

Agenda Item	<b>6.</b>
Report No	<b>HLC/018/24</b>

## **THE HIGHLAND COUNCIL**

**Committee:** **HIGHLAND LICENSING COMMITTEE**

**Date:** **26 March 2024**

**Report Title:** **Review of Civic Licensing Fees**

**Report By:** **Acting Principal Solicitor**

### **1. Purpose/Executive Summary**

- 1.1 The licensing authority is required to periodically assess the fees it charges for civic licences to ensure that the income is sufficient to cover the expense of administering the licensing regime.

### **2. Recommendations**

- 2.1 Members are asked to:
- i. Review the income and expenditure relating to civic, taxi, and private hire car (PHC) licensing as summarised in appendices 1 and 2;
  - ii. Determine the level of fees to be charged as of 1 July 2024.

## 4. Introduction

- 4.1 Paragraph 15 of Schedule 1 of the Civic Government (Scotland) Act 1982 (“1982 Act”) provides that a licensing authority shall determine its fees and seek to ensure that the income received from the fees is sufficient to meet the expenses of administering the licensing regime. Section 12 of the 1982 act also contains a similar provision specifically regarding the fixing of taxi and private hire car licensing fees.
- 4.2 It is acknowledged that given the figures shown in the appendices to the report, that it is unlikely that the deficits will be completely closed over the 2024/25 period. The fees will however be reviewed in this manner annually going forward to ensure as much as possible that large variations in the fees are avoided.

## 5. Costs

- 5.1 The total cost of administration and regulation of taxi and PHC licensing amounted to £250,478 for 2022/23. The income generated over the same period was £219,477, resulting in a deficit of £13,022.
- 5.2 The table in appendix 1 shows the projected deficit for taxi and PHC licensing over a three year period using the current pricing scheme subject to a range of fee increases.
- 5.3 Similarly, the cost of administration and regulation of all other civic licences, excluding short term let licences, was £224,684 over 2022/23 and income was £155,567, resulting in a deficit of £69,117.
- 5.4 The table in appendix 2 shows the projected deficit for all other types of civic licensing over a three period, again with projections based on a range of increases.

Neither the taxi/PHC fees or the other civic fees have been adjusted since 2016.

## 6. Additional fees

- 6.1 Members are also asked to consider the ancillary fees associated with taxi/PHC licensing per the table below, and adjust these by the same percentage as the application fees:

	Current Fee	
Substitute Vehicle (Excludes inspection cost)	£64	
Taxi Driver's Knowledge Test (re-sit)	£64	
Replacement Identification Badge	£20	
Copy of Licence	£20	
Replacement External Licence Plate	£25	

## **7. Temporary Licences**

- 7.1 The 1982 Act provides for temporary licences to be issued for a period not exceeding 6 weeks. Applicants for a temporary licence are currently charged 50% of the full fee. Members are asked to retain this level of fee for temporary licences.

Designation: Acting Principal Solicitor

Date: 13 March 2024

Author: Iain Meredith

Background Papers: Civic Government (Scotland) Act 1982

Appendices: Appendix 1 – Taxi/PHC fees costs and projections

Appendix 2 – other civic fees costs and projections

## Taxi Licence Fee Review

### Current Fees

Type of Licence	No Of licences	Current Fee £
PHC Driver's Licence	474	272
PHC Operator's Licence	612	422
Taxi Driver's Licence	231	272
Taxi Operator's Licence	317	422

### Proposed Fee Increases;

	5%	10%	15%	20%	25%
	286	299	313	326	340
	443	464	485	506	528
	286	299	313	326	340
	443	464	485	506	528

### Income over a three year period under the current pricing Scheme;

Type of Licence	INBS
Taxi Operator	128,928
Taxi Driver	258,264
PHC Operator	62,832
PHC Driver	133,774
<b>Total</b>	<b>583,798</b>

Type of Licence	Income Generation from Proposed Fee Increases				
	5%	10%	15%	20%	25%
Taxi Operator	135,374	141,821	148,267	154,714	161,160
Taxi Driver	271,177	284,090	297,004	309,917	322,830
PHC Operator	65,974	69,115	72,257	75,398	78,540
PHC Driver	140,463	147,151	153,840	160,529	167,218
<b>Total</b>	<b>612,988</b>	<b>642,178</b>	<b>671,368</b>	<b>700,558</b>	<b>729,748</b>
Income per Annum	204,329	214,059	223,789	233,519	243,249
Cost of Administration	250,478	250,478	250,478	250,478	250,478
<b>Deficit/(Surplus)</b>	<b>46,149</b>	<b>36,419</b>	<b>26,689</b>	<b>16,959</b>	<b>7,229</b>

### Costs:

Staff Costs	202,805
Other Costs	20,961
Cost of Appeals	5,604
CSS Allocation	21,109
	<b>250,478</b>
Income	<b>-219,477</b>
<b>Deficit</b>	<b>31,002</b>

**Other Civic**

Licence Type	Total number of licences	Current Licence fee	Total
Boat Hire	8	382.00	3,056
Late Hours Catering	28	382.00	10,696
Street Trader	199	305.00	60,695
Street Trader - Employee	82	120.00	9,840
Second Hand Dealer	23	305.00	7,015
Second Hand Dealer (additional Premises)	0	120.00	0
Second Hand Vehicle Dealer	61	464.00	28,304
Second Hand Vehicle Dealer (additional premises)	7	120.00	840
Window Cleaner	114	305.00	34,770
Metal Dealer	19	305.00	5,795
Itinerant Metal Dealer	4	305.00	1,220
Skin Piercing & Tattooing	101	508.00	51,308
Skin Piercing & Tattooing (additional premises)	3	120.00	360
Market Operator	24	382.00	9,168
Market Operator (additional premises)	1	120.00	120
Knife Dealer	24	400.00	9,600
Indoor Sports	0	305.00	0
Sex Shop	0	890.00	0
Public Entertainment – Indoor (excluding community/public halls)	58	432.00	25,056
Public Entertainment – Indoor (community/public halls)	175	177.00	30,975
Public Entertainment - Non commercial outdoor event	52	432.00	22,464
Public Entertainment - Commercial outdoor event – Capacity of up to 5000 persons	13	559.00	7,267
Public Entertainment - Commercial outdoor event – Capacity between 5000 and 10,000 persons	2	1124.00	2,248
Public Entertainment - Commercial outdoor event – Capacity between 10,000 and 20,000 persons	2	7073.00	14,146

5% 5% Income		10% 10% income		15% 15%income		20% 20% income		25% 25% income	
401	3,209	420	3,362	439	3,514	458	3,667	478	3,820
401	11,231	420	11,766	439	12,300	458	12,835	478	13,370
320	63,730	336	66,765	351	69,799	366	72,834	381	75,869
126	10,332	132	10,824	138	11,316	144	11,808	150	12,300
320	7,366	336	7,717	351	8,067	366	8,418	381	8,769
126	0	132	0	138	0	144	0	150	0
487	29,719	510	31,134	534	32,550	557	33,965	580	35,380
126	882	132	924	138	966	144	1,008	150	1,050
320	36,509	336	38,247	351	39,986	366	41,724	381	43,463
320	6,085	336	6,375	351	6,664	366	6,954	381	7,244
320	1,281	336	1,342	351	1,403	366	1,464	381	1,525
533	53,873	559	56,439	584	59,004	610	61,570	635	64,135
126	378	132	396	138	414	144	432	150	450
401	9,626	420	10,085	439	10,543	458	11,002	478	11,460
126	126	132	132	138	138	144	144	150	150
420	10,080	440	10,560	460	11,040	480	11,520	500	12,000
320	0	336	0	351	0	366	0	381	0
935	0	979	0	1,024	0	1,068	0	1,113	0
454	26,309	475	27,562	497	28,814	518	30,067	540	31,320
186	32,524	195	34,073	204	35,621	212	37,170	221	38,719
454	23,587	475	24,710	497	25,834	518	26,957	540	28,080
587	7,630	615	7,994	643	8,357	671	8,720	699	9,084
1,180	2,360	1,236	2,473	1,293	2,585	1,349	2,698	1,405	2,810
7,427	14,853	7,780	15,561	8,134	16,268	8,488	16,975	8,841	17,683

Public Entertainment - Commercial outdoor event – Capacity between 20,000 and 30,000 persons	1	9739.00	9,739	10,226	10,226	10,713	10,713	11,200	11,200	11,687	11,687	12,174	12,174
Public Entertainment - Commercial outdoor event – Capacity over 30,000 persons	0	12403.00	0	13,023	0	13,643	0	14,263	0	14,884	0	15,504	0
Fairground/Funfairs	4	508.00	2,032	533	2,134	559	2,235	584	2,337	610	2,438	635	2,540
Fairground/Funfairs – Fee for same activity/multiple location (only applicable where the same site plan used and identical activity applied for)	2	120.00	240	126	252	132	264	138	276	144	288	150	300
Bouncy Castles or Similar Structures	0	432.00	0	454	0	475	0	497	0	518	0	540	0
Bouncy Castles or Similar Structures – Fee for same activity/multiple location (only applicable where the same site plan used and identical activity applied for)	0	120.00	0	126	0	132	0	138	0	144	0	150	0
			346,954	40,905	364,302	42,853	381,649	44,801	398,997	46,748	416,345	48,696	433,693

**Costs:**

Staff Costs	206,823
Other Costs	1,528
Cost of Appeals	3,426
CSS Allocation	12,906
<b>Total Costs</b>	<b>224,684</b>

Income generation from proposed fee increases				
Income per annum	121,434	127,216	132,999	144,564
Cost of Administration	224,684	224,684	224,684	224,684
<b>Deficit/(surplus)</b>	<b>103,250</b>	<b>97,468</b>	<b>91,685</b>	<b>80,120</b>

Income	-155,567
<b>Deficit</b>	<b>69,117</b>