

8

**EAST AYRSHIRE COUNCIL**

**LOCAL GOVERNMENT LICENSING PANEL  
8 DECEMBER 2010**

**APPLICATION FEES  
CIVIC GOVERNMENT AND MISCELLANEOUS LICENSING**

**Report by Executive Director of Finance and Corporate Support**

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval for revised charges for application fees in relation to Civic Government and Miscellaneous Licensing.

**2. BACKGROUND**

- 2.1 In 1998, the Council approved a policy on charging based upon the Accounts Commission publication "The Challenge of Charging". In light of this, it is necessary to review charging taking into account current markets, comparable costs of other authorities and the impact on the customer base while ensuring a balance between business and social principles and objectives.
- 2.2 Services are required to ensure a consistent approach to the setting of fees and the revised fees contained in Appendix 1 of this report have been developed within the principles of the Challenge for Charging Checklist and in particular with comparison information provided by Council's six benchmarking partners as contained in Appendix 2.

**3. DISCUSSION**

- 3.1 The existing fees structure was approved by Cabinet on 26 March 2008, having previously been reviewed on an annual basis since 2001. Taking into consideration the date of presentation of this report, it is intended that the revised charges for which approval is sought will not require a further review before 1 April 2012. This should coincide with the statutory review of taxi fares also due at that time.
- 3.2 It should be noted that the Licensing Panel at its meeting held on 7 May 2009 considered a review of taxi fares and associated charges and agreed (i) that there be no increase to taxi fares and associated charges for a period of one year; (ii) that there should be no increase in application fees for financial year 2009/10; and (iii) that the Panel would consider future reports and review the position regarding (i) and (ii) in respect of financial year 2010/11.
- 3.3 Following the most recent review of taxi fares and associated charges, the Panel is asked to note that this will result in the cost of a 2-mile hire increasing from £3.93 to £4.64 which is reflective of an 18% or £0.71 rise in the cost of such a journey. The constituent factors leading to this increase are the

reduction of the initial yardage charge from 2000 yards to 1760 yards and the reduction in the additional yardage charge from 160 to 140 yards, although the cost of each additional 140 yards will remain at it's current level of £0.15. It should be noted however that all fees and associated charges will not simply increase by 18%. The revised fare structure will be applicable from Monday 6 December 2010.

- 3.4 The current and proposed fees set out in Appendix 1 reflect a 5% increase in charges for the licensing functions referred to therein. Although this increase is slightly greater than neighbouring South Ayrshire Council, the proposed increase is in line with neighbouring North Ayrshire Council, both of which have increased fees during the past twelve months.
- 3.5 In addition, the Panel members are requested to consider a proposal to introduce charges for providing replacement ID Badges, Taxi/PHC Plates, Taxi/PHC door signs and No Smoking stickers, as undernoted. It should be noted that this proposal is for replacements only, as costs for providing these items in the first instance are included as part of the licence fee.

The proposed charges have been based on recent purchases through the council's procurement system and, for comparison purposes, the charges made by North Ayrshire and South Ayrshire are listed.

	East Ayrshire Proposed	North Ayrshire Current	South Ayrshire Current
ID Badge	£5.00	£17.00	£6.00
Taxi/PHC Plate	£7.00	£30.00	£20.00 *
Door Sign	£7.00	£12.00	£20.00 *
No Smoking Sign	£1.00	free	free

\* 2 plates and 2 door signs included in price

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 On the basis that the level of applications submitted and processed for all Civic Government and Miscellaneous licensing functions remains constant, the level of increase in fees recommended in this report will meet financial planning assumptions.

#### **5. LEGAL IMPLICATIONS**

- 5.1 Certain fees in respect of Miscellaneous Licensing applications are fixed by statute, otherwise the fees are reflected in the statutory requirement to provide specific licensing functions.

#### **6. POLICY IMPLICATIONS**

- 6.1 The Challenge for Charging Checklist has been used together with a full benchmarking process to ensure that the council's policy on charging has been fully implemented.

## **7. RECOMMENDATION**

7.1 It is recommended that the Licensing Panel:-

- (i) consider and approve the proposed increase in application fees for Civic Government and Miscellaneous Licensing outlined in Appendix 1 from 1 January 2011;
- (ii) approve the introduction of charges for provision of replacement ID badges, Taxi/PHC plates, Taxi/PHC door signs and No Smoking stickers at 3.3 above.
- (iii) otherwise note the content of this report.

**Alex McPhee**  
**Executive Director of Finance and Corporate Support**

AMcP/GK  
25 November 2010

### **LIST OF BACKGROUND PAPERS**

1. Challenge of Charging – Service Manager’s Checklist

Any person wishing to inspect the background papers listed above should telephone 01563 576061 and ask for Mr David Mitchell, Head of Legal, Procurement and Regulatory Services or email on [david.mitchell@east-ayrshire.gov.uk](mailto:david.mitchell@east-ayrshire.gov.uk) or Stuart McCall, Legal Manager on 01563 576085.

# APPENDIX I

## CIVIC GOVERNMENT (SCOTLAND) ACT 1982

### APPLICATION FEES

TYPE OF LICENCE	EXISTING SINCE 1.4.08	PROPOSED 5% INCREASE
Taxi Operators	430.00	452.00
PHC Operators	430.00	452.00
Taxi/PHC Drivers (Grant)	178.00	187.00
Taxi/PHC Drivers (Renewal)	129.00	135.00
Street Traders	217.00	228.00
Street Traders (Employee)	109.00	114.00
Second Hand Car Dealers	320.00	336.00
Second Hand Dealers (General)	217.00	228.00
Metal Dealers	217.00	228.00
Metal Dealers (Exemption Warrant)	40.00	42.00
Market Operators - £19.50 per stall with minimum fee of (proposal of £20.00 per stall)	390.00	410.00
Public Entertainment	217.00	228.00
Public Entertainment – Festivals, raves, etc. Min Fee of £3,850.00 or 1% of gross income	3,850.00	4,043.00
Late Hours Catering	217.00	228.00
Houses in Multiple Occupation – Grant Renewal	495.00	520.00
	310.00	326.00
Sex Shops	385.00	404.00
Skin Piercing and Tattooing	260.00	273.00
Window Cleaners	217.00	228.00
Window Cleaners (Employee)	109.00	114.00
Window Cleaners (Employee – 1 year licence)	45.00	47.00
Taxi/PHC Booking Office – Public - Non-Public	300.00	315.00
	200.00	210.00
Knife Dealers	400.00	420.00
Temporary Licence where application for 12 days or less in any one year, provided that attendance during the period of licence is less than 500 persons	44.00	46.00
Temporary Licence (consecutive 6 week period)	140.00	147.00
Certified True Copy of a Licence	33.00	35.00
Consideration of Material Change of Circumstances	72.00	76.00

### VEHICLE TESTING FEES

DESCRIPTION	EXISTING SINCE 1.4.08	PROPOSED 5% INCREASE
Vehicle Test	110.00	116.00
Vehicle Re-Test	56.00	59.00
Meter Test	36.00	38.00

## MISCELLANEOUS LICENSING

### APPLICATION FEES

TYPE OF LICENCE	EXISTING SINCE 1.4.08	PROPOSED 5% INCREASE
Animal Boarding – plus vet fees	86.00	90.00
Breeding of Dogs – plus vet fees	86.00	90.00
Pet Shops – plus vet fees	86.00	90.00
Dangerous Wild Animals – plus vet fees	160.00	168.00
Riding Establishments – plus vet fees	140.00	147.00
Game Dealers	45.00	47.00
Venison Dealers	195.00	205.00
Cinemas – annual (Fixed by statute)	600.00	600.00
Monthly (% of max fee)	166.00	166.00
Transfer (% of max fee)	107.00	107.00
Theatres	270.00	284.00
Fireworks Registration (Fixed by statute)	105.00	105.00
Renewal of Registration	52.00	52.00
Fireworks Licence (Fixed by statute)	178.00	178.00
Renewal of Licence	83.00	83.00
Poison Registration – grant	28.00	29.00
renewal	14.00	15.00
change	8.00	8.00
Zoo Licensing	700.00	735.00
Display at Kilmarnock Cross/Glaisnock Centre, etc.- Charitable Organisations	18.00	19.00
Armed Forces, etc	90.00	95.00
Commercial Organisations	172.00	180.00
Mini-bus Permits	17.50	18.00

**Application Fees for 3-year Civic Government Licences**

Type of Licence	East Ayrshire	South Ayrshire (3% Increase)	North Ayrshire (5% Increase)	Clackmannanshire	Inverclyde	West Lothian	East Renfrew
Taxi Driver	£178	£180	£175	£195	£117	£447	£175
Taxi Operator	£430	£432	£580	£255	£552	£963 initial £873 renewal	£300
Street Trader	£217 main £109 emp	£225 main £150 emp	£240 main £120 emp	£134	£90 (before 10pm) £227.50 after 10pm)	£237 initial £180 renewal	£325
Late Hours Catering	£217	£245 (existing premises changing hands or renewal) £600 (new property requiring advert)	£160	£120	£277	£237 initial £180 renewal	£350
Piercing and Tattooing	£260	£318 main £227 emp	£315 with premises £265 without premises	£200 initial £100 renewal	£205.50	£342 initial £255 renewal	£500
HMO	£495 initial £310 renewal	£1050 initial £555 renewal	£840 initial £485 renewal	£160-£485 1-yr £320-£960 3-yr	£645 (1-yr) grant £316 (3-yr) renewal	£1329	£585-£745 initial £372-£478 renewal
Window Cleaner	£217 main £109 emp £45 1 yr emp	n/a	n/a	£143 3-yr £56 1-yr	£78	£117 initial £84 renewal	£350
Second hand	£217	£210	£210	£97	£90	£342 initial £255 renewal	£325
Metal Dealer	£217	£200	£105	£97	£140	£237 initial £180 renewal	£350
Knife Dealer	£400	£400	£300	£200	£269	£450	£200
Taxi/PHC Booking Office	£300 public £200 non-public	£300 public £200 non-public	£300 public £200 non-public	£200	£1800	£600	£500

APPENDIX 2