



FEES TOOLKIT – LEGISLATION OVERVIEW

Subject heading	PRIVATE HIRE OPERATOR LICENCES FEES
<p>Legislation</p>	<p>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976</p> <p>S 70 (1) ‘...a district council may charge such fees for the grant of vehicle and operators licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part</p> <p>(a) The reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed;</p> <p>(b) the reasonable cost of providing hackney carriage stands, and</p> <p>(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.’</p> <p>Recent examples and legal opinion suggest that S.70 (1) does not allow ancillary charges (replacement licences/change of address) to be made during the term of the licence i.e after the grant. These costs may however be recovered as part of the grant fee itself.</p> <p>S70 Fees for vehicle and operators’ licences requires that if the fees exceed £25 that they must be advertised.</p> <p>EU SERVICES DIRECTIVE – Taxi Licensing not currently in Scope.</p>
<p>Checklist of possible charges to be included (at discretion of each Authority)</p> <p>These will be entered into the ‘Central Recharges excluding direct costs’ field in the cost summary worksheet.</p>	<p><u>Central Recharges</u></p> <ul style="list-style-type: none"> • Accommodation • Internal Recharges (contact centre, finance, I.T, Legal, Democratic, etc) • Welsh Translation costs

<p>Checklist of possible charges to be included (at discretion of each Authority)</p> <p>These will be entered into the 'Direct Costs' field in the cost summary worksheet.</p>	<p><u>Direct Costs</u></p> <ul style="list-style-type: none"> • Travel/mileage • IT Provisions • Supplies • Services • Subscriptions/Membership • Stationary/Printing • Advertising fees (if applicable) • Training cost
<p>Checklist of what charges/activities the legislation allows for cost recovery. These charges will be split between relevant applications only. (see guidance)</p> <p>These will be entered into Table 2 – Specific charges table in the 'other charges' worksheet.</p>	<p><u>Specific charges</u></p> <ul style="list-style-type: none"> • Previous Surplus • Previous Deficit • 'Out of hours' travel, surveillance, compliance time • Replacement Licence • Change of address
<p>Overview of what activities the legislation allows for cost recovery e.g. admin, processing, monitoring compliance, etc.</p> <p>These will be entered into the 'Other Charges' worksheet.</p>	<p><u>Other Charges (normal working hours)</u></p> <p>General administration</p> <ul style="list-style-type: none"> • General Photocopying eg application packs • Ordering goods or services in relation to subject area • Web development • Budget work • Audit/reconciliation • Management functions relevant to the licence

	<p>Service Requests/Enquiries</p> <ul style="list-style-type: none"> • Pre application enquiries • Business expansions • Clarifications of licences <p>Compliance checks</p> <ul style="list-style-type: none"> • Inspections (licensed) • Surveillance • Travel time <p>Projects/policies/strategies</p> <ul style="list-style-type: none"> • Casework • Meetings including travel time • Reports <p>Meetings/Team Meetings/Regional Meetings</p> <ul style="list-style-type: none"> • Administration time/Actions • Meeting time • Venue cost • Travelling time <p>Training Time (excluding cost of training as this is a 'direct' cost)</p> <p>Committee – Operator disciplinary</p> <ul style="list-style-type: none"> • Committee disciplinary work including Committee Time
<p>Checklist of possible charges to be excluded</p> <p>These will be entered into the 'non chargeable' worksheet.</p>	<p><u>Non Chargeable</u></p> <ul style="list-style-type: none"> • Freedom of Information requests • Data Protection Act requests <p>Enforcement – normal working hours or out of hours</p> <ul style="list-style-type: none"> • Enforcement Action • Travel time • Actions relating to the Enforcement eg updating, letters, up to the point of start of prosecution file
<p>Process map</p>	<p><u>Application Process (more detail in process map)</u></p>