear whether a council could offer a refund of the enforcement element if an application is refused under this Act: the LGA view is that this is not possible, as the legislation requires that the specified amount (fee) must be paid on application.

Nevertheless, despite these constraints, councils could consider calculating the notional costs of administration and enforcement separately and make applicants aware of the two elements to the fee. In addition to meeting the transparency requirements of the Provision of Service Regulations, this enables councils to examine the efficiency of their internal processes and make improvements where necessary. The process adopted and information available about this should be simple and cost effective for both the council and businesses.

Reasonable and proportionate

The Regulations also includes specific requirements that apply to the charging of fees. Charges must be reasonable and proportionate to the cost of the processes associated with a licensing scheme. **Councils must not use fees covered by the Regulations to make a profit or act as an economic deterrent to deter certain business types from operating within an area.**

Keeping fees under review

Fees should be broadly cost neutral in budgetary terms, so that, over the lifespan of the licence, the budget should balance. Those benefitting from the activities permitted by the various licences should not, so far as there is discretion to do so, be subsidised by the general fund.

To ensure that fees remain reasonable and proportionate it is necessary to establish a regular and robust review process. This has particular advantages in the early stages of a new licensing regime, where fees have been set on best guess estimates of the number of applications that will be received.

Annual reviews allow for the fine tuning of fees and allow councils to take steps to avoid either a surplus or deficit in future years. This will not immediately benefit licence holders where the licence has been granted for a number of years and paid for in a lump sum, but will ensure new entrants to the licensing scheme are charged appropriately.

Councils that divert fees' income from the relevant licensing scheme to fund other licensing work, or to fund other council activities, will be breaking the law.

Where fees charged result in a surplus, both *Hemming v Westminster* and *Cummings v Cardiff* stated that this surplus must be used to reduce the fees charged in the following year. It is possible to extend the reinvestment of the surplus over more than one year, but this will need careful consideration about whether contributors may leave the licensing system over that period and therefore lose out on the return. Deficits can similarly be recovered, although where there is a significant

deficit, councils may want to consider how recovery can be undertaken over more than one year so as not to financially harm otherwise viable businesses.

The case of **R v Tower Hamlets LBC (1994)** may also be of relevance, as the High Court indicated that “a council has a duty to administer its funds so as to protect the interests of what is now the body of council taxpayers”.

Open route for challenge

In the interests of transparency, it is helpful to give an indication of how the fee level has been calculated; the review processes in place and a contact method for businesses to query or challenge the fees. Open consultation with businesses and residents to design a local service, including understanding the implications for fees, helps to provide a robust answer to challenge.

It may also prove helpful to engage elected members in the scrutiny of fees. They will use their knowledge as local representatives to consider councils’ assumptions and challenge them where necessary.

What can be included in a licence fee?

Local authorities and organisations such as the LGA have previously identified that cost recovery and charging models for chargeable services is a key issue affecting the financial sustainability of regulatory services, and this can in part be due to outdated charging approaches. Councils should take a holistic approach to costs and think about the total cost of putting an officer on the ground, and not just their salary cost. As such, councils should consider the following elements when setting licence fees. It should be noted that this list is for **consideration only**, as councils may choose not to charge for all the elements listed if they do not apply locally, or there may be additional areas of work carried out during the licensing process that are not included in this guidance.

Individual pieces of legislation may also have specific items that may or may not be chargeable under the scheme. The lists below will apply for most schemes, but should always be checked against the relevant piece of legislation. If councils have any concerns, they should seek the advice of their in-house legal department.

More generally, when thinking about fees it is crucial that councils have a clear understanding of what the hourly rates of their licensing officers are. The LGA has a broad concern that councils often underestimate the overall hourly rate of officers, and this can lead to councils not recovering their costs.

Initial application costs could include:

Administration – This could cover basic cost of office administration to process the licence application, such as resources, photocopying, postage or the cost of handling fees through the accounts department. This could also include the costs of specialist licensing software to maintain an effective database, and printing licences.

Initial visit/s – This could cover the average cost of officer time if a premises visit is required as part of the authorisation process. Councils will need to consider whether the officer time includes travel. It would also be normal to include 'on-costs' in this calculation. Councils will need to consider whether 'on-costs' include travel costs and management time.

Third party costs – Some licensing processes will require third party input from experts, such as veterinary attendance during licensing inspections at animal related premises.

Liaison with interested parties – Engaging with responsible authorities and other stakeholders will incur a cost in both time and resources.

Management costs – Councils may want to consider charging an average management fee where it is a standard process for the application to be reviewed by a management board or licensing committee. However, some councils will include management charges within the 'on-costs' attached to officer time referenced below.

Local democracy costs – Councils may want to recover any necessary expenditure in arranging committee meetings or hearings to consider applications.

On costs – including any recharges for payroll, accommodation, including heating and lighting, IT hardware and supplies and services connected with the licensing functions. Finance teams should be able to provide a standardised cost for this within each council.

Development, determination and production of licensing policies – The cost of consultation and publishing policies can be fully recovered.

Web material – The Provision of Services Regulations require that applications, and the associated guidance, can be made online and councils should effectively budget for this work.

Advice and guidance – This includes advice in person, production of leaflets or promotional tools, and online advice.

Setting and reviewing fees – This includes the cost of time associated with the review, as well as the cost of taking it to a committee for approval.

Further compliance and enforcement costs could include:

- **Additional monitoring and inspection visits** – Councils may wish to include a charge for risk-based visits to premises in between licensing inspections and responding to complaints. As with the initial licensing visit, councils can consider basing this figure on average officer time, travel, administration, management costs and on costs as suggested above.

- **Local democracy costs** – Councils may want to recover any necessary expenditure in arranging committee meetings or hearings to review existing licences or respond to problems.

- **Registers and national reporting** – some licensing schemes require central government bodies to be notified when a licence is issued. The costs of doing this can be recovered.

Charging for action against unlicensed traders

Councils' ability to charge for these costs as part of a licensing scheme depends on the licensing scheme in question. In **Hemming v Westminster**, the Supreme Court ruled that the Services Directive made no mention of enforcement costs. Councils' ability to charge these costs to applicants for licences is therefore dependent on the UK legislation.

The Court ruled that licensing authorities are entitled under the **Local Government (Miscellaneous Provisions) Act 1982** to impose fees for the grant or renewal of licences covering the running and enforcement costs of the licensing scheme; in this case, the licensing scheme for sex shops.

Taxi and PHV licensing case law is clear that driver enforcement costs cannot be covered by vehicle licences, but they can be covered by driver licence fees. This was established by the **R (Rehman) v Wakefield** case. The LGA believes that section 70(1) of the 1976 Act makes it clear that the costs of enforcement against licensed operators can also be recovered through a fee; however, the position on recovering these costs is contested.

[Home Office guidance under the Scrap Metal Dealers Act \(https://www.gov.uk/government/publications/scrap-metal-dealers-act-2013-supplementary-guidance\)](https://www.gov.uk/government/publications/scrap-metal-dealers-act-2013-supplementary-guidance),

Councils **[must have regard to this guidance \(https://www.gov.uk/government/publications/scrap-metal-dealers-act-2013-supplementary-guidance\)](https://www.gov.uk/government/publications/scrap-metal-dealers-act-2013-supplementary-guidance)**, which prevents the recovery of enforcement costs against unlicensed dealers only. Great care must therefore be taken when setting fees to check what is and is not permitted under that specific licensing regime.

Unrecoverable costs

It is worth considering that the costs of defending appeals in the magistrate's court or via judicial review can be recovered through the courts. Including these costs within the fee's regime could lead to recovering the costs twice, which would be inconsistent with the Provision of Service Regulations

Do	Don't	Maybe
Check the relevant legislation	Use a surplus from one fee to subsidise another	Include the costs of enforcement against unlicensed traders

Do	Don't	Maybe
Calculate processing costs and enforcement costs separately	Allow fees income to be drawn into the council's general fund	Include a condition on the issued licence that requires the payment of the enforcement part of the fee, where this is not charged upfront
Clearly communicate to applicants the elements that make up the fee	Allow fee levels to roll-over each year without a review	
Ensure fees are determined by the right person	Forget to ask the courts to award costs during a prosecution	
Include staff on-costs		
Include training costs for officers and councillors		

Further support

The practical approach to designing a local licensing service, allocating costs accurately and considering legal implications can be a difficult task; therefore, it is strongly recommended that licensing teams work with their legal advisors and finance teams to make the best use of all expertise.

In addition, councils should consider working collaboratively with neighbouring authorities to provide mutual support. Working with other councils and reviewing fees set by similar authorities can be an extremely valuable way of ensuring that fees are not perceived to be disproportionate by businesses.

This document sets out high-level, over-arching principles for fee setting that apply across most licensing regimes. It is always important to check the specific details of the regime in question. The following links will take you to relevant legislation or guidance for the most common licensing regimes.

▼ Relevant guidance links

Licensing Act 2003 (<http://www.gov.uk/government/publications/alcohol-licensing-fee-levels>)

Gambling Act 2005 (<http://www.legislation.gov.uk/ukpga/2005/19/section/212>) and **The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007** (<http://www.legislation.gov.uk/uksi/2007/479/contents/made>)

Scrap Metal Dealers Act 2013 (<https://www.gov.uk/government/publications/scrap-metal-dealer-act-2013-licence-fee-charges>)

Taxis and PHV Licensing (Local Government Miscellaneous Provisions Act 1976 (<http://www.legislation.gov.uk/ukpga/1976/57/section/70>))

Sexual Establishments (Local Government Miscellaneous Provisions Act 1982 (<http://www.legislation.gov.uk/ukpga/1982/30/schedule/3>))

Street Trading (Local Government Miscellaneous Provisions Act 1982) (<http://www.legislation.gov.uk/ukpga/1982/30/schedule/4>)

Provision of Services Regulations 2009 (<https://www.legislation.gov.uk/ukdsi/2009/9780111486276/contents>)

Case law

Hemming v Westminster

The Hemming v Westminster case (<https://www.supremecourt.uk/cases/uksc-2013-0146.html>) tested the degree to which fees and processes must be proportionate, as well as the administrative processes for calculating fees, in the context of licensing sex establishments. The case established a number of key points about setting fees under the European Services Directive and Provision of Service Regulations.

The case has passed through a number of courts, including the Court of Appeal and Supreme Court, with different elements of the case being settled at different stages.

In 2013, the Court of Appeal ruled that the fees set must not exceed the costs of administering the licensing regime. This meant that the council was no longer able to include the cost of enforcement against unlicensed sex establishment operators when setting the licence fee. The Court of Appeal held that such costs could not be deemed to fall within the **EU Services Directive 2006** and associated **UK Provision of Services Regulations 2009**.

The Directive states that charges levied by a competent body on applicants under an authorisation scheme must be reasonable and proportionate to the cost of the *'procedures and formalities'* of the scheme and must not exceed these costs. However, the cost of visits to licensed premises to monitor compliance could be recovered through fees.

The judgement also found that the annual reviews were conducted by an officer of Westminster City Council who did not have delegated authority so to do, and that it was the Committee that was supposed to set the fees. However, the judgement did not suggest there was anything intrinsically wrong with an officer undertaking this function provided the function has been properly delegated (where it can be), and that the officer takes relevant considerations into account. The judge rejected the council's submission that the fee had been fixed on an open-ended basis in 2004 so that the fee rolled over from one year to the next. Westminster City Council was consequently ordered to repay fees charged over that period.

The judgement would have left Westminster, and potentially other councils, liable to refund the proportion of sex shop licence fees deemed to be unlawful, dating back to the introduction of the Regulations in 2009.

Westminster appealed the Court of Appeal's judgement on the recovery of enforcement costs, and the case was heard by the Supreme Court in January 2016. Other matters determined by earlier hearings, such as the need to review fees annually and the requirement for councils to ring-fence income from licensing fees so that any surplus or deficit is carried forward to the next year's budget, were not contested.

The council's position that it was lawful for it to seek to recover all enforcement costs was supported by the LGA, which submitted written interventions to the Supreme Court. A range of regulatory bodies, as well as HM Treasury, also submitted written interventions in the case.

The Supreme Court ruled that licensing authorities are entitled under the **Local Government (Miscellaneous Provisions) Act 1982** to impose fees for the grant or renewal of licences covering the running and enforcement costs of the licensing scheme. Crucially, it reasoned that the **European Services Directive** deals only with the issue of authorisation procedures and fees relating to applications to exercise a service activity (such as operating a sex shop).

Therefore, the Directive does not prevent licensing authorities from charging those who receive licences, fees that are proportionate to the cost of administering and enforcing the licensing framework for that activity.

Cummings v Cardiff (https://docs.wixstatic.com/ugd/241720_86a9559ead8b44569ef0153631a1b766.pdf)

Cardiff Council had proposed a significant increase to hackney carriage and private hire vehicle charges in July 2013. Cummings and other claimants then challenged Cardiff City Council by way of judicial review over the manner in which these costs had been calculated. In 2014, Mr Justice Hickinbottom granted the claim for the review on the grounds that:

- the level of fees set failed to have regard to and/or account for any surplus or deficit generated in previous years dating back to 1 May 2009

- the level of fees set failed to account for any surplus or deficit accrued under each of the hackney carriage and private hire licensing regimes within the regime under which they have accrued
- the level of fee set for hackney carriage licences in 2013 included part of the cost of funding taxi marshals for the Council's administrative area.

The Judge also made declarations that:

(1) A local authority when determining hackney carriage and private hire licence fees under ss.53 and 70 of the LG(MP) Act 1976 must take into account any surplus or deficit generated from fees levied in previous years in respect of meeting the reasonable costs of administering the licence fees as provided by ss.53 and 70 above.

(2) A local authority must:

- keep separate accounts for hackney carriage and PHV licence fees under ss.53 and 70 of the LG(MP) Act 1976
- ensure that any surplus or deficit identified under each part of the hackney carriage and private hire licensing regimes is only applied to the part of the system from which it has been raised/lost
- ensure that any surplus from one licensing regime shall not to be used to subsidise a deficit in another.

References

∨ References

R v Westminster City Council ex parte Hutton (1985) 83 LGR 516.

R v London Borough of Tower Hamlets ex parte Tower Hamlets Combined Traders Association, 19 July 1993; [1994] COD 325 QBD Sedley J. Although the decision was about the London Local Authorities Act 1990, it would appear to have general effect as a principle.

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Scrap Metal Dealer Act 2013: guidance on licence fee charges

Context

The Scrap Metal Dealers Act 2013 (referred to in this guidance as the 2013 Act) received Royal Assent on the 28 February 2013, delivering much needed reform of the scrap metal sector. The 2013 Act will provide effective and proportionate regulation of the sector, creating a more robust, local authority run, licensing regime that will support legitimate dealers yet provide the powers to effectively tackle unscrupulous operators. It will raise trading standards across the whole sector.

Introduction

The 2013 Act will allow local authorities to decide who should and should not be licensed, allowing them to refuse a licence upon application or to revoke a licence at any time if they are not satisfied that the applicant is a suitable person to carry on business as a Scrap Metal Dealer. The act also creates closure powers for unscrupulous dealers who operate without a licence. It extends the record keeping requirements placed upon scrap metal dealers and requires the verification of the people Scrap Metal Dealers are transacting with. The act will integrate the separate regulation for motor salvage operators with the scrap metal sector and bring to an end the cash exemption given to some collectors under the 1964 Act.

Finally, the 2013 Act creates a fee raising power, to allow local authorities to recover the costs stemming from administering and seeking compliance with the regime. This element of the legislation will be the focus of this guidance.

The intention is for the act to be implemented in October 2013.

Licensing requirements placed upon scrap metal dealers

Section one of the 2013 Act requires a scrap metal dealer to obtain a licence in order to carry on business as a scrap metal dealer¹. It will be an offence to carry on a business as a scrap metal dealer in breach of the requirement to hold a licence. This offence is punishable on summary conviction with a fine not exceeding level 5 on the standard scale. In addition, Schedule 1(6) of the 2013 Act provides that an application must be accompanied by a fee set by the authority.

Aim and scope

Local authorities will be responsible for administration and compliance activity in relation to the 2013 Act. This guidance is provided to local authorities in relation to the carrying out of their fee raising function. It also provides information for the benefit of those who will be applying for a scrap metal dealer's licence and the general public. This guidance applies to local authorities in England and Wales and is produced in accordance with the 2013 Act.

Legal status

Schedule 1(6) of the 2013 Act provides that an application must be accompanied by a fee set by the local authority. In setting a fee, the authority must have regard to any guidance issued from time to time by the Secretary of State with the approval of the Treasury. This Guidance is therefore binding on all licensing authorities to that extent.

What costs can local authorities charge for when issuing a licence?

The 2013 Act provides that an application for a licence must be accompanied by a fee set by the local authority. This fee raising power is an essential component of the legislation as it will provide local authorities with the funding they need to administer the regime and ensure compliance.

The power to set fees has been passed to individual local authorities, so that any fees levied in each local area is set by reference to the actual costs to each authority. The EU services directive states that a licence fee can only be used to pay for the cost associated with the licensing process. In effect, each local authority must ensure that the income from fees charged for each service does not exceed the costs of providing the service.

LAs should specify fees for each category of application. Specifically we would expect a fee to be specified for the assessment of an application for a licence, the assessment of an application to vary a licence, and the assessment of an application for licence renewal.

Local authorities should specify fees which are payable by licence applicants for the assessment and administration activity within the new licensing regime brought about by the 2013 Act. They should do this by identifying what they need to do to assess the type of licence in question and calculating their best estimate of the cost to be incurred by the LA. The authority will then be able to calculate a best estimate of unit cost for each case.

In effect, the costs of a licence should reflect the time spent assessing and administering applications, processing them, having experienced licensing officers review them, storing them, consulting on the suitability of an applicant, reviewing relevant offences, the decision on whether to issue a licence, as well as the cost of issuing licences in a format that can be displayed. Consulting the local authority's enforcement records in order to determine the suitability of the applicant is chargeable within the licence fee costs as are costs associated with contested licence applications.

Registering authorities should review fees regularly to check whether they remain appropriate.

Can a local authority charge for enforcement activity?

The licence fee cannot be used to support enforcement activity against unlicensed scrap metal dealers. Any activity taken against unlicensed operators must be funded through existing funds. Such activity against unlicensed operators includes issuing closure notices; with applications for closure orders subsequently made to a magistrates court. The cost of applying to the Magistrates Court for a warrant (Section 16(5)(6) and (7) of the 2013 Act) for entry to unlicensed premises, by force if necessary, will incur legal costs to be borne by the local authority and police.

What are the different types of licences?

There are two types of licence specified within the act, one is for a site licence and the other is for a mobile collector licence (carrying on business otherwise than at a site). The licence authorises the licensee to carry on business as a scrap metal dealer at the sites listed in it (in the case of a site licence) or within the local authority area (in the case of a mobile collector's licence).

Site licences

A site licence requires all of the sites at which the licensee carries on the business as a scrap metal dealer within the local authority area to be identified and a site manager to be named for each site. In doing so, they will be permitted to operate from those sites as a scrap metal dealer, including transporting scrap metal to and from those sites from any local authority area.

Collectors licences

A collector's licence authorises the licensee to operate as a mobile collector in the area of the issuing local authority, permitting them to collect any scrap metal as appropriate. This includes commercial as well as domestic scrap metal.

The licence does not permit the collector to collect from any other local authority area. A separate licence should be obtained from each local authority from which the individual wishes to collect in. A collector's licence does not authorise the licensee to carry on a business at a site within any area. Should a collector wish to use a fixed site, they will need to obtain a site licence from the relevant local authority.

The Act 2013 also specifies that a licence will be issued by the local authority in whose area a scrap metal site is situated, or (in respect of a mobile collector) in the area that the collector operates.

Do different fees apply?

Yes. Fees charged for a site licence would reflect the extra work involved in processing these licences and will vary from a collector's licence.

Display of licences

The form in which a licence is issued must enable it to be displayed in accordance with section ten of the 2013 Act. All licensees are therefore required to display a copy of their licence. For site operators the licence must be displayed in a prominent place in an area accessible to the public. For mobile collectors, it must be in a manner which enables the licence to be easily read by a person outside the vehicle. A criminal offence is committed by any scrap metal dealer who fails to fulfil this requirement. This offence is punishable on summary conviction with a fine not exceeding level 3 on the standard scale.

The cost of providing a licence in a form which can be displayed should be included in the local authority licence fee charges.

Police objections to licence applications

The police may object to a licence application where they believe that the applicant is not a suitable person as defined within the act. The police can object where, for example, the applicant has been convicted of a relevant offence. LAs should also consider representations from other organisations or individuals in considering the applicant's suitability

Where the police do object, the local authority should take this into consideration but must use their own judgement and discretion when taking a licence decision. The local authority must allow for the person whose licence is about to be refused or revoked to be afforded the right to make representations. The local authority considering the matter must restrict its consideration to the issue of suitability of applicant and provide comprehensive reasons for

its decision.

Costs associated with considering oral and written representations should be included in licence fee charges.

Appeals

There is a right of appeal to the Magistrates' Court against a decision to refuse a licence application, to include a condition within the licence, to revoke the licence or to vary the licence. The costs associated with appeals and the costs of defending an appeal in the Magistrate Court should not be included in licence fee charges.

The costs associated with defending a Judicial Review into whether the local authority has failed to have regard to the guidance on fees is not chargeable under the licence regime.

Revocation of a licence and formulating and imposing licence conditions

If a licence has been granted, it may be revoked or licence conditions imposed on a scrap metal dealer if the subsections within Clause 4 of the Scrap Metal Dealers Act are triggered. A local authority may impose conditions pending an appeal against revocation (section 4 (7)) or if the applicant or site manager has been convicted of a relevant offence (section 3 (8)).

Variation of licence

Schedule 1 paragraph 3(1) indicates that a local authority may, on an application, vary a licence by changing it from one type to another and (2) if there is a change in any of the matters mentioned in section 2(4)(a), (c) or (d) or (6)(a).

These changes should be recorded by the local authority. The applicant is also under a duty to notify any convictions for relevant offences to the local authority. These measures ensure that a single record will be held of the licence holder's history in terms of licensing matters.

National Register of Scrap Metal Dealers

Whilst a local authority can recover any costs incurred in transmitting information about a licence, the costs which the Environment Agency incurs are not chargeable under the licence regime.

How long will a licence be valid for?

Schedule 1 paragraph 1 of the 2013 Act specifies the terms of a licence. It indicates that a licence expires at the end of the period of 3 years beginning with the day on which it is issued.

Additional regulations and guidance

The Home Office will be publishing regulations in relation to relevant offences and the identification required to sell scrap metal over the summer of 2013. These regulations will be published on www.gov.uk. We will also be working with the Local Government Association, the British Metal Recycling Association and British Transport Police to produce additional guidance on the requirements of the new act.

The Local Government Association guidance will include a breakdown of reasonable timescales for each of the activities associated with setting a fee.

Annex A - Definitions

What is a local authority?

'Local authority' means —

- (a) in relation to England, the council of a district, the Common Council of the City of London or the council of a London borough;
- (b) in relation to Wales, the council of a county or a county borough.

What is a scrap metal dealer?

21 'Carrying on business as a scrap metal dealer' and 'scrap metal'

(2) A person carries on business as a scrap metal dealer if the person—

- (a) carries on a business which consists wholly or partly in buying or selling scrap metal, whether or not the metal is sold in the form in which it was bought, or
- (b) carries on business as a motor salvage operator (so far as that does not fall within paragraph (a)).

What is a mobile collector?

'Mobile collector' means a person who—

- (a) carries on business as a scrap metal dealer otherwise than at a site, and
- (b) regularly engages, in the course of that business, in collecting waste materials and old, broken, worn out or defaced articles by means of visits from door to door.

What is a motor salvage operator?

(4) For the purposes of subsection (2)(b), a person carries on business as a motor salvage operator if the person carries on a business which consists —

- (a) wholly or partly in recovering salvageable parts from motor vehicles for re-use or sale and subsequently selling or otherwise disposing of the rest of the vehicle for scrap,
 - (b) wholly or mainly in buying written-off vehicles and subsequently repairing and reselling them,
 - (c) wholly or mainly in buying or selling motor vehicles which are to be the subject (whether immediately or on a subsequent re-sale) of any of the activities mentioned in paragraphs (a) and (b), or
 - (d) wholly or mainly in activities falling within paragraphs (b) and (c).
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North Yorkshire Council**Environment Executive Members****Review of Fees and Charges – Hackney Carriage and Private Hire Licences****23 January 2026****Report of the Assistant Director – Regulation and Harbours****1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to present the Corporate Director – Environment in consultation with the Executive Member – Managing our Environment with a proposal to maintain the current fees and charges relating to the Council's hackney carriage and private hire licensing functions.

2.0 BACKGROUND

- 2.1 In accordance with section 53 and section 70 of the Local Government (Miscellaneous Provisions) Act 1976, the Council may charge a reasonable fee with a view to recovering costs relating to hackney carriage and private hire licences.
- 2.2 Licence fees should be calculated on a cost-recovery basis in order for the associated costs of the service to be met by individuals and businesses benefiting from the licensed activity. Any failure to recover costs in this regard would result in a subsidisation of private enterprise at the expense of other services that the Council provides to its taxpayers.
- 2.3 The licensing authority cannot make a profit from licence fees. Any surplus or deficit must be carried forward and taken into account for any future fee revisions.
- 2.4 Last year's fee review resulted in the retention of the previous year's fees on the basis that increased salaries were offset by other relevant factors.

3.0 HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEE REVIEW

- 3.1 According to the Department for Transport's Taxi and Private Hire Vehicle Licensing Best Practice Guidance (November 2023), "it is essential to a well-functioning taxi and private hire vehicle sector that those administering and enforcing the regime are well resourced. Licensing authorities should regularly review their fees to reflect changes to costs, both increases and reductions".
- 3.2 The cost of the service is determined by several factors including staffing (salaries, National Insurance contributions, pensions etc), accommodation, utilities, IT support, legal costs, software, insurance, printing and postage. The licence fee for each application is then dependent on several other factors including, where applicable, the time spent on administration, inspections, complaints, compliance checks, committees, consultations, and advertising.
- 3.3 Service costs associated with specific applications must be recovered accordingly. For instance, any costs relating to hackney carriage stands and the Council's hackney carriage table of fares must only be recovered from hackney carriage vehicle licence fees whereas other costs (such as policy and service development) will apply to all licence fees.

- 3.4 The current fees relating to hackney carriage and private hire licensing functions are attached. Along with the proposals for the year beginning 01 April 2026 (Appendix A).
- 3.5 The costs have been calculated with due regard to the relevant legislation, case law and guidance. The relevant cost calculations are attached (Appendix B).
- 3.6 Any surplus or deficit must be carried forward and taken into account for any future fee revisions. Although the accounts for 2024/25 show a deficit, it is a greatly reduced from 2023/24, even when taking into account exceptional expenditure due to LGR. It is expected that the deficit would increase in future years due to known increases in costs such as National Insurance if no increase is actioned. It is anticipated in future years that accounts will be balanced with the increase in fee. The 2024/25 accounts are attached (Appendix C).
- 3.7 The proposed fees arising from the cost calculations reflect an increase in relation to some licences and a reduction in relation to others to account for changes in personnel, salaries, overheads and operational service delivery.
- 3.8 In accordance with section 70 of the Local Government (Miscellaneous Provisions) Act 1976, the Council must publish a notice in a local newspaper setting out any proposed variation to the fees. The notice must also be displayed at the Council offices for a period of at least 28 days.
- 3.9 The notice must specify a date, not less than 28 days from the date of publication, by which objections must be made. If no objections are lodged, the fees will come into effect on that date. The matter will be referred to the Corporate Director for further consideration if any objections are received.

4.0 CONTRIBUTION TO COUNCIL PRIORITIES

- 4.1 The Council is committed to protecting communities, safeguarding children and ensuring the safety and wellbeing of the public.
- 4.2 A regular review of licence fees is essential to ensure that the licensing regime is adequately resourced to deliver its public protection functions. Effective delivery in this regard also supports economic growth.

5.0 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The Council may consider retaining the existing licence fees for a third successive year. However, any failure to recover costs permitted by statute would require an unnecessary subsidisation of the hackney carriage and private hire licensing regime at the expense of the Council's taxpayers.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The fees have been calculated with a view to recovering all costs associated with the applications concerned (where permitted by statute).
- 6.2 Any income received must only be used to fund service delivery relating to hackney carriage and private hire licensing and therefore it must be emphasised that an increase in fees will not lead to any additional revenue for the Council.

7.0 LEGAL IMPLICATIONS

- 7.1 The legislative framework for setting hackney carriage and private hire licence fees has been explored at sections 2 and 3 of this report.
- 7.2 In accordance with *R (on the application of Cummings) v Cardiff City Council* [2014] EWHC 2544 (Admin), the Council must separate its income when collecting licence fees for different licence types to prevent cross-subsidy and the Council must not use licence fees as an income-generating scheme. In the event of any surplus arising from income in relation to a particular licence type, the surplus must be used to reduce the relevant fees charged at the next review.
- 7.3 In accordance with *Rehman (On Behalf of the Wakefield District Hackney Carriage and Private Hire Association), R (On the Application Of) v The Local Government Association* [2019] EWCA Civ 2166, the cost of monitoring and enforcing the behaviour of licensed drivers can be recovered as an 'administration' cost. However, the cost of enforcement relating to unlicensed activities cannot be recovered through licence fees.
- 7.4 The licence fees cannot be varied unless the Council has satisfied the public notice requirements in section 70 of the Local Government (Miscellaneous Provisions) Act 1976 and considered any objections received during the specified period (as set out in paragraphs 3.8 and 3.9 of this report).

8.0 EQUALITIES IMPLICATIONS

- 8.1 On 21 February 2023, the Executive of North Yorkshire County Council resolved to waive the fees relating to wheelchair accessible vehicles until such time as an Inclusive Service Plan is completed, and any subsequent changes to the Hackney Carriage and Private Hire Licensing Policy are implemented.
- 8.2 This approach was intended to encourage the provision and retention of licensed wheelchair accessible vehicles in North Yorkshire. The costs associated with applications in respect of wheelchair accessible vehicles have been subsidised by the Council's general fund (not by other licence holders) since 01 April 2023. This totals around £31,000 per annum.
- 8.3 The formulation of a new Inclusive Service Plan is underway with a view to identifying potential methods of improving service provision for wheelchair users. Its recommendations will be considered alongside the full review of the Hackney Carriage and Private Hire Licensing Policy.
- 8.4 The proposed review of licence fees recommends a continuation of existing arrangements, including in relation to wheelchair accessible vehicles to make the necessary provision while the policy review progresses. The Equalities Impact Screening document is attached (Appendix D).

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 The fees are not considered to be at a level that would discourage the trade from investing in high quality, low-emission vehicles. The Climate Impact Assessment document is attached (Appendix E).

10.0 POLICY IMPLICATIONS

- 10.1 In accordance with the Council's Fees and Charges Policy, the default charging method is to recover the full costs (including overheads, capital charges and recharges) with a view to ensuring no element of subsidy from local taxpayers. The Policy is attached (Appendix F).
- 10.2 HM Treasury's Managing Public Money publication promotes a standard approach to calculating costs and setting charges. Annex 6.1 of the document explores how to calculate the cost of public services. The relevant extract is attached (Appendix G).
- 10.3 The Local Government Association (LGA) has published guidance on locally set fees (December 2023) setting out the legislation, case law and details of the costs that may be recovered. The guidance is attached (Appendix H).

11.0 REASONS FOR RECOMMENDATIONS

- 11.1 The Council is expected to conduct regular reviews of licence fees to ensure that, where statutory powers exist, the cost of the hackney carriage and private hire licensing regime is recovered from applicants and licence holders.

12.0 RECOMMENDATION

- 12.1 It is recommended that the Corporate Director – Environment in consultation with the Executive Member – Managing our Environment to approve the proposed variation to hackney carriage and private hire licence fees and to approve the publication of the relevant statutory notices, with or without amendments.

APPENDICES:

Appendix A – Current and proposed fees
 Appendix B – Cost calculations
 Appendix C – 2024/25 accounts
 Appendix D – Equalities Impact Screening
 Appendix E – Climate Impact Assessment
 Appendix F – North Yorkshire Council's Fees and Charges Policy
 Appendix G – Extract from 'Managing Public Money' (HM Treasury)
 Appendix H – Local Government Association guidance on locally set fees

BACKGROUND DOCUMENTS:

Department for Transport's Taxi and Private Hire Vehicle Licensing Best Practice Guidance (November 2023)

Callum McKeon
 Assistant Director Regulation and Harbours
 County Hall
 Northallerton
 28 February 2025

Report Author: Simon Fisher, Licensing Service Development Lead; and
 Gareth Bentley, Head of Licensing

Presenter of Report: Callum McKeon, Assistant Director, Regulation and Harbours

Current fees and proposed fees

	Current fee	Proposed fee	% increase
Drivers			
1-year licence new	£265	£255	-3.77%
3-year licence new	£430	£445	3.49%
1-year licence renewal	£140	£135	-3.57%
3-year licence renewal	£285	£300	5.26%

	Current fee	Proposed fee	% increase
Vehicles			
Hackney carriage new	£365	£370	1.37%
Hackney carriage renewal	£295	£310	5.08%
Private hire new	£350	£360	2.86%
Private hire renewal	£290	£305	5.17%
Transfer	£55	£60	9.09%
Change of registration	£55	£60	9.09%

	Current fee	Proposed fee	% increase
Operators			
1-year licence	£240	£250	4.17%
5-year licence	£650	£655	0.77%

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Cost Calculations

All licences

Officer hourly rates

NYC Role	Avg FTE salary	NI	Pension	Overhead Support	Hourly Rate
Head of Service	£64,832.00	£8,974.80	£11,993.92	£27,877.76	£59.08
Licensing Manager	£51,630.25	£6,994.54	£9,551.60	£22,201.01	£46.97
Senior Licensing Officer	£45,091.00	£6,013.65	£8,341.84	£19,389.13	£40.97
Licensing Enforcement Officer	£41,182.00	£5,427.30	£7,618.67	£17,708.26	£37.39
Technical Licensing Officer	£32,533.83	£4,130.07	£6,018.76	£13,989.55	£29.46

Hackney Carriage and Private Hire

Annual costs (drivers)

	Officer hours					Proportions applied (%)			Drivers				
	HOS	LM	SLO	LEO	TLO	Drivers	Vehicles	PHOs	HOS	LM	SLO	LEO	TLO
Policy and service development	60	120	30	50	30	50	45	5	30.00	60.00	15.00	25.00	15.00
Enforcement operations	0	50	100	1000	0	20	80	0	0.00	10.00	20.00	200.00	0.00
Enforcement actions (suspensions, warnings etc)	0	100	100	400	0	30	70	0	0.00	30.00	30.00	120.00	0.00
Visual vehicle inspections	0	400	300	1000	0	0	100	0	0.00	0.00	0.00	0.00	0.00
Operator/booking record inspections	0	50	50	100	0	0	0	100	0.00	0.00	0.00	0.00	0.00
Complaints and investigations	50	100	200	600	100	50	45	5	25.00	50.00	100.00	300.00	50.00
Committee hearings and appeals (outside application periods)	20	100	80	80	0	100	0	0	20.00	100.00	80.00	80.00	0.00
Fee setting and budget management	20	20	10	0	0	50	45	5	10.00	10.00	5.00	0.00	0.00
System maintenance	0	20	10	0	10	50	45	5	0.00	10.00	5.00	0.00	5.00
Data protection and FoI requests	30	200	50	100	50	5	90	5	1.50	10.00	2.50	5.00	2.50
Training and research	150	100	60	200	200	50	45	5	75.00	50.00	30.00	100.00	100.00
Procedures, forms, guidance and website	30	50	50	30	30	50	45	5	15.00	25.00	25.00	15.00	15.00
Staff (performance, meetings etc)	100	100	75	250	250	50	45	5	50.00	50.00	37.50	125.00	125.00
Additional items (address change, copy licences, queries etc)	0	100	100	100	200	50	45	5	0.00	50.00	50.00	50.00	100.00
Total time (hours)	460.00	1510.00	1215.00	3910.00	870.00				226.50	455.00	400.00	1020.00	412.50
Total cost (£)									£13,382.63	£21,373.03	£16,389.94	£38,136.67	£12,150.36
Active licences											1,600		
Total annual cost per licence									£8.36	£13.36	£10.24	£23.84	£7.59
											£63.40		

Hackney Carriage and Private Hire Annual costs (vehicles)

	Officer hours					Proportions applied (%)					Vehicles				
	HOS	LM	SLO	LEO	TLO	Drivers	Vehicles	PHOs	HOS	LM	SLO	LEO	TLO		
Policy and service development	60	120	30	50	30	50	45	5	27.00	54.00	13.50	22.50	13.50		
Enforcement operations	0	50	100	1000	0	20	80	0	0.00	40.00	80.00	800.00	0.00		
Enforcement actions (suspensions, warnings etc)	0	100	100	400	0	30	70	0	0.00	70.00	70.00	280.00	0.00		
Visual vehicle inspections	0	400	300	1000	0	0	100	0	0.00	400.00	300.00	1000.00	0.00		
Operator/booking record inspections	0	50	50	100	0	0	0	100	0.00	0.00	0.00	0.00	0.00		
Complaints and investigations	50	100	200	600	100	50	45	5	22.50	45.00	90.00	270.00	45.00		
Committee hearings and appeals (outside application periods)	20	100	80	80	0	100	0	0	0.00	0.00	0.00	0.00	0.00		
Fee setting and budget management	20	20	10	0	0	50	45	5	9.00	9.00	4.50	0.00	0.00		
System maintenance	0	20	10	0	10	50	45	5	0.00	9.00	4.50	0.00	4.50		
Data protection and Fol requests	30	200	50	100	50	5	90	5	27.00	180.00	45.00	90.00	45.00		
Training and research	150	100	60	200	200	50	45	5	67.50	45.00	27.00	90.00	90.00		
Procedures, forms, guidance and website	30	50	50	30	30	50	45	5	13.50	22.50	22.50	13.50	13.50		
Staff (performance, meetings etc)	100	100	75	250	250	50	45	5	45.00	45.00	33.75	112.50	112.50		
Additional items (address change, copy licences, queries etc)	0	100	100	100	200	50	45	5	0.00	45.00	45.00	45.00	90.00		
Total time (hours)	460.00	1510.00	1215.00	3910.00	870.00				211.50	964.50	735.75	2723.50	414.00		
Total cost (£)									£12,496.36	£45,306.13	£30,147.25	£101,828.65	£12,194.54		
Active licences												1,350			
Total annual cost per licence									£9.26	£33.56	£22.33	£75.43	£9.03		
													£149.61		

Hackney Carriage and Private Hire Annual costs (operators)

	Officer hours					Proportions applied (%)					Operators				
	HOS	LM	SLO	LEO	TLO	Drivers	Vehicles	PHOs	HOS	LM	SLO	LEO	TLO		
Policy and service development	60	120	30	50	30	50	45	5	3.00	6.00	1.50	2.50	1.50		
Enforcement operations	0	50	100	1000	0	20	80	0	0.00	0.00	0.00	0.00	0.00		
Enforcement actions (suspensions, warnings etc)	0	100	100	400	0	30	70	0	0.00	0.00	0.00	0.00	0.00		
Visual vehicle inspections	0	400	300	1000	0	0	100	0	0.00	0.00	0.00	0.00	0.00		
Operator/booking record inspections	0	50	50	100	0	0	0	100	0.00	50.00	50.00	100.00	0.00		
Complaints and investigations	50	100	200	600	100	50	45	5	2.50	5.00	10.00	30.00	5.00		
Committee hearings and appeals (outside application periods)	20	100	80	80	0	100	0	0	0.00	0.00	0.00	0.00	0.00		
Fee setting and budget management	20	20	10	0	0	50	45	5	1.00	1.00	0.50	0.00	0.00		
System maintenance	0	20	10	0	10	50	45	5	0.00	1.00	0.50	0.00	0.50		
Data protection and Fol requests	30	200	50	100	50	5	90	5	1.50	10.00	2.50	5.00	2.50		
Training and research	150	100	60	200	200	50	45	5	7.50	5.00	3.00	10.00	10.00		
Procedures, forms, guidance and website	30	50	50	30	30	50	45	5	1.50	2.50	2.50	1.50	1.50		
Staff (performance, meetings etc)	100	100	75	250	250	50	45	5	5.00	5.00	3.75	12.50	12.50		
Additional items (address change, copy licences, queries etc)	0	100	100	100	200	50	45	5	0.00	5.00	5.00	5.00	10.00		
Total time (hours)	460.00	1510.00	1215.00	3910.00	870.00				22.00	90.50	79.25	166.50	43.50		
Total cost (£)									£1,299.86	£4,251.12	£3,247.26	£6,225.25	£1,281.31		
Active licences												175			
Total annual cost per licence									£7.43	£24.29	£18.56	£35.57	£7.32		
													£93.17		

Hackney Carriage and Private Hire Processing costs (drivers and operators)

New Driver	One year				Three year			
	LM	SLO	LEO	TLO	LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)	0.00	5.00	15.00	20.00	0.00	5.00	15.00	20.00
Processing application (validation, NR3, supporting documents)	0.00	10.00	20.00	25.00	0.00	10.00	20.00	25.00
Data entry	0.00	5.00	15.00	20.00	0.00	5.00	15.00	20.00
DBS processing (identification, submission, assessment, recording)	0.00	5.00	15.00	15.00	0.00	5.00	15.00	15.00
Knowledge test	0.00	6.00	24.00	0.00	0.00	6.00	24.00	0.00
DBS Update Service checks (biannual)	0.00	5.00	5.00	5.00	0.00	30.00	30.00	30.00
DVLA checks (including annual check)	0.00	5.00	5.00	5.00	0.00	15.00	15.00	15.00
Issue licences, badges	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
Committee reports/hearings (on application only)	18.00	18.00	18.00	0.00	18.00	18.00	18.00	0.00
Total time (minutes)	18.00	59.00	117.00	100.00	18.00	94.00	152.00	135.00
Time cost (£)	£14.09	£40.29	£72.91	£49.09	£14.09	£64.19	£94.72	£66.27
Annual costs (£)	£63.40				£190.19			
Badges and necklace, with postage (£)	£15.00							
Total cost (£)	£254.78				£444.47			

Driver Renewal	One year				Three year			
	LM	SLO	LEO	TLO	LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)	0.00	5.00	5.00	15.00	0.00	5.00	5.00	15.00
Processing application (validation, NR3, supporting documents)	0.00	0.00	5.00	15.00	0.00	0.00	5.00	15.00
Data entry	0.00	0.00	5.00	10.00	0.00	0.00	5.00	10.00
DBS Update Service checks (biannual)	0.00	0.00	5.00	5.00	0.00	0.00	30.00	30.00
DVLA checks (including annual check)	0.00	0.00	5.00	5.00	0.00	0.00	15.00	15.00
Tax check	0.00	0.00	5.00	10.00	0.00	0.00	5.00	10.00
Issue licences, badges	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
Total time (minutes)	0.00	5.00	30.00	70.00	0.00	5.00	65.00	105.00
Time cost (£)	£0.00	£3.41	£18.69	£34.36	£0.00	£3.41	£40.50	£51.55
Annual costs (£)	£63.40				£190.19			
Badges and necklace, with postage (£)	£15.00							
Total cost (£)	£134.87				£300.65			

PHO (new and renewal)	One year				Five year			
	LM	SLO	LEO	TLO	LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)	0.00	10.00	30.00	30.00	0.00	10.00	30.00	30.00
Processing application (validation, supporting documents, consultation)	0.00	5.00	30.00	30.00	0.00	5.00	30.00	30.00
Data entry	0.00	5.00	15.00	20.00	0.00	5.00	15.00	20.00
DBS basic (annual checks on all applicants/directors where applicable)	0.00	0.00	5.00	10.00	0.00	0.00	25.00	50.00
Committee reports/hearings (on application only)	17.14	17.14	17.14	0.00	17.14	17.14	17.14	0.00
Determine application	5.00	5.00	5.00	0.00	5.00	5.00	5.00	0.00
Issue licence	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
Total time (minutes)	22.14	42.14	102.14	100.00	22.14	42.14	122.14	140.00
Time cost (£)	£17.34	£28.78	£63.65	£49.09	£17.34	£28.78	£76.11	£68.73
Annual costs (£)	£93.17				£465.85			
Total cost (£)	£252.03				£656.81			

Hackney Carriage and Private Hire

Processing costs (hackney carriage vehicles)

		One year			
New HCV		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	15.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	15.00	20.00
Vehicle suitability check		5.00	5.00	15.00	10.00
Data entry		0.00	5.00	15.00	20.00
HC fare review		4.00	2.00	2.00	2.00
Administration/consideration of tests		0.00	5.00	30.00	20.00
Determine application		5.00	5.00	5.00	0.00
Issue licence, tariff card, order plates etc		0.00	0.00	10.00	25.00
Committee reports/hearings (on application only)		12.00	12.00	12.00	0.00
Total time (minutes)		26.00	44.00	119.00	117.00
Time cost (£)		£20.36	£30.05	£74.15	£57.44
Annual costs (£)		£149.61			
Plates, door stickers	£40.00				
Total cost (£)		£371.61			

		One year			
HCV Renewal		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	10.00	20.00
Data entry		0.00	5.00	5.00	10.00
HC fare review		2.00	1.00	0.50	0.50
Administration/consideration of tests		0.00	5.00	20.00	20.00
Determine application		5.00	5.00	5.00	0.00
Issue licence, tariff card, order plates etc		0.00	0.00	5.00	25.00
Committee reports/hearings (on application only)		7.58	7.58	7.58	0.00
Total time (minutes)		14.58	33.58	63.08	95.50
Time cost (£)		£11.41	£22.93	£39.31	£46.88
Annual costs (£)		£149.61			
Plates, door stickers	£40.00				
Total cost (£)		£310.15			

Hackney Carriage and Private Hire

Processing costs (private hire vehicles)

		One year			
New PHV		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	15.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	15.00	20.00
Vehicle suitability check		5.00	5.00	15.00	10.00
Data entry		0.00	5.00	15.00	20.00
Administration/consideration of tests		0.00	5.00	30.00	20.00
Determine application		5.00	5.00	5.00	0.00
Issue licence, order plates etc		0.00	0.00	10.00	20.00
Committee reports/hearings (on application only)		12.00	12.00	12.00	0.00
Total time (minutes)		22.00	42.00	117.00	110.00
Time cost (£)		£17.22	£28.68	£72.91	£54.00
Annual costs (£)		£149.61			
Plates, door stickers	£40.00				
Total cost (£)		£362.43			

		One year			
PHV Renewal		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	10.00	20.00
Data entry		0.00	5.00	5.00	10.00
Administration/consideration of tests		0.00	5.00	20.00	20.00
Determine application		5.00	5.00	5.00	0.00
Issue licence, order plates etc		0.00	0.00	5.00	20.00
Committee reports/hearings (on application only)		7.58	7.58	7.58	0.00
Total time (minutes)		12.58	32.58	62.58	90.00
Time cost (£)		£9.85	£22.25	£39.00	£44.18
Annual costs (£)		£149.61			
Plates, door stickers	£40.00				
Total cost (£)		£304.89			

Hackney Carriage and Private Hire

Processing costs (additional items)

Vehicle transfer		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	5.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	5.00	20.00
Data entry		0.00	5.00	5.00	15.00
Issue licence		0.00	0.00	10.00	15.00
Total time (minutes)		0.00	15.00	25.00	70.00
Time cost (£)		£0.00	£10.24	£15.58	£34.36
Total cost (£)		£60.19			

Vehicle registration change		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	0.00	5.00	10.00
Processing application (validation, supporting documents)		0.00	0.00	5.00	10.00
Data entry		0.00	0.00	5.00	10.00
Issue licence, order plates etc		0.00	0.00	5.00	25.00
Total time (minutes)		0.00	0.00	20.00	55.00
Plates	£20.00				
Time cost (£)		£0.00	£0.00	£12.46	£27.00
Total cost (£)		£59.46			

	Private Hire	Hackney Carriages	Dual Drivers	Operators	Total	Notes
Employee costs:						
Staff Gross Pay	256,875.98	224,975.75	157,680.52	14,699.43	654,231.69	
Car Allowances	449.59	393.76	275.98	25.73	1,145.06	
Other costs:						
IT Hardware	135.46	118.64	83.15	7.75	345.00	
Equipment Purchase	72.26	63.29	44.36	4.14	184.05	
Other Expenses General	266.80	233.66	163.77	15.27	679.50	
Public Notices & Campaigns (Inc Advertising)	556.45	487.34	341.57	31.84	1,417.20	
Survey Professional and Other Fees	971.78	851.10	596.52	55.61	2,475.00	
General Office Expenses	24.21	21.20	14.86	1.39	61.66	
Legal Costs	117.79	103.16	72.30	6.74	300.00	
Mobile Telephones	3.34	2.92	2.05	0.19	8.50	
Hackney Carriage Licences	8,336.00	4,168.00	0.00	0.00	12,504.00	Plates
Support Service Recharges	62,299.81	54,563.09	38,242.06	3,565.04	158,670.00	
Income:						
Fees - Hackney / Private Licencing	-1,346.16	-1,178.99	-826.32	-77.03	-3,428.50	
Fees - Other	-299,488.82	-262,296.71	-183,837.95	-17,137.91	-762,761.39	
Internal Recharges - Staff Admin	-1,172.22	-1,233.03	-933.91	-60.84	-3,400.00	
Net Expenditure/income(-)	28,102.27	21,273.21	11,918.95	1,137.34	62,431.77	

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Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Environment		
Service area	Licensing		
Proposal being screened	Review of Fees and Charges – Hackney Carriage and Private Hire Licences		
Officer(s) carrying out screening	Simon Fisher and Gareth Bentley		
What are you proposing to do?	The purpose of this report is to present a proposal to vary the current fees and charges relating to the Council's hackney carriage and private hire licensing functions.		
Why are you proposing this? What are the desired outcomes?	To recover the cost of administering licences.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No.		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics			
As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)		✓	
Are from the Armed Forces Community		✓	
Does the proposal relate to an area where there are known inequalities/probable impacts (for example, disabled people's access to public transport)? Please give details.	No. Two reviews are underway considering this, with a special focus on wheelchair accessible vehicles. These are currently under consultation. This report is only the set the fees for administering the licences.		

	<p>The proposal is to make no changes to fees relating to wheelchair accessible vehicles.</p> <p>On 21 February 2023, the Executive of North Yorkshire County Council resolved to waive the fees relating to wheelchair accessible vehicles until such time as an Inclusive Service Plan is completed, and any subsequent changes to the Hackney Carriage and Private Hire Licensing Policy are implemented.</p> <p>This approach was intended to encourage the provision and retention of licensed wheelchair accessible vehicles in North Yorkshire. The costs associated with applications in respect of wheelchair accessible vehicles have been subsidised by the Council's general fund (not by other licence holders) since 1st April 2023.</p> <p>The formulation of a new Inclusive Service Plan is underway with a view to identifying potential methods of improving service provision for wheelchair users. Its recommendations will be considered alongside the full review of the Hackney Carriage and Private Hire Licensing Policy.</p> <p>The proposed review of licence fees recommends an increase in relation to some licences and a reduction in relation to others to account for changes in personnel, salaries, overheads and operational service delivery, but to retain the existing arrangements in relation to wheelchair accessible vehicles to make the necessary provision while the policy review progresses.</p>			
<p>Will the proposal have a significant effect on how other organisations operate? (for example, partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.</p>	No.			
<p>Decision (Please tick one option)</p>	EIA not relevant or proportionate:	✓	Continue to full EIA:	
<p>Reason for decision</p>				
<p>Signed (Assistant Director or equivalent)</p>	Callum McKeon			
<p>Date</p>	12/01/2026			

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	Review of Fees and Charges – Hackney Carriage and Private Hire Licences
Brief description of proposal	The purpose of this report is to present a proposal to vary the current fees and charges relating to the Council's hackney carriage and private hire licensing functions.
Directorate	Environment
Service area	Licensing
Lead officer	Simon Fisher and Gareth Bentley
Names and roles of other people involved in carrying out the impact assessment	None

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following.

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

Decision (Please tick one option)	Full CCIA not relevant or proportionate:	<input checked="" type="checkbox"/>	Continue to full CCIA:	<input type="checkbox"/>
Reason for decision	This report only sets fees for licences. Individual operating licensing policies are agreed separately. These are where EI considerations are made. Please refer to the ongoing review of Hackney Carriage and Private Hire Licensing Policy which considers the Councils climate change duties.			
Signed (Assistant Director or equivalent)	Callum McKeon			
Date	12/01/2026			

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North Yorkshire Council

Fees & Charges Policy

1.0 Introduction and Context

- 1.1 Income generation is an important part of the Council's overall resources. Fees and charges can help to achieve income to support frontline service delivery and future investment, can influence customer behaviour and can help to ensure the council's policy objectives are achieved.
- 1.2 In total in 22/23 the former 8 councils in North Yorkshire expect to generate £113m from discretionary fees and charges - 11% of total income budgeted for the year. An effective Fees and Charges Policy will help to maximise income raised and lower the burden to Council Tax payers of providing various council services, instead ensuring that where appropriate, it is the direct users of these services that are paying towards the costs of these services.
- 1.3 The principle aims of this Fees and Charges Policy are to support future budget setting and medium-term financial planning processes and to provide a framework for the Council's approach to charging for services.
- 1.4 With this in mind, this Policy has been developed, to provide Service Managers with a centralised framework to consider when reviewing their fees and charges, helping to ensure a consistent approach across the Council.

2.0 Scope

2.1 This Policy applies to:

- Non-Discretionary (Statutory) Services that a Local Authority is mandated, or has a duty to provide, where charging is permissible in the legislation;
- Discretionary Services that a Local Authority has the power, but is not obliged, to provide and may cost recover for providing such services.

2.2 This Policy does not apply to:

- Any service where there is no ability to cost recover (charge) for such services;
- Council Tax and Business Rates – local taxation charges are covered by separate legislation;
- Fees and Charges that are set in statute and regulations, for example, Planning Application Fees;
- Services that are free of charge at the point of delivery, under legislation, for example domestic general waste collection;
- Contributions to the cost of care, as defined by social care legislation;
- Housing Revenue Account (HRA) housing rents – a separate HRA rents policy covers these particular charges;
- Services traded through North Yorkshire Education Services (NYES) and
- Wholly controlled companies – as separate legal entities (within the NYC Group) fees and charges are set separately in accordance with their approved objectives, business plans and governance arrangements.

3.0 Roles and Responsibilities

- 3.1 Within the Council's Constitution, Directors are responsible for establishing and reviewing fees and charges for their directorate in accordance with this corporate policy framework, the legal framework which enables such charges and the approved budget envelope.
- 3.2 The Corporate Director of Resources is responsible for reviewing this policy and providing advice and guidance for its implementation.

4.0 Objectives

- 4.1 With the ever-increasing budget pressures facing the public sector, it is important for the Council to increase resilience and independence wherever possible. One of the main areas this can be explored through is Fees and Charges.
- 4.2 In line with the Council's savings requirements and commercial stance, it is vital to regularly review the continuing provision of those discretionary services where the council is unable, or unwilling, to recover the full costs of service. It is also important to ensure that where there is an opportunity to introduce new fees and charges, this opportunity is investigated fully to understand the implications of doing so.
- 4.3 The Fees and Charges Policy therefore has the following objectives:

- 4.3.1 Maximising consistency across services:

As part of local government reorganisation, there is a need to move towards a consistent approach to fees and charges to ensure charges reflect service costs and are fair across the whole of North Yorkshire. This Policy acknowledges that there will be different fees and charges in operation across North Yorkshire as services work towards single operating models. This Policy does not specify if, when or how the various fees and charges across all 8 former councils should be harmonised but as services are brought together, it provides a unified set of principles for services to follow.

Any departure from the agreed Policy should be clearly documented and clearly explained. A corporate list of fees and charges is maintained by Finance and will allow Directors and Service Managers to record when a charge was last reviewed and what was considered. To assist with this process, a Fees and Charges calculation tool/guidance has been developed. (Link to Intranet)

- 4.3.2 Ensuring Fees and Charges are robust and up to date:

All fees and charges are to be reviewed on an annual basis. Whilst it is acknowledged that a full review of each fee and charge implemented by the Council is not practicable each financial year, it is considered that as a minimum the fees and charges already charged by the Council are to be adjusted in line with inflation each year. This will ensure that any inflationary change to the costs of providing a service will be matched by a corresponding change to the charge made for the service. The inflation rate to be applied each year will be notified by the Corporate Director of Resources as part of the budget setting process. All fees and charges must be subject to a detailed review at least every 3 years.

- 4.3.3 Ensuring that Fees and Charges are clearly understood:

As part of the review of Fees and Charges, the cost of providing each service, and any legislation pertaining to this service, is to be considered. As services start to work together under local government reorganisation and budgets are re-worked, services will be better placed to understand the costs of providing services and will help inform future decisions around fees and charges. The Fees and Charges calculation tool will allow Directors and

Service Managers to calculate the cost of providing a service and record any relevant legislation and store this information for future reference.

4.3.4 Maximising Council income:

When reviewing existing fees and charges, or when considering the implementation of a new charge, the charge should be set at such a level as to maximise the income received by the Council. Please see (Link to intrant) for further guidance on the approach to use when determining a fee and charge.

Service income budgets will rise in line with inflation in each year. As budgeted income targets are set to increase, it is important for fees and charges to be regularly reviewed and updated to help in meeting this increased level of budgeted income.

It is also important to ensure that fees and charges are reflective of the council's costs of service provision, to ensure that services are not being inadvertently subsidised without a positive decision to this effect.

5.0 Implementation

5.1. The following costing approach to fees and charges should be adopted:

- When introducing or reviewing a fee or charge, the Council will follow one of three models set out below.
- As a general rule, Fees and Charges should be aimed towards full-cost recovery, including an appropriate share of corporate and departmental overheads.
- If the Council is unable, or unwilling, to recover the full costs of providing a discretionary service, then as part of the annual review, the continued provision of this service should be considered along with the rationale of the charging policy adopted.
- When finalising the costs of each fee and charge, consideration should be given to any wider implications of setting the charge at the proposed rate, to avoid any unintended consequences.

Costing Model	Objective	Key Considerations
1. Full Cost Recovery	To cover the full costs of delivering the service ensuring no element of subsidy from local taxpayers.	<ul style="list-style-type: none"> • This is the Council's default charging method; • Charges should recover the full costs, including overheads, capital charges and recharges;
2. Cost Plus	To cover the full costs of delivering the service plus a margin to contribute to re-investment in services.	<ul style="list-style-type: none"> • In limited circumstances it may be appropriate to add a margin to full cost recovery, for example to contribute to re-investment in services where the income will not generate a surplus or profit against the service in totality. Guidance from Finance should be obtained before considering such charges

3. Subsidised	To cover all or part of the costs of service delivery with support from local taxpayers.	The level of subsidy should have regard to the full cost of service delivery and there should be a clear and agreed rationale for subsidy
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- 5.2 Fees and Charges should be benchmarked against other local authorities to help identify potential best practice. When appropriate to the Fee and Charge in question, benchmarking against other relevant competitors in the market should also be undertaken.
- 5.3 Each Directorate is responsible for ensuring that their Fees and Charges are appropriately monitored and up to date. Each Directorate's list of Fees and Charges is to be overseen by the Directorate's lead Finance Business Partner.
- 5.4 Annual reviews should consider the following factors:
- Inflationary pressures, and when a flat rate uplift might not be the most appropriate option due to specific changes to the cost-of-service delivery;
 - Service-level budget targets, with the context of council-wide targets and advice from lead Finance Business Partners;
 - Cost of administration;
 - Scope for new charging areas, this might be entirely new discretionary service to deliver, or existing services that are currently not charged for;
 - Demand/volume and sensitivity to price changes;
 - Use stakeholder engagement and comparative data, where appropriate, to ensure that charges do not adversely affect the take up of services or restrict access to services (other than where this is a desirable outcome).
- 5.5 If a decision is taken to not increase some fees and charges the budget shortfall that this creates will need to be bridged through other operational and cost savings. Conversely, if charges are increased above inflation this can contribute to Directorate savings targets.
- 5.6 Service users should be given a reasonable period of notice before the introduction of new or increased charges and there may be a requirement to consult.
- 5.7 To ensure cost effectiveness and efficiency when setting and amending charging levels, the following are to be considered:
- The desirability of increasing the Council's market share e.g., temporarily reducing a fee or charge in order to stimulate demand for a service, leading to increased income generation;
 - Obstacles to maximising full cost recover when providing the service;
 - Future investment required to improve or maintain the service;
 - If full cost recovery would require a sudden and large uplift and may reduce market share, it may be prudent to phase-in that price rise over a longer period with a temporary agreed discount;
 - The desirability of reducing the uptake of a given service, i.e., raising charges during peak times.
- 5.8 Once the review of existing fees and charges has been completed, or any proposal for a new fee or charge has been developed, these will need to pass through each Directorate's agreed approval process before implementation.

5.9 Further guidance is available as part of the Fees and Charges Calculation Tool.

6.0 Regularity of Review

6.1 The Policy is to be reviewed every four years as a minimum and any required amendments will be subject to approval of the Executive.

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Annex 6.1

How to calculate charges

This annex discusses how to calculate the cost of public services for which a fee is charged.

Introducing a new or updated charge bearing service

A6.1.1. Public sector organisations planning to set up or update a service for which a fee may be charged shall ensure early engagement with Treasury. Advice should be sought at the earliest opportunity if there are any variations on the standard model. Proposed variations may be agreed in certain instances, considering each on its merits. Each will need to be justified in the public interest and on value for money grounds.

A6.1.2. Practical issues which organisations will need to consider when setting up or refreshing a charge bearing service include: the definition of the service and its rationale; the proposed financial objective (for instance, full cost recovery; 70% of full cost plus a 30% public subsidy); how the service is to be delivered and which organisation is to deliver it; whether the provider should retain any income from charges; the proposed charging structure (for instance, a single service or several sub-services). Organisations will also need to refer to the checklist in box 4.9 of factors to consider when planning policies and projects.

Measuring the full cost of a service

A6.1.3. With agreed exceptions, fees for services should generally be charged at cost, sometimes with an explicit additional element to match the returns of commercial competitors. So to set fees for public services it is essential to calculate the cost of providing them accurately.

A6.1.4. The main features to be taken into account in measuring the annual cost of a service are set out in box A6.1A. Not everything in the list will apply to every service and the list may not be exhaustive. It is important that the calculation is comprehensive, including all relevant overheads and non-cash items.

A6.1.5. So far as possible the calculation should use actual costs, where they are known. For services just starting, there may be no alternative to using best estimates, geared to estimated consumption patterns.

A6.1.6. Start-up costs which are capitalised in the accounts and the cost of fixed capital items are scored in the accounts in full. These costs should be attributed to the cost of the service as the depreciated value each year.

A6.1.7. Start-up costs which cannot be capitalised in the accounts are scored as they are incurred. Such costs may be recovered through fees and charges by spreading them over the first few years of service provision. It is also good

practice to set fees to recover costs which cannot be capitalised in the accounts and which have been incurred to improve efficiency and effectiveness so that charges are lower or offer better value. This needs explicit Treasury agreement and may require statutory backing.

A6.1.8. For services which are charged at different rates, the same procedure should be used to set the different rates. That is, the cost of any premium service should be objectively justifiable by its additional cost (e.g. where faster shipping is offered); or conversely any discount should be justifiable by saving to the supplier (e.g. using the internet rather than over the counter). Note, however, that sometimes the legislation permits differential pricing unrelated to the relative underlying costs – though even then there should be good policy reason for the difference.

Box A6.1A: elements to cost in measuring fees

- Accommodation, including capital charges for freehold properties
- Fixtures and fittings
- Maintenance, including cleaning
- Utilities
- Office equipment, including IT systems
- Postage, printing, telecommunications
- Total employment costs of those providing the service, including training
- Overheads, e.g. (shares of) payroll, audit, top management costs, legal services, etc
- Raw materials and stocks
- Research and development
- Depreciation of start upstart-up and one-off capital items
- Taxes: vat, council tax, stamp duty, etc
- Capital charges
- Notional or actual insurance premiums
- Fees to sub-contractors
- Distribution costs, including transport
- Advertising
- Bad debts
- Compliance and monitoring costs
- Provisions

But not:

- Externalities imposed on society (e.g. costs from pollution and crime)
- Costs of policy work (other than policy on the executive delivery of the service)
- Enforcement costs⁹²
- Replacement costs of items notionally insured
- Start-up costs (those which are capitalised in the accounts) and one-off capital items

Financial objectives

A6.1.9. The standard approach to setting charges for public services (including services supplied by one public sector organisation to another) is full cost recovery. It normally means recovering the standard cost of capital, currently 3.5% in real terms. Some exceptions are noted in section 6.4.

A6.1.10. One other exception is commercial services, i.e. those services which compete or may compete with private sector suppliers of similar services. These should aim to recover full costs including a real rate of return in line with the rates achieved by comparable businesses facing a similar level of risk. The normal range of rates is 5-10% but rates as high as 15% may be appropriate for the very highest risk businesses.

A6.1.11. Great care should be taken in pricing commercial services where public sector suppliers have a natural dominant position. The market prices of competitors will often be a good guide to the appropriate rate of return if there is genuine competition in the market. Where there are limited numbers of buyers and sellers in a market, it may be better to take other factors into account as well. These might include past performance, the degree of risk in the underlying activity and issues bearing on future performance.

Accidental surpluses and deficits

A6.1.12. Despite every effort to measure and forecast costs, surpluses and deficits are bound to arise from time to time. Causes may include variations in demand, in year cost changes, and so on. It is good practice to consider mid-year adjustment to fee levels if this is feasible.

A6.1.13. It is also good practice to set fees to recover accumulated past deficits. This may require statutory backing through a s102 order (see paragraph 6.3.3).

A6.1.14. Where significant surpluses have arisen, these should usually be refunded to the payees at the earliest opportunity.

⁹² See HMT guidance on receipts

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/226421/PU1548_final.pdf

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- Have you received an email or call to take part in the LGA Perceptions Survey? Find out more. (<https://www.local.gov.uk/our-support/research-and-data/have-you-been-approached-take-part-lga-perceptions-survey>)



LGA guidance on locally set licensing fees

This guidance aims to help councils to understand the full breadth of issues that should be considered when setting local licence fees in order to meet legal obligations and provide the necessary reassurances to local businesses.

14 Dec 2023

10.74

Introduction

Councils are responsible for administering a range of licences and approvals relating to both national legislation and discretionary functions that are adopted locally. For the majority of these regimes the costs are recovered through fees set by each council and paid by the licence applicant. It is an accepted principle in relation to these functions that those who benefit from the system (such as licence holders) should cover the cost of it. Locally set fees are a vital means of ensuring both that full costs can be recovered by each and every council, reducing the risk of a subsidy from local taxpayers, and that businesses do not pay more than they should.

Licensing decisions that are made by councils can face scrutiny from businesses, the public and in the media, particularly in relation to fee setting. Therefore, every council should ensure it sets fees in a legally robust and transparent manner.

This guidance aims to help councils to understand the full breadth of issues that should be considered when setting local licence fees in order to meet legal obligations and provide the necessary reassurances to local businesses. It does not contain a fees calculator because this assumes a uniformity of service design and associated costs, when it is vital that councils are free to design services that best serve the needs of their community and recover costs accordingly. Whilst this guidance is focused primarily on licensing fees, the principles of good fee setting apply equally to other fees set by council regulatory services (and beyond) so officers working in those fields may also find this guidance useful.

Key issues for consideration

Balancing the need for funding with a proportionate approach

Regulatory services are at the heart of councils' approaches to economic growth. Officers working in licensing, environmental health and trading standards have regular interactions with businesses and can therefore have an important role in helping them become established and grow, at the same time as ensuring they adhere to important safeguards.

To ensure that councils can promote growth and protect the public, there is a need to ensure that licensing and wider regulatory regimes are adequately resourced. This requires funding, and it is an accepted principle that licensed activities should be paid for by those benefiting from the licensed activity, rather than drawing on the public purse.

Where councils have the flexibility to set local fees, it is possible to consider how resources can be focused on risk; whether business support is effective; and how the burden of inspections can be removed where it is not necessary. A streamlined approach to licensing will ensure that fees are kept to a minimum and businesses can be encouraged to prosper. However, councils should ensure they are accurately setting their fees, including checking that the hourly rates of licensing and other officers are correct and considering wider costs such as administration or on-site costs, to enable full cost recovery.

What are the Provision of Services Regulations 2009 and how do they impact on locally set licence fees?

Whilst the detail of what may or may not be chargeable under a licensing scheme is sometimes set out in individual pieces of legislation, or is established through case law, councils need to be aware of and comply with the **Provision of Services Regulations 2009**. These Regulations have important implications for licence fee setting, and there have been legal challenges to licensing fees based on the Regulations in the past.

The Provision of Services Regulations protect UK businesses and consumer rights by maintaining obligations on UK competent authorities to ensure that their regulation of service activity through authorisation schemes is proportionate, justified in the public interest and such authorisation schemes are administered in a fair, accessible and transparent way.

They were first introduced in 2009 and transposed the European Union Services Directive 2006, which aimed to make it easier for businesses to provide cross-border services with other European Economic Area countries by lowering non-tariff barriers to trade. This included reducing administrative and regulatory burdens on businesses providing a service activity. The European Services Directive no longer applies to UK law following the UK's exit from the European Union. However, the European Union (Withdrawal) Act 2018 preserved the Provision of Services Regulations 2009 under UK law, so councils still need to comply with the requirements of the Regulations. For example, the principles of no profit-making, no cross subsidies between licence types or leakage to the General Fund, taking forward deficits and surpluses when deciding following years' fee levels, and using fees to cover enforcement costs where relevant domestic legislation allows still apply.

Councils should note that the Government has been conducting a review of the Regulations and intends to reform the Provision of Services Regulations using the powers within the Retained EU Law (Revocation and Reform) Act.

[Further guidance about the Provision of Services Regulations is available on the Department for Business and Trade's website. \(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975587/provision-of-services-guidance-march-2021.pdf\)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975587/provision-of-services-guidance-march-2021.pdf) Councils should specifically note that the

Regulations do not apply to the licensing of taxis or gambling activities; however, the principles remain a helpful way of providing a transparent and business-friendly approach to licensing.

Principles of the Provision of Services Regulations

The general principles of the Regulations apply to the processes and procedures applied by competent authorities (regulators and councils) who administer authorisations schemes. These provide benefits to service providers when seeking a relevant authorisation, such as a licence, in order to establish their business.

The core principles of the Regulations – **justified by an overriding reason relating to the public interest (such as public safety, public health or public policy); proportionate to the public interest objective; clear and unambiguous; objective; made public in advance; transparent and accessible** – apply to fee setting and are already practiced by a large number of councils with the aim of ensuring a fair and transparent approach for local businesses and communities.

Councils should also ensure that the principle of non-discrimination applies. When considering fee setting, councils should ensure that all applicants are treated equally irrespective of protected characteristics, location and/ or nationality. However, councils do have a discretion not to impose a full cost recovery charge, provided this is to achieve a legitimate aim.

The importance of this approach has also been established by case law on taxi and PHV licensing which, although not covered by the Regulations, illustrates an important precedent which councils should adhere to. *Cummings v Cardiff* ruled that the charges within a licensing regime for different categories of licence should not subsidise each other; so, a surplus gained on hackney carriage licences should not reduce the cost of a private hire vehicle licence. This can be logically

extended to mean that the fees received under one licensing regime must not subsidise fees charged under another. For instance, a surplus generated by taxi fees must be reinvested back into taxi licensing and not used to reduce the cost of, for instance, a scrap metal dealer's licence. Councils should also be aware of the R (Rehman) v Wakefield case, which made it clear that driver enforcement costs cannot be covered by vehicle licences, but they can be covered by driver licence fees.

All councils should, therefore, ensure that they have individual, discrete cost-calculations for each of the licensing regimes that they operate. This may require a change in the way that some councils operate.

Administering payment of fees

Under the Provision of Service Regulations councils need to ensure that details of any fees are easily accessible online, including the ability to make payments online.

Councils should be able to separate out the cost of processing an initial application from those costs associated with the ongoing administration of a scheme, because this latter element cannot be charged to unsuccessful licence applicants.

Hemming v Westminster

In Hemming v Westminster, the Supreme Court referred to the European Court of Justice (ECJ) the issue of how the charges were levied. The Court identified two different approaches to charging fees:

(a) Whereby a council charged a fee upon application (covering the costs of authorisation procedures) and a subsequent fee to successful applicants (covering the cost of administering and enforcing the framework) - the 'type A' approach.

(b) Where a council charged a single fee on application covering all costs, on the basis that the relevant proportion of the fee would be refunded to unsuccessful applicants – the ‘type B’ approach.

The Court found the type A approach of charging two fees is permissible under the European Services Directive and the Provision of Service Regulations but felt that the type B approach of charging a single fee was not compatible with the Services Directive or the Regulations.

Therefore, licensing authorities should confirm that their fee structures ensure that application fees relate solely to the cost of authorisation procedures (the costs associated with reviewing an application and granting / refusing a licence). Under the type A approach, successful licence applicants should subsequently be charged an additional fee relating to the costs of administering and enforcing the relevant licensing framework.

Not all legislation in England and Wales permits councils to separate out elements of the fee in this way. For instance, the Licensing Act 2003 has nationally set fees, which constrains councils’ ability to adopt this approach. It is therefore unclear whether a council could offer a refund of the enforcement element if an application is refused under this Act: the LGA view is that this is not possible, as the legislation requires that the specified amount (fee) must be paid on application.

Nevertheless, despite these constraints, councils could consider calculating the notional costs of administration and enforcement separately and make applicants aware of the two elements to the fee. In addition to meeting the transparency requirements of the Provision of Service Regulations, this enables councils to examine the efficiency of their internal processes and make improvements where necessary. The process adopted and information available about this should be simple and cost effective for both the council and businesses.

Reasonable and proportionate

The Regulations also includes specific requirements that apply to the charging of fees. Charges must be reasonable and proportionate to the cost of the processes associated with a licensing scheme. **Councils must not use fees covered by the Regulations to make a profit or act as an economic deterrent to deter certain business types from operating within an area.**

Keeping fees under review

Fees should be broadly cost neutral in budgetary terms, so that, over the lifespan of the licence, the budget should balance. Those benefitting from the activities permitted by the various licences should not, so far as there is discretion to do so, be subsidised by the general fund.

To ensure that fees remain reasonable and proportionate it is necessary to establish a regular and robust review process. This has particular advantages in the early stages of a new licensing regime, where fees have been set on best guess estimates of the number of applications that will be received.

Annual reviews allow for the fine tuning of fees and allow councils to take steps to avoid either a surplus or deficit in future years. This will not immediately benefit licence holders where the licence has been granted for a number of years and paid for in a lump sum, but will ensure new entrants to the licensing scheme are charged appropriately.

Councils that divert fees' income from the relevant licensing scheme to fund other licensing work, or to fund other council activities, will be breaking the law.

Where fees charged result in a surplus, both *Hemming v Westminster* and *Cummings v Cardiff* stated that this surplus must be used to reduce the fees charged in the following year. It is possible to extend the reinvestment of the surplus over more than one year, but this will need careful consideration about whether contributors may leave the licensing system over that period and therefore lose out on the return. Deficits can similarly be recovered, although where there is a significant

deficit, councils may want to consider how recovery can be undertaken over more than one year so as not to financially harm otherwise viable businesses.

The case of **R v Tower Hamlets LBC (1994)** may also be of relevance, as the High Court indicated that “a council has a duty to administer its funds so as to protect the interests of what is now the body of council taxpayers”.

Open route for challenge

In the interests of transparency, it is helpful to give an indication of how the fee level has been calculated; the review processes in place and a contact method for businesses to query or challenge the fees. Open consultation with businesses and residents to design a local service, including understanding the implications for fees, helps to provide a robust answer to challenge.

It may also prove helpful to engage elected members in the scrutiny of fees. They will use their knowledge as local representatives to consider councils’ assumptions and challenge them where necessary.

What can be included in a licence fee?

Local authorities and organisations such as the LGA have previously identified that cost recovery and charging models for chargeable services is a key issue affecting the financial sustainability of regulatory services, and this can in part be due to outdated charging approaches. Councils should take a holistic approach to costs and think about the total cost of putting an officer on the ground, and not just their salary cost. As such, councils should consider the following elements when setting licence fees. It should be noted that this list is for **consideration only**, as councils may choose not to charge for all the elements listed if they do not apply locally, or there may be additional areas of work carried out during the licensing process that are not included in this guidance.

Individual pieces of legislation may also have specific items that may or may not be chargeable under the scheme. The lists below will apply for most schemes, but should always be checked against the relevant piece of legislation. If councils have any concerns, they should seek the advice of their in-house legal department.

More generally, when thinking about fees it is crucial that councils have a clear understanding of what the hourly rates of their licensing officers are. The LGA has a broad concern that councils often underestimate the overall hourly rate of officers, and this can lead to councils not recovering their costs.

Initial application costs could include:

Administration – This could cover basic cost of office administration to process the licence application, such as resources, photocopying, postage or the cost of handling fees through the accounts department. This could also include the costs of specialist licensing software to maintain an effective database, and printing licences.

Initial visit/s – This could cover the average cost of officer time if a premises visit is required as part of the authorisation process. Councils will need to consider whether the officer time includes travel. It would also be normal to include 'on-costs' in this calculation. Councils will need to consider whether 'on-costs' include travel costs and management time.

Third party costs – Some licensing processes will require third party input from experts, such as veterinary attendance during licensing inspections at animal related premises.

Liaison with interested parties – Engaging with responsible authorities and other stakeholders will incur a cost in both time and resources.

Management costs – Councils may want to consider charging an average management fee where it is a standard process for the application to be reviewed by a management board or licensing committee. However, some councils will include management charges within the 'on-costs' attached to officer time referenced below.

Local democracy costs – Councils may want to recover any necessary expenditure in arranging committee meetings or hearings to consider applications.

On costs – including any recharges for payroll, accommodation, including heating and lighting, IT hardware and supplies and services connected with the licensing functions. Finance teams should be able to provide a standardised cost for this within each council.

Development, determination and production of licensing policies – The cost of consultation and publishing policies can be fully recovered.

Web material – The Provision of Services Regulations require that applications, and the associated guidance, can be made online and councils should effectively budget for this work.

Advice and guidance – This includes advice in person, production of leaflets or promotional tools, and online advice.

Setting and reviewing fees – This includes the cost of time associated with the review, as well as the cost of taking it to a committee for approval.

Further compliance and enforcement costs could include:

- **Additional monitoring and inspection visits** – Councils may wish to include a charge for risk-based visits to premises in between licensing inspections and responding to complaints. As with the initial licensing visit, councils can consider basing this figure on average officer time, travel, administration, management costs and on costs as suggested above.

- **Local democracy costs** – Councils may want to recover any necessary expenditure in arranging committee meetings or hearings to review existing licences or respond to problems.

- **Registers and national reporting** – some licensing schemes require central government bodies to be notified when a licence is issued. The costs of doing this can be recovered.

Charging for action against unlicensed traders

Councils' ability to charge for these costs as part of a licensing scheme depends on the licensing scheme in question. In **Hemming v Westminster**, the Supreme Court ruled that the Services Directive made no mention of enforcement costs. Councils' ability to charge these costs to applicants for licences is therefore dependent on the UK legislation.

The Court ruled that licensing authorities are entitled under the **Local Government (Miscellaneous Provisions) Act 1982** to impose fees for the grant or renewal of licences covering the running and enforcement costs of the licensing scheme; in this case, the licensing scheme for sex shops.

Taxi and PHV licensing case law is clear that driver enforcement costs cannot be covered by vehicle licences, but they can be covered by driver licence fees. This was established by the **R (Rehman) v Wakefield** case. The LGA believes that section 70(1) of the 1976 Act makes it clear that the costs of enforcement against licensed operators can also be recovered through a fee; however, the position on recovering these costs is contested.

[Home Office guidance under the Scrap Metal Dealers Act \(https://www.gov.uk/government/publications/scrap-metal-dealers-act-2013-supplementary-guidance\)](https://www.gov.uk/government/publications/scrap-metal-dealers-act-2013-supplementary-guidance),

Councils **[must have regard to this guidance \(https://www.gov.uk/government/publications/scrap-metal-dealers-act-2013-supplementary-guidance\)](https://www.gov.uk/government/publications/scrap-metal-dealers-act-2013-supplementary-guidance)**, which prevents the recovery of enforcement costs against unlicensed dealers only. Great care must therefore be taken when setting fees to check what is and is not permitted under that specific licensing regime.

Unrecoverable costs

It is worth considering that the costs of defending appeals in the magistrate's court or via judicial review can be recovered through the courts. Including these costs within the fee's regime could lead to recovering the costs twice, which would be inconsistent with the Provision of Service Regulations

Do	Don't	Maybe
Check the relevant legislation	Use a surplus from one fee to subsidise another	Include the costs of enforcement against unlicensed traders

Do	Don't	Maybe
Calculate processing costs and enforcement costs separately	Allow fees income to be drawn into the council's general fund	Include a condition on the issued licence that requires the payment of the enforcement part of the fee, where this is not charged upfront
Clearly communicate to applicants the elements that make up the fee	Allow fee levels to roll-over each year without a review	
Ensure fees are determined by the right person	Forget to ask the courts to award costs during a prosecution	
Include staff on-costs		
Include training costs for officers and councillors		

Further support

The practical approach to designing a local licensing service, allocating costs accurately and considering legal implications can be a difficult task; therefore, it is strongly recommended that licensing teams work with their legal advisors and finance teams to make the best use of all expertise.

In addition, councils should consider working collaboratively with neighbouring authorities to provide mutual support. Working with other councils and reviewing fees set by similar authorities can be an extremely valuable way of ensuring that fees are not perceived to be disproportionate by businesses.

This document sets out high-level, over-arching principles for fee setting that apply across most licensing regimes. It is always important to check the specific details of the regime in question. The following links will take you to relevant legislation or guidance for the most common licensing regimes.

▼ Relevant guidance links

Licensing Act 2003 (<http://www.gov.uk/government/publications/alcohol-licensing-fee-levels>)

Gambling Act 2005 (<http://www.legislation.gov.uk/ukpga/2005/19/section/212>) and **The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007** (<http://www.legislation.gov.uk/uksi/2007/479/contents/made>)

Scrap Metal Dealers Act 2013 (<https://www.gov.uk/government/publications/scrap-metal-dealer-act-2013-licence-fee-charges>)

Taxis and PHV Licensing (Local Government Miscellaneous Provisions Act 1976 (<http://www.legislation.gov.uk/ukpga/1976/57/section/70>))

Sexual Establishments (Local Government Miscellaneous Provisions Act 1982 (<http://www.legislation.gov.uk/ukpga/1982/30/schedule/3>))

Street Trading (Local Government Miscellaneous Provisions Act 1982) (<http://www.legislation.gov.uk/ukpga/1982/30/schedule/4>)

Provision of Services Regulations 2009 (<https://www.legislation.gov.uk/ukdsi/2009/9780111486276/contents>)

Case law

Hemming v Westminster

The Hemming v Westminster case (<https://www.supremecourt.uk/cases/uksc-2013-0146.html>) tested the degree to which fees and processes must be proportionate, as well as the administrative processes for calculating fees, in the context of licensing sex establishments. The case established a number of key points about setting fees under the European Services Directive and Provision of Service Regulations.

The case has passed through a number of courts, including the Court of Appeal and Supreme Court, with different elements of the case being settled at different stages.

In 2013, the Court of Appeal ruled that the fees set must not exceed the costs of administering the licensing regime. This meant that the council was no longer able to include the cost of enforcement against unlicensed sex establishment operators when setting the licence fee. The Court of Appeal held that such costs could not be deemed to fall within the **EU Services Directive 2006** and associated **UK Provision of Services Regulations 2009**.

The Directive states that charges levied by a competent body on applicants under an authorisation scheme must be reasonable and proportionate to the cost of the *'procedures and formalities'* of the scheme and must not exceed these costs. However, the cost of visits to licensed premises to monitor compliance could be recovered through fees.

The judgement also found that the annual reviews were conducted by an officer of Westminster City Council who did not have delegated authority so to do, and that it was the Committee that was supposed to set the fees. However, the judgement did not suggest there was anything intrinsically wrong with an officer undertaking this function provided the function has been properly delegated (where it can be), and that the officer takes relevant considerations into account. The judge rejected the council's submission that the fee had been fixed on an open-ended basis in 2004 so that the fee rolled over from one year to the next. Westminster City Council was consequently ordered to repay fees charged over that period.

The judgement would have left Westminster, and potentially other councils, liable to refund the proportion of sex shop licence fees deemed to be unlawful, dating back to the introduction of the Regulations in 2009.

Westminster appealed the Court of Appeal's judgement on the recovery of enforcement costs, and the case was heard by the Supreme Court in January 2016. Other matters determined by earlier hearings, such as the need to review fees annually and the requirement for councils to ring-fence income from licensing fees so that any surplus or deficit is carried forward to the next year's budget, were not contested.

The council's position that it was lawful for it to seek to recover all enforcement costs was supported by the LGA, which submitted written interventions to the Supreme Court. A range of regulatory bodies, as well as HM Treasury, also submitted written interventions in the case.

The Supreme Court ruled that licensing authorities are entitled under the **Local Government (Miscellaneous Provisions) Act 1982** to impose fees for the grant or renewal of licences covering the running and enforcement costs of the licensing scheme. Crucially, it reasoned that the **European Services Directive** deals only with the issue of authorisation procedures and fees relating to applications to exercise a service activity (such as operating a sex shop).

Therefore, the Directive does not prevent licensing authorities from charging those who receive licences, fees that are proportionate to the cost of administering and enforcing the licensing framework for that activity.

Cummings v Cardiff (https://docs.wixstatic.com/ugd/241720_86a9559ead8b44569ef0153631a1b766.pdf)

Cardiff Council had proposed a significant increase to hackney carriage and private hire vehicle charges in July 2013. Cummings and other claimants then challenged Cardiff City Council by way of judicial review over the manner in which these costs had been calculated. In 2014, Mr Justice Hickinbottom granted the claim for the review on the grounds that:

- the level of fees set failed to have regard to and/or account for any surplus or deficit generated in previous years dating back to 1 May 2009

- the level of fees set failed to account for any surplus or deficit accrued under each of the hackney carriage and private hire licensing regimes within the regime under which they have accrued
- the level of fee set for hackney carriage licences in 2013 included part of the cost of funding taxi marshals for the Council's administrative area.

The Judge also made declarations that:

(1) A local authority when determining hackney carriage and private hire licence fees under ss.53 and 70 of the LG(MP) Act 1976 must take into account any surplus or deficit generated from fees levied in previous years in respect of meeting the reasonable costs of administering the licence fees as provided by ss.53 and 70 above.

(2) A local authority must:

- keep separate accounts for hackney carriage and PHV licence fees under ss.53 and 70 of the LG(MP) Act 1976
- ensure that any surplus or deficit identified under each part of the hackney carriage and private hire licensing regimes is only applied to the part of the system from which it has been raised/lost
- ensure that any surplus from one licensing regime shall not to be used to subsidise a deficit in another.

References

∨ References

R v Westminster City Council ex parte Hutton (1985) 83 LGR 516.

R v London Borough of Tower Hamlets ex parte Tower Hamlets Combined Traders Association, 19 July 1993; [1994] COD 325 QBD Sedley J. Although the decision was about the London Local Authorities Act 1990, it would appear to have general effect as a principle.

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OPINION

JAYNE DOWLE
'Is this what Nigel Farage would bring to our own British towns and cities?'

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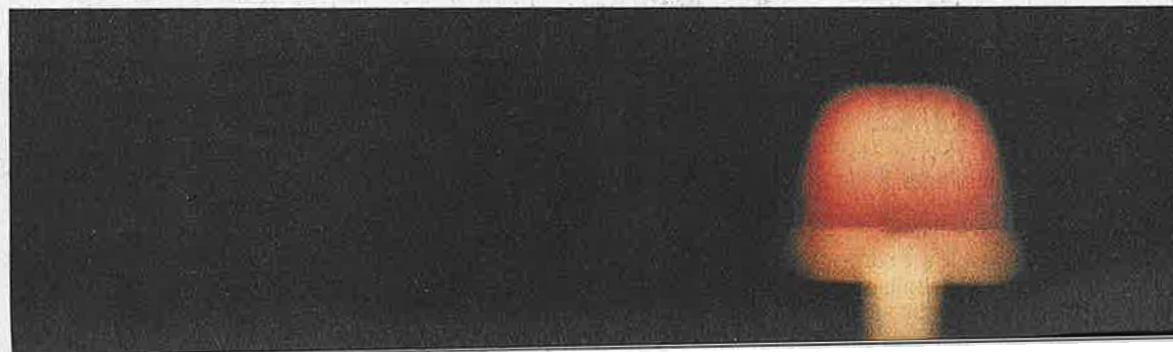
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First female Archbishop makes history



LEON NEAL/GETTY IMAGES

Plan aims to end 'the postcode lottery of cancer care'

GENERAL NOTICES

ENVIRONMENT AGENCY

Humber River Basin Management Plan (Upper Costa Beck)

Notice of publication of a consultation on an update to the programme of measures for the Upper Costa Beck, part of the 'Humber River Basin Management Plan' published under the Water Environment (Water Framework Directive) (England and Wales) Regulations 2017. The Environment Agency will publish the consultation on 2 February 2026. The consultation allows anyone with an interest in Upper Costa Beck, the water environment or the river basin planning process the opportunity to comment. The consultation can be found online at <https://consult.environment-agency.gov.uk/environment-and-business/costabeck> or can be found at our Beverley Office. The consultation runs until 9 March 2026, and any person may make representations to us regarding the programmes of measures by completing the online response form on the website above. Alternatively, representations can be made via e-mail to YorksCorrespondence@environment-agency.gov.uk or in writing to: Yorkshire Correspondence, Environment Agency, Crosskill office, Mill Lane, Beverley, East Yorkshire, HU17 9JW. For further information please contact National Customer Contact Centre on 03708 506 506 (Mon - Fri 8-6). Sue Longstone, Director of Operations (North).

LICENCE APPLICATIONS

APPLICATION FOR A PREMISES LICENCE UNDER THE LICENSING ACT 2003

Soho Gateshead Property Group Ltd are applying for a Premises Licence at Soho Tavern Headingley 9 Weetwood Lane, Headingley LS16 5LT. If GRANTED the application will allow: Sales of Alcohol ON & OFF the Premises Monday – Sunday 09:00 – 00:00.

Any person, who wishes to make a representation, must do so in writing, preferably by email to: entertainment.licensing@leeds.gov.uk or alternatively by post to Entertainment Licensing Leeds City Council Civic Hall Leeds LS1 1UR Phone: 0113 378 5029. Representations must be made in writing within 28 days from the date of this notice by midnight on 17th February 2026.

It is an offence, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

PMB Licensing AUTHORISED AGENTS
07779351620 DATED 21st January 2026

TRAFFIC NOTICES

North Yorkshire Council, Hackney Carriage & Private Hire Licence Fees. Notice Is Hereby Given

that North Yorkshire Council, in exercising its powers pursuant to section 70 of the Local Government (Miscellaneous Provisions) Act 1976, proposes to vary the fees relating to hackney carriage & private hire licences as detailed below. Any representations or objections to the proposals may be submitted in writing to: North Yorkshire Council, Licensing, County Hall, Racecourse Lane, Northallerton DL7 8AD; or by email to taxifedback@northyorks.gov.uk by no later than 26/02/26. If no objections are received, the varied fees will take effect on 27/02/26. If objections are received, a further date will be set (not later than two months after first date above) for the variation to come into force with or without modification as decided by the Council after consideration of any objections.

Drivers - 1-year licence new - £255; 3-year licence new - £445; 1-year licence renewal - £135; 3-year licence renewal - £300

Vehicles - Hackney carriage new - £370; Hackney carriage renewal - £310; Private hire new - £360; Private hire renewal - £305; Transfer - £60; Change of registration - £60

Operators - 1-year licence - £250; 5-year licence - £655

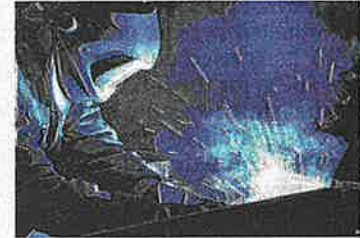
Karl Battersby, Corporate Director, North Yorkshire Council, County Hall, Racecourse Lane, Northallerton DL7 8AD, taxifedback@northyorks.gov.uk

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COUNCIL

ACT 1984 -

Leeds) (lic) Order 2026
The electrical connection to be executed on or near City Council has today that: No person shall along Grosvenor Road, with Back Grosvenor access to premises maintained. The Order February 2026 and will of 18 months or until the works are expected 2026. **K Krawczyk.**

Leeds) (lic) Order 2026

use works to facilitate proposed to be executed highway(s); Leeds City the effect of which is it any vehicle to travel along Springs Lane, north of its junction with (tres in either direction. on Monday 2 February a maximum period of completed if earlier. ed by Friday 6 February be in place 24 hrs per

Leeds) (lic) Order 2026

because Gas Mains proposed to be executed (y(s); Leeds City Council of which will be that: vehicle to travel along ce, Harehills, Leeds at diversionary route for be available via: Dorset . The Order shall come and will remain in force or until the works are pected to be completed be in place 24 hours

Leeds) (lic) Order 2026

because service pipe proposed to be executed (y(s); Leeds City Council take an Order, the effect ll cause or permit any l, Morley, Leeds, for its r Street. The Order is February 2026 and will of 18 months or until the works are expected . The closure will be in 02500282

Leeds) (lic) Order 2026

because gas mains proposed to be executed (y(s); Leeds City Council take an Order, the effect ll cause or permit any t; from its junction with La East; 2. Runswick and St; 3. Crosby St; 4. Shafton La; between ew's St; from outside omestic St; 6. Ingram th House. Diversionary osure will be available and from premises and ed. The overall Order is Monday 2 March 2026 m period of 18 months if earlier. **A Coultate.**

Leeds) (lic) Order 2026

because Yorkshire Water proposed to be executed (y(s); Leeds City Council take an Order, the effect ll cause or permit any Methley, Leeds; at its urch Side. No person vel along Church Side at their junctions with icles affected by the sted. Essential access gency vehicles will be come into operation on tergate is expected to nd is expected to be he closure will be in re of Barnsdale Road/ e on 14 February 2026 r. Sunday, 22 February



**Hackney Carriage & Private Hire Licencing fee review consultation –
Email correspondence**

Dear Taxi Licencing

I fully understand that the cost of living etc has gone up and thus our licences are expected to increase too, but with the cost of fuel, maintenance of vehicles, road tax, even our water bills (washing vehicles) etc also going up, the licence fees going up by such a large amount is going to put a great deal of a strain on the industry. I feel that we need to be getting "Better Value" for our money from the council, to justify this increase. As a private hire driver, even though only for 6 months, I have seen a vast increase in out of town PH vehicles, round the area. They are obviously wait to get another fare and not just taking their allowed break after dropping off. They hang around near to Taxi ranks and social areas (eg pubs & supermarkets), and are never seen to be challenged by the council/licencing officers. The Taxi Rank on James Street needs new legal signage from NYC. Stop lorries and other vehicles parking on the rank.

More of a presence of Licencing staff is needed on the streets, so that drivers & the public can feel safer & listened to.

Most of the above issues can & should be rectified by NYC using the Licence Fee money, and then the drivers would probably feel more like they are getting "better Value" for their money/fees.

Dear sir/madam

I think the licence fees should not increase due to the following reasons:

- 1 There is a recession going on.
- 2 Too many licences being issued.
- 3 Profit margins lower due to inflation.
- 4 Too many out of area taxis taking the trade.
- 5 Already the fees are high enough compared to other authorities.
- 6 When fees increase then our fares should as well accordingly which they didn't.

Dear Taxi Licencing Team,

Thank you, as ever, for the opportunity to "contribute" our views on the proposed fee increase — a gesture we drivers have come to recognise as both ceremonial and reassuringly predictable.

It is truly comforting to know that, despite rising operating costs, shrinking margins, increased competition, and a general erosion of trade, the Council has identified the one sector clearly awash with surplus funds: licensed taxi drivers.

We appreciate the delicate financial balancing act involved. After all, why burden inefficiency, administrative expansion, or budgetary miscalculations when a captive, regulated workforce offers such a dependable solution?

May I also commend the timing. In an industry already absorbing higher fuel prices, insurance premiums, vehicle costs, and compliance obligations, this proposal arrives like a masterclass in fiscal empathy.

That said, I would respectfully ask:

- What demonstrable increase in service or efficiency justifies the higher fees?
- What cost-saving measures were explored before defaulting to drivers?
- How does this align with supporting a struggling local trade?

Drivers do not object to fair, evidence-based adjustments. We merely hope consultations might one day feel less like a courtesy announcement and more like a genuine dialogue.

I write as a licensed driver to formally submit my objection to the proposed increase in taxi licensing fees.

This representation is made respectfully, yet with genuine concern, as the proposed adjustment carries significant implications for drivers, the local transport network, and the travelling public.

1. Economic Pressures on Drivers

The taxi trade is presently operating under sustained financial strain. Drivers continue to absorb escalating costs, including:

- Vehicle purchase and finance obligations
- Insurance premiums
- Fuel expenditure
- Maintenance and compliance costs

Margins have narrowed considerably. Any further fee increases, however modest they may appear administratively, compound these pressures and risk rendering the profession economically unsustainable for many licence holders.

2. Proportionality and Reasonableness

While it is understood that licensing functions must recover legitimate costs, the principle of cost recovery must be balanced against proportionality and fairness. Drivers respectfully seek assurance that:

- Only necessary and directly attributable licensing costs are being recovered
- All reasonable efficiency measures have been explored
- The increase is demonstrably justified by evidence rather than assumption

An increase should not be the default response absent transparent financial explanation.

3. Comparative Context

Fee structures should remain broadly consistent with neighbouring authorities operating under similar statutory obligations. A material divergence risks placing local drivers at a competitive disadvantage and may discourage retention and recruitment within the district.

4. Impact on Service Provision

Excessive cost burdens upon drivers may result in:

- Reduced numbers of licensed vehicles

- Diminished availability at peak times
- Increased fares to passengers

Such outcomes would not serve the wider public interest, particularly for residents reliant upon taxis for essential travel.

5. Consultation and Confidence

Meaningful consultation is central to maintaining trust between regulators and the licensed trade. Drivers would welcome:

- A detailed cost breakdown underpinning the proposal
- Evidence of efficiency or budgetary review
- Consideration of phased or moderated adjustments

Conclusion

This objection is not advanced in opposition to regulation, but in support of balanced, proportionate, and economically informed decision-making.

I respectfully ask that the authority reconsider the proposed increase, or at minimum provide fuller transparency regarding its necessity and calculation.

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Hi, hope you are all well.

Firstly I'd like to say that I acknowledge how hard you guys work and that overseeing the Taxi Trades rules, regulations and general running of things must be draining at times.

I myself have run a business before and I understand that certain financial decisions have to be taken in order to continue to provide a top level service. But I would like to add that any action should be followed by a fair and proper proposal to help drivers in this climate incorporating the Yin and Yang principle.

I personally work for Uber now and for myself I would like to see an increase in how long my vehicle can be used for, at the moment its up to 10 years but I'd like to see an increase to at least 12 years.

I believe that would be fair as surrounding Councils ie Bradford, Leeds and Kirklees allow their vehicles up to 15 years and that seems unfair on us as they heavily operate in Harrogate as well with Uber and in essence I'd be better off applying for a licence with a different Council.

Now if the physics in mechanical erosion differ from other Councils when a NYCC Plate is added then that's one I'd put to physicist Neil degrease Tyson but otherwise aslong as it passes its compliance test it should indubitably be all good.

I know that there's leverage given to having a WAV or Electric Car but the negative aspects for both of them are too many to list.

If any of the drivers are asking for a meter increase I can respect that also.

Thankyou for your time in reading this and also for the opportunity for us to make our views known.

Good morning In reply to your email with a view to increase our licence fees Im am very surprised you would decide to put our fees up in the current economic climate ! I an earning 50% less than I was before licensing control went into the remit of NYCC ! Im a hackney carriage driver in Scarborough we have many more new hackney/ p hire drivers now with the dereg of hackney plates they work private hire before 10pm when their fares are higher & dont use their meters even though they are fitted which is illegal and has been reported many times with nothing done! Yet licencing wants to put the fees up ! more money for doing less ! Private hire earn their money and come on the ranks when it suits them there are not even enough rank spaces in scarborough for all the plates that work locally ! The station forecourt has been closed for a year with no sign of it opening we are stuck further up westborough past the station with no signage for train or passing trade even though we have requested signage and are suffering with the lack of trade the fares go up massively after 10pm when It used to be midnight which was reasonable we have no work after 10pm and licencing says we dont have to charge the fares but many drivers do charge it so people stay away ! The standard in the hackney trade is in great decline there is no dress code drivers dont put plates in their vehicles dont get out to help customers etc hang around outside station, casino ,take aways ,and licencing says thats fine while we sit waiting on official ranks and licencing say thats alright when we report this anything we report gets ignored or told its alright when we know its a breach of licencing laws I dont know if they are too busy or dont care licencing should have been left in local control we have so many problems and now you ask if you can put the fares up which im sure you will regardless ! No I dont think they should go up because of the cost of living and what are we paying for a declining trade !

Following enquiries from LPHCA Members in your area, we have studied your proposed increases for licensing fees, and out of courtesy, we have contacted you to advise that we are unhappy, and we are also sending in a formal FOI request. For your information, the LPHCA is examining how combined authorities (unitary controlled) are performing, and we hope to identify positive outcomes, including reduced costs and increased efficiency. We are grateful that you have notified our members of your intention to increase fees; however, we have a number of concerns we'd like you to address regarding the justification for your Fee increases, without increasing the tariff rates needed to remain viable. In the first instance, would you be kind enough to advise us why fare rates are not being increased to enable operators and drivers to meet your increases, please? It would also be

helpful to understand the rationale behind such increases, as other unitary authorities have saved money and made efficiencies for licensees.

In the longer term I will be working with Licensing Authorities, the Department for Transport, government ministers, The Institute of Licencing (Iol) and The Licensed Trade to ensure that that levelling up of authorities delivers reduced costs and increased efficiencies.

I notice that you are proposing to increase licence fees by approximatly 4% this i find quite concerning when the service you offer has actually got worse! nobody can contact the office directly by phone the only point of contact is by email and the it takes up to 5 days for you to respond, If it is an important matter that is no good. Why can we not see a representitive when required!

When a fare increase was looked at because of cost etc you ellected not to give drivers any fare increase for the second year running.

How many times have enforcement officers been out on the street at night, and how many time this next year will they be out, when they are out and word spreads around they are out and it seems Taxi's seem to disapear off the rank which says to me some of the cars have somthing wrong and these people need stopping. Again isn't this somthing that is included in the licence fee.

NO FARE INCREASE, NO EASY REACH OF THE LICENCING OFFICE, NO ENFORCEMENT OFFICERS ON REGULAR PATROL. NO LICENCE FEE INCREASE!

Has the decision already been made is this a waste of time not to worry local elections soon to come round.

Please ignore my previous feedback.

I didn't see the renewal prices and I thought that our licences were going up to the new licence costs, which would be unachievable on what I earn.

Hello,

I earn £10 an hour working self employed for a taxi firm in Filey. I will more than likely struggle to earn more than my tax allowance this year working 37-40 hours per week. I am finding paying the £485 amount for my three year licence recently a real struggle (this amount includes the necessary medical and training).

If you go ahead with these price increases I will be forced to leave the industry.

I feel that I do a really good job transporting children with SEN and clients in Filey, providing excellent customer service with a smile. But I will not be able to continue giving this service if the council goes ahead with its plans.

I think the fees you are proposing are far in excess of what they should be I think the existing fee are far too expensive all you are doing is feeding inflation his extra cost will be passed on to the customers who are struggling as it is I really don't think you live in the real world has any one of you ever been a taxi driver? I don't think so There is no minimum wage for self employed taxi drivers the running cost are out of hand as it is I can not earn £12:00 per hour I may take that but by the time you take off cost per sale I end up with about £5:00 per hour and now you want to take more of that I live in Scarborough we can only charge as much as

the market will pay and we are on or passed the limit now if I worked in York then the story would be different I think you can not slap a county wide increase like you are proposing you need to study the area as some of the better areas ie York can afford a small increase but a lot of the areas really need a decrease In conclusion I think you need to start again with your costings and make them appropriate to the area they are to cover the county is far too big and diverse for a blanket cost let alone a increase it just is not fair Please feel free to contact me at any time and am always ready to discuss things like this Warm Regards

I am a struggling taxi driver. We have gone from been a big cooperate company to a one car team because of continuous rising cost, covid and allowing Uber to illegally operate without any support to us from NYC taxi team. Uber sit about on every corner blatantly awaiting jobs to come in even though they are mostly from Bradford, Leeds and Wolverhampton. There is also no contact what's so ever from our taxi team even changing the email address without informing us first. We cannot ring or speak to a person and the only contact we get is negative emails telling us if something isn't done we will be suspended. The rank we sit on is an unsafe working space. I have been insulted and threatened with violence on numerous occasions because people believe they have every right to walk or park on there even when you ignore them they still get aggressive. I have been so close to been run over with vehicles swinging on whilst I'm trying to get my customers baggage in the car. What do the council do nothing. So please tell me what are we paying extra for when you give us less and less. All you will achieve is losing more Hackney drivers and bringing in more out of town private hire illegally plying for jobs. I still enjoy aspects of my job but it is getting to the point where the bad out-way the good and out pricing us could be the straw that broke the camels back.

Thank you for asking for feedback. And I'm sure I along with most other drivers at this time feel the same way regarding the current situation in Selby and North Yorkshire as a whole.

The trade in Selby has been decimated by Ubers from Leeds, Bradford, York, Wakefield, Calderdale and Wolverhampton, any increase will be the final nail in the coffin for the drivers who are trying to ride the waves of this storm.

I am also concerned as to the whereabouts that our licence fees actually goes, I'm aware a fellow NYC driver has asked for these to be made available, these are of course ringfenced purely for taxi purposes and as we haven't seen any enforcement officers supporting the drivers on the streets in Selby against the out of town Ubers or for any parking infringements that regularly occur in Selby, I and my fellow drivers feel that a decrease in the fees would be more appropriate.

I'm happy to be proven wrong when all the expenditure etc has been released.

Dear Sirs. I read with interest the proposed new charges. As there is no corresponding increase in fares proposed I would be interested to know how the drivers are supposed to pay these without suffering a drop in their income bearing in mind that inflation is still at about 4%. Is it the councils intention to deliberately inflict a pay cut on the people who provide a public service or do they wish to lower the standards of the Taxi workforce by reducing the earnings potential and thus the calibre of drivers recruited. I would be very interested to understand the reason behind this proposal.

Dear sirs,

I was really surprised to find out that north Yorkshire was considering increasing the taxi industry fares.

I know some people want a fare increase but in my opinion in this climate because of all the free hackney carriage plates handed out and with Uber taking over the majority of taxi work I think this wouldn't be helping.

I can't talk for other people but I know that I struggle to make ends meet as the moment and it's getting worse rather than better.

Insurance prices are now ridiculous, fuel is expensive and so on.

People are leaving the industry which I completely understand as Peter and I are thinking wether to renew our car/badges licenses. I am sure that we are not on our own.

Dear Licensing Team,

Good afternoon,

Thank you for the opportunity to comment on the proposed increase in hackney carriage and private hire licensing fees.

As a Hackney Carriage Driver, I feel it is unfair to raise licence fees at this time. Trade has been very slow for many drivers, and we are already struggling to cover rising costs such as fuel, vehicle maintenance, insurance, and general living expenses. Any further increase in fees will only add more financial pressure to drivers who are trying to remain viable and continue providing a reliable service to the public.

Many drivers have seen a significant reduction in work, and for some, these additional costs could make it difficult to continue operating. I believe now is not the right time to increase fees, and I would ask the Council to reconsider or delay any proposed rises until the trade has recovered.

Thank you for taking the time to consider my comments.

Good afternoon,

Thank you for the email regarding the proposed changes to the fees for Hackney carriages and private hire vehicles.

I would like to offer my objection to any price increases that you may be thinking of implementing.

Times are hard in every walk of life and any proposed increase wouldn't be beneficial to anybody at the minute.

I'd like to ask, what do the fees go towards? What do the council use the money for and what benefit would the increase mean in terms of what the money goes towards?

Thanks in advance.

To whom may concern,

I am writing to formally raise concerns regarding the proposed changes to taxi and private hire licensing fees put forward by North Yorkshire Council, and the cumulative impact these changes will have on drivers and vehicle proprietors across the county.

The taxi and private hire industry continues to face significant pressure from rising fuel costs, vehicle prices, insurance premiums, and the wider cost-of-living crisis. While some of the proposed fee changes may appear modest when viewed individually, the combined effect of increases across driver, vehicle, and administrative charges creates a growing financial burden for those working within the trade.

This issue is particularly acute in areas such as Harrogate, where there are already shortages of licensed drivers and increasing difficulty in maintaining adequate service levels. These shortages affect residents, visitors, local businesses, and the wider local and visitor economy. Any additional financial disincentives risk further worsening an already challenging situation.

Driver licence fees (North Yorkshire)

Under the current fee structure, driver licence renewal fees are:

- £140 for a one-year renewal
- £285 for a three-year renewal

Under the proposed changes, these would become:

- £135 for a one-year renewal
- £300 for a three-year renewal

While the one-year renewal shows a small reduction, the three-year renewal represents an increase of £15, adding to the overall cost pressures faced by drivers.

Vehicle and administrative fees (North Yorkshire)

The proposed changes also increase vehicle and administrative costs:

- Hackney Carriage vehicles
 - New application: £365 → £370
 - Renewal: £295 → £310
- Private Hire vehicles
 - New application: £350 → £360
 - Renewal: £290 → £305
- Administrative charges
 - Transfer of vehicle ownership: £55 → £60
 - Change of registration: £55 → £60

Operator licences (North Yorkshire)

- One-year operator licence: £240 → £250
- Five-year operator licence: £650 → £655

Comparison with neighbouring authorities

When compared with neighbouring councils, North Yorkshire's proposed fees remain higher across several key areas.

- Leeds City Council operates a modular system, with a typical new Hackney Carriage driver application costing around £325, Hackney vehicle applications around £240, and vehicle renewals from £135.
- Bradford Metropolitan District Council charges approximately £81 for a one-year driver licence or £199 for three years, with vehicle licence fees typically ranging between £165 and £240 per year.
- Wakefield Council charges £186 for new Hackney Carriage vehicle licences and £171 for renewals, with private hire vehicle renewals at £245, and no charge for vehicle transfers.
- Durham County Council charges £84 for a one-year taxi or private hire driver licence and £206 for three years, with joint licences at £288 for three years.
- City of York Council charges £273 for a three-year private hire driver renewal, with private hire vehicle renewals at £207.

These comparisons demonstrate that drivers and vehicle proprietors in North Yorkshire face higher ongoing costs than those licensed by neighbouring authorities, despite North Yorkshire often requiring higher local standards.

Wider impact

When viewed collectively, the proposed changes increase the overall cost of operating within North Yorkshire. This comes at a time when the growth of ride-sharing and app-based platforms has intensified competition within the sector, placing additional pressure on locally licensed drivers operating under higher cost structures.

The practical consequence is that recruitment and retention of drivers becomes increasingly difficult, risking reduced service availability for residents and visitors alike.

I respectfully urge the council to reconsider the scale and structure of these proposed fee changes, and to engage meaningfully with the trade to explore alternative approaches that support recruitment and retention while ensuring the licensing service remains properly resourced.

Thank you for taking the time to consider these concerns. I look forward to your response.

I'm writing to share my concerns about the proposed increases to hackney carriage and private hire licence fees.

Like many drivers, I'm already dealing with higher fuel prices, rising insurance costs, and increased vehicle maintenance expenses, all while trying to get by during a cost of living crisis. What's hard to understand is how licence fees can be increased when fares are not being increased at the same time.

This means drivers are being asked to pay more, but earn the same. From a driver's point of view, that simply doesn't feel fair. We have no way of covering these extra costs other than taking the hit ourselves.

I appreciate that the Council has costs to manage too, but it feels very one-sided when drivers are expected to absorb higher fees without any consideration of fare reviews alongside them. For many of us, this job is already becoming harder to sustain.

I hope the Council will reconsider this proposal, or at least take into account the real impact this will have on drivers who are already under pressure.

Thank you for taking the time to read my comments.

I understand price increase but just a thought if we don't put expiry dates on plates we would not have to replace them every year and would save the environment on plastic waste and cost!

I am objecting to these increases , I am a one man band doing school contract only work, we were forced to become private hire vehicles a few years ago now and pay the same rate as operators doing private hire/taxi work. In these crippling times how are we expected to maintain a reasonable living?

Its disgusting and daylight robbery, it needs looking into and a better system in place for school contact only work.

Dear Sir/Madam

It is absolutely disgraceful and unacceptable, the amount of increase that is being proposed, which equates to nearly 4%.

The trade has been refused a tariff increase for two years now, and what with trade being significantly cut due to the cost of living crisis and the influx of Uber decimating our trade, income has been significantly reduced, so how can you expect drivers to be able to afford this increase?

There has already been a significant reduction in vehicle numbers over the last year, and that trend is set to continue going forward. You are pricing drivers out of the market.

A part of our licence fee is to cover enforcement, and yet we do not get this service from you. We are told, "we are short staffed" "not got the time" this is a service we pay for. I have had to work with Bradford council to supply this service, as you do not.

This proposed licence fee increase is unacceptable when you are not allowing drivers to earn the money needed to pay for it, by continuously refusing requests for a tariff increase. This cannot go in, you are destroying local taxi driver's businesses and they are being forced to seek alternative employment.

I think more should be done about uber operating in the area breaking all the rules in the book we have lost at least 50%of our work to them so putting the fee's up is going to finish off a lot more taxi driver's you need to think more about the local businesses and stop pushing us out

I believe myself that if the license fee fees and tariff go up, we will struggle even more as Uber have taken a big hit on the Selby area. I believe there is three Hackney carriage vehicles that has already finished altogether. I really do not want to be another one? I do believe you really got to be careful on this decision.

Good morning.

Definitely no to the increase fees.

To who it may concern,

I find it absolutely staggering that the council is even considering putting charges up whoever is in charge must have little or no idea of the current challenges facing the industry. The council increased charges substantially when taking over from the district council and we get less than we ever have done. I have had to chase even basic things up when submitting documents eg not checking emails properly when applying for licences. We have gained absolutely nothing by moving to NYCC except a poorer service than we had before and that takes some beating.

We face daily Uber drivers plated cheaply elsewhere constantly ranking up in areas even on the rank at times and yet we get no support whatsoever from NYCC. We have the James Street rank that is not fit for purpose, the rank gets constantly blocked with people breaking the law and also is not wide enough for the HGVs etc that use it, the council have been

warned repeatedly this is a safety issue and when a serious accident does happen the blame will be laid squarely at NYCC door.

I do not believe Hackney Carriage Vehicles will exist in Selby in the next 5 years unless the council helps the industry instead of hammering in to the ground. A number of drivers have already gone and myself and others are reviewing are options. The council will only have themselves to blame when no wheelchair vehicles are available to the public because councils like NYCC have let Uber go unchallenged, they break every rule in the book eg returning to their licensed areas after dropping etc.

I have absolutely no confidence in NYCC licensing you go ahead with the increase and hammer another nail in the coffin. I hope the council listens but having seen what's gone on since NYCC took over the district council I doubt it.

The pictures attached are a daily occurrence.



Richard Atkinson

Good afternoon,

I'm writing to share my concerns about the proposed increases to hackney carriage and private hire licence fees.

Like many drivers, I'm already dealing with higher fuel prices, rising insurance costs, and increased vehicle maintenance expenses, all while trying to get by during a cost of living crisis. What's hard to understand is how licence fees can be increased when fares are not being increased at the same time.

This means drivers are being asked to pay more, but earn the same. From a driver's point of view, that simply doesn't feel fair. We have no way of covering these extra costs other than taking the hit ourselves.

I appreciate that the Council has costs to manage too, but it feels very one-sided when drivers are expected to absorb higher fees without any consideration of fare reviews alongside them. For many of us, this job is already becoming harder to sustain.

I hope the Council will reconsider this proposal, or at least take into account the real impact this will have on drivers who are already under pressure.

Thank you for taking the time to read my comments.

I am opposed to any raise in fees regarding the taxi business - do you realise how difficult it is for us drivers at the moment !

Fuel prices , cost of living crisis and uber to mention just a few of the obstacles we have to deal with on a daily basis.

My takings have halved compared to this time last year for putting the same hours in ! I really do think the timing is very wrong of you .

Please reconsider raising fees linked to our industry

Good afternoon

Due to the current ongoing taxi business I object not to increase the proposed fees for Hackney carriages and private hire licenses.

you can not put our fees up ..

since you let uber into our town with cars registered in different areas of the country and drivers that flout all the rules our takings have reduced dramatically

we pay fees to work in Harrogate , we run nice cars and drivers that are well presented and customer attentive ,

some of the uber drivers are in Harrogate with some cars that are nearly 20 years old , and look in poor condition registered outside of north yorkshire,

I am one of many that seriously thinking about not renewing my licence . as it has become unaffordable to be a taxi driver or private hire driver in Harrogate with the fees and regulations .

I have been a registered driver in Harrogate for over 40 years and am appalled by what i have seen in the last year or so

How can you justify increases in licence fees after letting uber operate in north yorks .Selby is now flooded with them under cutting us in price sometimes by half. My takings are down 50% since the arrival of uber. My overheads are forever increasing and my takings forever decreasing. With town centres in decline pubs closing and footfall down my taxi business is soon becoming non-viable.

I find these prices absolutely ridiculous and have no idea how you can justify them. There's no wonder there is a shortage of drivers when you con them out of their hard earned wages.

This council needs a good shake down and reform.

Dear Licensing Team,

Good afternoon,

Thank you for the opportunity to comment on the proposed increase in hackney carriage and private hire licensing fees.

As a Hackney Carriage Driver, I feel it is unfair to raise licence fees at this time. Trade has been very slow for many drivers, and we are already struggling to cover rising costs such as fuel, vehicle maintenance, insurance, and general living expenses. Any further increase in fees will only add more financial pressure to drivers who are trying to remain viable and continue providing a reliable service to the public.

Many drivers have seen a significant reduction in work, and for some, these additional costs could make it difficult to continue operating. I believe now is not the right time to increase fees, and I would ask the Council to reconsider or delay any proposed rises until the trade has recovered.

Thank you for taking the time to consider my comments.

Hi,

In my opinion drivers are not making minimum wages due to many taxis from other councils working in Harrogate and also Uber. Therefore please consider reducing the fees for Hackney carriage and private hire licenses.

The way its going there won't be any taxis working fees going up and more ubers operating. Ive been a cabby for over 20 years and in my opinion your killing the job.

Good evening

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This means drivers are being asked to pay more, but earn the same. From a driver's point of view, that simply doesn't feel fair. We have no way of covering these extra costs other than taking the hit ourselves.

I appreciate that the Council has costs to manage too, but it feels very one-sided when drivers are expected to absorb higher fees without any consideration of fare reviews alongside them. For many of us, this job is already becoming harder to sustain.

I hope the Council will reconsider this proposal, or at least take into account the real impact this will have on drivers who are already under pressure.

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Thank you for taking the time to consider my comments.

You cited the reason for not tariff increase based on other areas been of similar prices, so having looked at a few different councils around Yorkshire they seem to be similar or slightly less. So why would you increase your fees and not give drivers similar increases we are all business and have increased cost too so why do think this is acceptable for you to get and increase and not us. I thought combining councils was going to reduce costs but all it seems to have done is decrease the service you provide to us, for example taking longer to do things like vehicle changes, with then costs us as we cant work while we wait weeks for new licences.

I'm sure my concerns won't matter and you will still increase them but I just want to air my views

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Thank you for taking the time to read my comments.

Good afternoon,

I'm writing to share my concerns about the proposed increases to hackney carriage and private hire licence fees it's absolutely outrageous in this current climate we are in

Like so many drivers, I'm already dealing with higher fuel prices, rising insurance costs, and increased vehicle maintenance expenses, all while trying to get by during a cost of living crisis. What's hard to understand is how licence fees can be increased when fares are not being increased at the same time our measured mile went down when we merged to one from seven councils Also no increase in fares in two years this seems very one sided

This means drivers are being asked to pay more, but earn the same. From a driver's point of view, it's not feel fair. We have no way of covering these extra costs

I appreciate that the Council has costs to manage too, but it feels very one-sided when drivers are expected to absorb higher fees without any consideration of fare reviews alongside them. For many of us, this job is already becoming harder to sustain.

I hope the Council will reconsider this proposal, or at least take into account the real impact this will have on drivers who are already under pressure.

Thank you for taking the time to read my comments.

I would like to express my disagreement with the proposed increase in fees for hackney carriage and private hire licences. Many drivers are already facing significant financial challenges, and an increase in fees would add further strain on our livelihoods. I urge the council to reconsider this proposal in light of the current economic climate. I do many shifts and struggle to earn minimum wage as a self-employed driver. Have you considered increasing fares, too?

Thank you for considering my comments.

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Thank you for taking the time to read my comments.

good evening
with uber flooding the area does the council charge these companies for trading in the area
i've seen many uber vehicles parked up in various locations around the town waiting for trade

is this permitted

Dear Sir or Madam,

I am writing to object to the proposed increase in hackney carriage and private hire licensing fees currently under consultation.

The proposed increase is particularly concerning given that fare increase applications from the trade have been refused on two occasions. Those refusals have limited drivers' ability to absorb rising operating costs, while the proposed fee increase would impose a further fixed financial obligation.

Licensing authorities are expected to act consistently, reasonably, and in a balanced manner. Refusing fare increases while increasing licensing fees creates a clear imbalance and places disproportionate pressure on licence holders. Without a detailed and transparent explanation demonstrating that the increase is strictly necessary to recover licensing costs, the proposal appears difficult to justify.

There is also a wider public interest consideration. Increasing regulatory costs while restricting income risks reducing licence retention and service availability, particularly in rural areas, which would ultimately disadvantage passengers.

For these reasons, I urge the Council to reconsider the proposed increase and to provide a full and transparent justification.

I object to the proposed increase in hackney carriage and private hire licensing fees. Drivers have faced substantial cost increases in recent years and have twice sought fare increases to address this, both of which were refused. Increasing compulsory licensing fees in these circumstances is inconsistent and places further unavoidable pressure on licence holders.

Licensing fees should be cost-neutral and supported by clear evidence of need. The consultation materials do not appear to provide sufficient detail to justify the proposed increase.

I ask that the Council reconsiders this proposal and fully accounts for the cumulative impact of previous decisions on the trade.

Dear Sir or Madam,

I am writing to formally object to the proposed increase in hackney carriage and private hire licensing fees currently under consultation.

This objection is made on grounds of fairness, proportionality, transparency, and consistency of decision-making.

The Council is proposing an increase of approximately 5.1% to licensing fees at a time when licence holders have already absorbed substantial increases in operating costs, including fuel, insurance, vehicle acquisition and maintenance, and regulatory compliance. Despite these pressures, applications by the trade for fare increases have been submitted on two occasions and refused on both occasions.

As a result, drivers have been left with no viable mechanism to offset rising costs through income, while remaining subject to mandatory licensing fees set by the authority. In this context, the proposed increase represents a further unavoidable financial burden and is, in my view, unreasonable and disproportionate.

Licensing fees must be set in accordance with the principle that they are cost-neutral and limited to recovering the reasonable costs incurred by the Council in administering and enforcing the licensing regime. Any increase must therefore be supported by clear, detailed, and transparent evidence demonstrating that existing fees are insufficient for this purpose. At present, the consultation materials do not appear to provide a sufficiently detailed cost breakdown to justify a 5.1% increase, nor do they explain why such an increase is necessary at this time.

Furthermore, there is a clear inconsistency in approach. If fare increases are refused on the basis of affordability or public impact, it is logically inconsistent to impose a fee increase of this magnitude on licence holders without fully accounting for the cumulative financial effect of previous decisions. Such inconsistency risks breaching principles of reasonable and balanced decision-making expected of a licensing authority.

The proposed increase also raises concerns regarding the wider public interest. Increasing fixed regulatory costs while constraining earning potential risks undermining the financial viability of licensed drivers, potentially leading to reduced licence retention, lower service availability, and long-term detriment to both passengers and the local transport network. For these reasons, I respectfully request that the Council reconsiders the proposed fee increases, provides a full and transparent justification supported by detailed cost evidence, and properly accounts for the cumulative impact on licence holders arising from the refusal of fare increases.

I ask that this objection be formally recorded and given full consideration as part of the consultation process.

For those of you that know me personally, you will know that I don't beat around the bush when it comes to service and money. When I go into a shop with my hard earned cash, I expect the following:

- Great service
- Good customer support
- A nice, clean environment to browse upon
- Choice
- Value
- AND, Peace of mind that I have the right product.

I also expect this from NYC when it comes to:

- Green bins
- Waste
- Council tax
- Town and district services
- CCTV
- Traffic wardens
- Policing
- Social services
- Safeguarding
- Disability services
- Health and safety
- AND DARE I SAY IT, ANYTHING that involves local councils.

But what, actually, do I get as a taxi driver from NYC license fees.

This is where I would love to meet you guys face to face, as requested, on numerous occasions, to show you the issues we have, but funnily enough there's never an enforcement officer or licensing officer around to actually spend some time with. So if this email actually gets to anyone of worth then I will be surprised. Gareth Bentley has already told me that Selby James St taxi rank is FIT FOR PURPOSE. Well, I have a reply to that comment, "it's only a matter of time before someone is injured or worse, it's only a matter of time before a HGV demolishes something or gets stuck, It's only a matter of time before a coach or double decker bus has to get the police out for banksmans purposes and it's only a matter of time before a taxi gets written off or damaged due to the 100% unsafe nature of James St.

Remove the risk, remove the incidents. It's very simple.

I have been asking for over 3 years to make James St in Selby safe, I have written to the executive committee, I have spoken to the executive committee in Northallerton, I have asked them and Mr Bentley plus others to meet me at James St to actually show them 1st hand what WE as taxi drivers have to put up with.

We have absolutely NO policing, traffic wardens are just useless, not bothered, we ring them and it's an answerphone in Harrogate, every single day we witness unsafe practices, driving, illegal parking, illegal use of the taxi ranks by Uber (and yes we already report them to the relevant licencing areas) we get abuse from blue badge holders when we ask them to move, we can rarely get in the Rail station taxi rank (for 3 taxis) we can't get one of my size taxi in that space, that's if we can get in it.

We are surrounded by Uber, thanks NYC for giving them operators licences - check out what Southend on Sea city council have just done less than 60 days into Ubers Ops Licence - yeah check it out.

As far as I can see, you are wanting to put up licence fees, which of course, is a not for profit department, yet you do not spend that income on supporting the trade. In fact, I cannot remember the last time I saw a NYC enforcement officer in Selby or Tadcaster during the day, let alone at night.

They would have a field day, just with some taxi drivers dress codes, or not moving up on rank, leaving their vehicles ALL the time, far from it, I'M not a snitch, but then when something is said NO ACTION IS TAKEN, but yet NYC expect me and my other HCV and PH drivers to PAY for such awful support, no customer service, no apologies when so many times you guys get it wrong (especially plate production with Mobo).

And if you are actually still reading this, why do I see Bradford and Leeds enforcement in Selby more than I see my own paid officers. They come and do random spot checks on cross border cars, I was told recently that 4 Ubers from Bradford were apprehended last year, 2 drivers had out of date plates, 1 driver was banned and the other was 100% compliant, thats 75% illegal trading in OUR area, that WE pay for.

And if I am getting through to you at all, please note that after a 4.99% increase in council tax and a £52 charge for garden waste, people of Selby WILL not be able to afford a taxi before long. We are constantly fighting Wolverhampton drivers (Yes I know they aren't breaking the law - and YES! I have been talking to various MPs over this - because believe it or not, they have listened and have taken my concerns back to Westminster) but our locals, already getting screwed by the Labour government, will not be able to afford to go out. It really is that simple - or I'll make it easier to understand.

2 people

2 Gins

2 Beers

Meal at La Palma

= £130 and that's Selby

That was me last Friday night, I then had to work 19 hours on Saturday to be able to say, I enjoyed last night, wish I could do it more often. I cancelled my New Years holiday to Madeira as I didn't think January would be busy enough for me to sustain an earnings hit when I got back, so I cancelled. Insurance on my WAV went up in December from £1800 to £3100 with no claims. Tyres used to cost £150 a corner, in November I had to pay £184 a corner, and before anyone says, let's put tariffs up, that will just drive the few customers we have got left, away to Uber - and lets not forget that Uber drivers from Bradford, Wolverhmppton, Leeds etc don't spend their money in Selby or North Yorkshire, unlike us as NYC licenced drivers.

In my opinion, and you can tell, i'm pretty narked with the suggestion that you want to implement an increase, by alienating the drivers that are still standing, all you will do is open up the doors to more cross border drivers, in old clapped out shitty toyotas, NO WAV's non English speaking, not compliant, not familiar with the local area and at that point THERE IS ABSOLUTELY NOTHING NYC CAN DO ABOUT IT.

At the end of the day, the ball will always be in your court, but I please with you, this year at least - please tread carefully.

The fees should be going down not up ,, all you are doing is take take take,, even with charging us extra for safeguarding courses ,, its a total disgrace ,, while you do absolutely nothing at to safeguard your taxi drivers at all,, no faith in licensing at all , a massive vote of no confidence from me ,, all your interested in is pound signs ££££,

Date: February 2, 2026

Subject: Formal Objection to Proposed Fee Increases for Taxi and Private Hire Licensing

Dear Licensing Committee,

I am writing to formally lodge my objection to the proposed increases in licensing fees for Hackney Carriage and Private Hire vehicles/drivers. My objection is based on the current unsustainable economic climate within the local trade, specifically regarding market saturation and diminishing driver earnings.

1. Market Over-Saturation

The number of licensed vehicles currently operating within the district has reached a point of total saturation. There are far too many taxis and private hire cars competing for a finite number of passengers. This "oversupply" means that drivers are spending significant portions of their shifts idle, waiting for bookings that are increasingly spread thin across an inflated fleet.

2. Financial Non-Viability

Due to the sheer volume of vehicles, individual driver income has plummeted. When the cost of living, rising insurance premiums, and vehicle maintenance are factored in, many drivers are struggling to earn even a minimum wage after expenses. Increasing licensing fees at this time is a "double hit" that threatens the livelihoods of long-standing, professional drivers.

3. Lack of Justification for "Full Cost Recovery"

While I understand the council operates on a cost-recovery basis, I urge the committee to provide a transparent breakdown of why these increases are necessary. If the trade is already saturated, the council is receiving a record volume of application fees. It is difficult to justify why individual fees must rise when the total revenue from the sheer number of licenses should already be covering administrative costs.

4. Impact on Service and Safety

By making it financially unviable to remain in the trade, the council risks driving out experienced, local drivers. This leaves the market to be filled by "out-of-town" drivers or those who must work dangerously long hours just to cover these new, higher overheads, which ultimately impacts public safety.

Conclusion

I request that the Council freezes the current fee structure and instead conducts a Cumulative Impact Assessment to address the over-provision of licenses in the area. Increasing fees while the trade is "on its knees" is both unfair and economically short-sighted.

I look forward to your response and hope these points are seriously considered by the Licensing Committee.

The immediate thought that came to mind is that NYCC refused to increase taxi fares only recently but are now considering increasing their own fees. With profit levels at their lowest for many years it does not make any sense at all. To maintain a healthy taxi industry you need to work with us, not against.

I dont think the fairs should be increased unless something is done about illegal parking on the rank ie James st when we as drivers tell them all we get is abuse which in turn as much as I love doing the job I may reconsider in the future no enforcement officers present during the day or evening clear signs should be put up or even a apr camara were the council would profit easily during the evening

Dear Licensing Team,

Good afternoon,

Thank you for the opportunity to comment on the proposed increase in hackney carriage and private hire licensing fees.

As a Hackney Carriage Driver, I feel it is unfair to raise licence fees at this time. Trade has been very slow for many drivers, and we are already struggling to cover rising costs such as fuel, vehicle maintenance, insurance, and general living expenses. Any further increase in fees will only add more financial pressure to drivers who are trying to remain viable and continue providing a reliable service to the public.

Many drivers have seen a significant reduction in work, and for some, these additional costs could make it difficult to continue operating. I believe now is not the right time to increase fees, and I would ask the Council to reconsider or delay any proposed rises until the trade has recovered.

Thank you for taking the time to consider my comments.

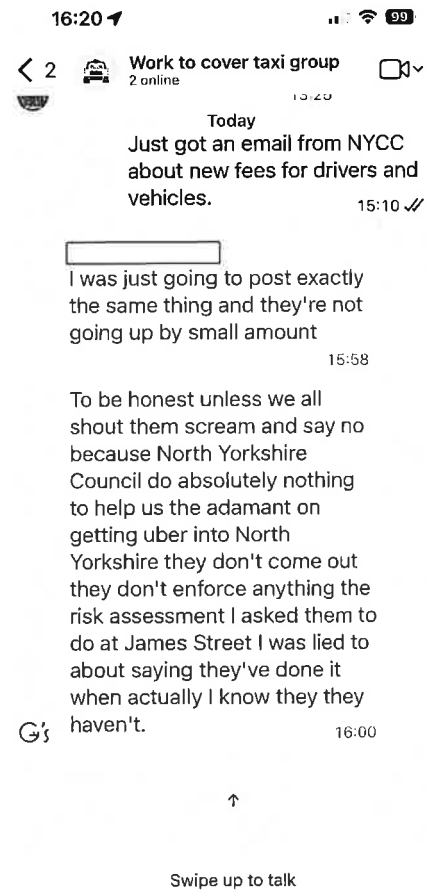
Hi dear sirs

Please take into account that we are already facing challenges with uber arriving and struggling to make a decent living. Our costs to maintain vehicles and the damage that is caused to tyres and suspension due to road conditions has a big impact on what is left for us at the end of every week

A further increase to our liscensing fees will but additional strain on our expenses and make it very difficult

Please re consider increasing our costs for licensing

Hi, you want feed back well here you have what one driver thinks and in all honesty he speaks for us all:



I personally think they are far too high presently and would like them reduced please.

Good afternoon

I believe the change in cost are very reasonable as long as this gives enough funds to enforce the cost of prosecuting licenced and unlicenced individuals who don't believe they have to follow policy.

I am writing to formally object to the proposed changes to North Yorkshire Council taxi driver licence fees.

I am deeply concerned that the new proposal will significantly increase the financial burden on new drivers entering the trade. Under the current structure, a new three-year licence costs £430, with renewals at £285 every three years thereafter. These fees were only increased in April 2024, which is very recent in licensing terms.

Under the new proposal, the first year would cost £445, followed by £300 for every three-year renewal. This means that the total minimum cost to obtain and hold a licence from start to finish would be approximately £747 before a driver has even earned a single penny. This is an extraordinary and unrealistic level of upfront cost for individuals seeking to work, particularly in an industry where earnings are not guaranteed.

In practice, this financial pressure does not just fall on applicants, it is pushed onto operators. Many operators already have to front these licensing costs for new drivers in the hope that they will work for them and repay the fees over time. There is no protection, support, or backing from the Council if a driver leaves, refuses to repay, or simply stops working. This forces operators into a financial gamble with no safeguards whatsoever. While I acknowledge that some one-year licence options appear to have decreased, I believe this is counterproductive. North Yorkshire is already understaffed in terms of licensed drivers, and encouraging shorter licence durations will only worsen recruitment and retention problems in the long term. A stable, three-year licence structure should be promoted, not discouraged.

I must also highlight that the quality of service from Licensing has deteriorated significantly. In my experience, it is currently around a 50/50 chance that the correct details are printed on a vehicle or driver licence when it is issued, leading to further delays, frustrations, and unnecessary administrative work.

Additionally, there is an ongoing issue regarding DBS checks which is causing drivers and operators further expense and delay. North Yorkshire Schools will not accept the DBS obtained through Licensing, and Licensing will not accept the DBS obtained through North Yorkshire Schools despite both being within the same authority. This results in drivers having to apply and pay for multiple DBS checks unnecessarily, adding more cost and lost working time.

Given all of the above, I strongly urge the Council to reconsider this proposal.

Dear Licensing Team,

Good afternoon,

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Thank you for taking the time to consider my comments.

Maybe licensing sorting all the wrongdoings in the trade would be more appropriate than rising fees. In a time where the trade is broken thanks to licensing and there ignorance, fees should be lowered if anything. The drivers I represent have zero confidence in licensing , and it's only getting worse.
