

RECORD OF OFFICER / MATERIAL DECISION

Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Decision Date 2 February 2023

Decision Maker: Executive Director of Development and City Services

Decision status: Is Key decision?: No

Is subject to call in?: No

Decision details:

1. Councils can set fees for hackney carriage vehicle licences with discretion to set the fee level to recover costs. The Local Government (Miscellaneous Provisions) Act 1976 s70 states; "...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: 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 b. the reasonable cost of providing hackney carriage stands; and c. any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles."
2. The Executive Director, Development and City Services has delegated authority to implement changes to hackney carriage vehicle licence fees.
3. Work was undertaken around calculating the full cost of delivering the hackney carriage vehicle licensing service on a cost neutral basis. This included data on costs, staff time and volume of applications to evidence the proposed figure. The proposal was to increase the fee from £123 to £159.
4. A consultation with the public and licence holders on the proposed fee increase took place between 5 January 2023 and 1 February 2023. In line with legislative requirements, this included a public notice in the newspaper and at City Hall, on the Council's website and with licence holders / trade association. During this period 24 responses were received. Issues raised were considered but no changes were made to the proposed fee.
5. The Executive Director agreed to formally adopt the new fee amount with effect from 1 April 2023.

Reason for Decision:

Analysis of information took place to produce the proposed figure increase. This included factors such as salaries, on costs, legal, policy development, training, consumables (e.g., plates, stickers etc.), compliance checks, enquiries, committees, systems as well as application administration. Licence fees should be on a cost recovery basis and the proposed figure was reached via this analysis. There has not been a licence fee increase since 2017 with costs increasing since that last review date. Fees can be kept under review with new data sets used each time (although always retrospectively).

Publication date: 9 May 2023