



# Licensing Committee

Tuesday, 20th December, 2022 at 5.30 pm  
Conference Room. Parkside, Chart Way, Horsham

Councillors:

John Blackall (Chairman)	
Richard Landeryou (Vice-Chairman)	
Alan Britten	Jon Olson
Karen Burgess	Louise Potter
Peter Burgess	Josh Potts
Billy Greening	Kate Rowbottom
Lynn Lambert	Clive Trott
Mike Morgan	Diana van der Klugt
Roger Noel	

You are summoned to the meeting to transact the following business

Jane Eaton  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 4
<i>To approve as correct the minutes of the meeting held on 14 June 2022 (Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to <a href="mailto:committeeservices@horsham.gov.uk">committeeservices@horsham.gov.uk</a> at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members of the Committee	
4. <b>Announcements</b>	
To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. <b>Minutes of Licensing Sub-Committee</b>	5 - 8
To receive the minutes of the Licensing Sub-Committee held on 23 November 2022	

6. **Environmental Health and Licensing - Licence Fees for 2023/2024** 9 - 22  
To consider the report of the Head of Environmental Health & Licensing
7. **Hackney Carriage Fares - Rate Increase** 23 - 32  
To consider the report of the Head of Environmental Health & Licensing
8. **Urgent Business**  
Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances

**Licensing Committee**  
**14 JUNE 2022**

Present: Councillors: John Blackall (Chairman), Richard Landeryou (Vice-Chairman), Alan Britten, Billy Greening, Lynn Lambert, Mike Morgan, Jon Olson, Louise Potter, Kate Rowbottom and Diana van der Klugt

Apologies: Councillors: Karen Burgess, Peter Burgess, Roger Noel, Josh Potts and Cilve Trott

Absent: Councillors:

Also Present:

LI/1 **ELECTION OF CHAIRMAN**

RESOLVED

That Councillor John Blackall be elected Chairman of the Committee for the ensuing municipal year.

LI/2 **APPOINTMENT OF VICE- CHAIRMAN**

RESOLVED

That Councillor Richard Landeryou be appointed Vice-Chairman of the Committee for the ensuing municipal year.

LI/3 **MINUTES**

The minutes of the meeting held on 15 June 2021 were approved as a correct record and signed by the Chairman.

LI/4 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

LI/5 **ANNOUNCEMENTS**

The Chairman welcomed new Members to the Licensing Committee.

Thanks were also expressed to Jim Sansom for serving successfully on the Licensing Committee for many years - he would be missed.

LI/6 **MINUTES OF LICENSING SUB-COMMITTEES**

The minutes of the Licensing Sub-Committee on 21 July and 6 September 2021 were noted.

LI/7 **URGENT BUSINESS**

There was no urgent business, however the Head of Legal and Democratic Services and Monitoring Officer gave an overview to new members on the function and objectives of the Licensing Committee.

The Head of Environmental Health and Licensing welcomed new members to the Committee and looked forward to working with them.

It was advised that full training for Committee Members would be put in place as soon as possible.

*The meeting closed at 6.00 pm having commenced at 5.33 pm*

CHAIRMAN

**Licensing Sub-Committee**  
**23 NOVEMBER 2022**

Present: Councillors: Karen Burgess, Richard Landeryou and Mike Morgan

LI/1 **ELECTION OF CHAIRMAN FOR THE MEETING**

RESOLVED

That Councillor Karen Burgess be elected Chairman for the meeting

LI/2 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

LI/3 **ANNOUNCEMENTS**

There were no announcements.

LI/4 **APPLICATION FOR THE REVIEW OF A PREMISES LICENCE UNDER THE LICENSING ACT 2003**

The application for the review of a Premises Licence for the sale by retail of alcohol had been submitted by West Sussex County Council (WSSCC) Trading Standards on 5 October 2022. The application related to the licence held by Pricewatch Ltd in respect of Power Storrington Service Station, Old Mill Drive, Storrington.

The Licensing Officer presented the report, which set out details of the events that led up to the application. These included the alleged sale of age-restricted products to children under the appropriate age, and a test purchase operation carried out by Trading Standards Officers on 31 May 2022 when alcohol was sold to a child under the age of 18.

The applicant considered that the following licensing objectives had not been met:

- Protection of children from harm
- Prevention of crime and disorder

Responsible Authorities: WSSCC Public Health Lead for Alcohol and Drugs supported the review request by Trading Standards. There had been no further consultation responses from other responsible authorities or interested parties.

The Sub Committee heard from the applicant who, by way of background, advised of a national crackdown on underage selling launched in October 2021 and WSCC Trading Standard's Zero Tolerance policy launched in January 2022. He outlined the events that had occurred and evidence of the sale of age-restricted products to children. He considered that the Premises Licence holder had failed to respond to a warning from WSCC Trading Standards that test purchases would be undertaken following a complaint.

The Sub Committee then heard from a representative of the Premises Licence holder. He gave a detailed account of the training regime used by the company, including monthly refresher training, and the checks in place, in particular the refusals book and till prompt. He stated that the member of staff who had made the under-age sale had completed all necessary training and previously demonstrated an understanding of her responsibilities. The Premises Licence holder produced the Licensing Training Records for Power Storrington, which members of the Sub Committee inspected.

The Chairman and members of the Sub Committee considered the statements and responses from the Premises Licence holder and the applicant, and all the evidence presented in the appendices to the report.

The Chairman invited the Sub Committee to move to private session to deliberate.

The Licensing Sub Committee considered their decision under the following licence objectives, as required under the Licensing Act 2003:

- Prevention of Crime and Disorder
- Protection of Children from Harm.

#### RESOLVED

- (i) The offer by the Premises Licence holder of the removal of the current DPS (designated premises supervisor) and replacement of a new DPS is welcomed by the Sub Committee and it is requested that the Company implements this as a matter of urgency.
- (ii) The Sub Committee are satisfied on the balance of probability that the matters set out in the report happened and, together with what has been heard today, a serious offence took place at the premises.
- (iii) Therefore, the decision of the Sub Committee is to suspend the premises licence for a period of 12 weeks.

#### REASON

The Sub Committee considers this a serious offence, and the suspension period will allow the company a period to undertake a review of their processes when selling age restricted products and to undertake further

training of their staff in the sale of age restricted products such as alcohol, vapes, cigarettes and energy drinks in particular and to put in place at the premises a new DPS.

The 12-week suspension will start 21 days from the 24<sup>th</sup> November 2022.

A formal Decision Letter setting out the full reasons for the Sub Committee's decision will be sent to the parties concerned within 5 working days after today's hearing.

#### RIGHT TO APPEAL

There is a right to appeal this Sub Committee's decision through an appeal to the Magistrate's Court. The rights are set out in the Licensing Act, and parties are reminded that an appeal must be commenced within 21 days of notification of the decision to a relevant party and for clarity, that is 21 days from the 24 November 2022.

*The meeting closed at 11.35 am having commenced at 10.00 am. The meeting adjourned at 10.45am for approximately 40 minutes.*

CHAIRMAN

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## Report to Licensing Committee

20 December 2022

By the Head of Environmental Health and Licensing



**Horsham  
District  
Council**

### **DECISION REQUIRED**

Not Exempt

Environmental Health and Licensing – Licence Fees for 2023/2024

### **Executive Summary**

Set out at Appendix 1 to this report are the proposed fees for 2023/2024 for the various licences issued by the Environmental Health and Licensing Department. The agreed fees will take effect on 1<sup>st</sup> April 2023.

### **Recommendations**

The Committee is recommended:

- i) To approve the fees set out at Appendix 1 to this report to take effect from 1<sup>st</sup> April 2023;
- ii) To recommend to Full Council the approval of the licensing fees set out at Appendix 1 and that such revised fees take effect from 1<sup>st</sup> April 2023

### **Reasons for Recommendations**

- i) The setting of fees for licences is the responsibility of the Licensing Committee,
- ii) The approval of fees is the responsibility of Full Council and
- iii) To ensure openness and transparency in decision making.

**Background Papers:** Budget Working Papers

**Wards affected:** All

**Contact:** Marc Rankin, Head of Environmental Health and Licensing, 01403215178  
marc.rankin@horsham.gov.uk

## **Background Information**

### **1 Introduction and Background**

- 1.1 Set out at Appendix 1 to this report, for the Committee's consideration, are the proposed fees for 2023/2024 for Licences issued by the Environmental Health and Licensing Department. The new fees once approved will take effect from 1 April 2023. The individual licence fees are calculated to recover the cost of issuing the licence and ensuring compliance with the requirements of the legislation. Taxi and Private Hire fees are the subject of a separate report. There are other Licences issued by the Environmental Health and Licensing Department where the fees are set by statute, these cannot be changed.

### **2 Relevant Council policy**

- 2.1 The Council's policy is to set fees to recover the costs of providing the service. As such the Environmental Health and Licensing Department seeks to recover from applicants the cost of issuing the licence and ensuring compliance with the licence conditions so that these costs do not fall on the general charge payer.

### **3 Details**

- 3.1 The fees are calculated taking into account officer time, transport and any external costs that the Council incurs. The fees and charges have been increased by 10% where appropriate, for the financial year commencing 1<sup>st</sup> April 2023 to allow for inflation.
- 3.2 License Fees were last reviewed in 2020 and were not increased during covid, to help support businesses. Since the beginning of 2022 we have seen a year-on-year increase in inflation in excess of 10% and a commensurate increase in the costs to the Council in delivering services.
- 3.3 In setting licence fees local authorities must have regard to any guidance issued by the government and must be based on cost recovery of the process and cannot be set to make surplus for the authority.

### **4 Next Steps**

- 4.1 The Committee are recommended to (i) agree the various licence fees set out at Appendix 1 to this report to take effect on 1 April 2023, and, (ii) recommend the approval of the various licence fees set out in Appendix 1 by Full Council so that they may take effect on 1 April 2023.

### **5 Outcome of Consultations**

- 5.1 The Monitoring Officer advises that any licences fees approved by the Licensing Committee must be approved also by Full Council.

- 5.2 The Director of Resources advises that the fees are calculated to cover the cost of issuing the licence and ensuring compliance with the licence conditions so that these costs do not fall on the general charge payer.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 Not increasing the licensing fees.

## **7 Resource Consequences**

- 7.1 The financial consequences of the review of fees and charges will be incorporated into the budget for 2023 / 2024.

## **8 Legal Consequences**

- 8.1 It is the responsibility of Full Council to set fees and charges for licensing. Any such fees can be recommended by the Licensing Committee for approval. The fee must be reasonable and cover the Council's costs in the administration of those application types and further costs to ensure compliance.

## **9 Risk Assessment**

- 9.1 Not to increase the fees to cover the cost of administering the licensing regimes and ensuring compliance would mean the extra costs being met by the general charge payer.

## **10 Procurement implications**

- 10.1 None

## **11. Equalities and Human Rights implications / Public Sector Equality Duty**

- 11.1 The proposals will not have a particular impact on any groups with protected characteristics and therefore an EIA is not required.

## **12 Environmental Implications**

- 12.1 There are no environmental implications associated with these proposals.

## **13 Other Considerations**

- 13.1 None.

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## APPENDIX 1 – Proposed Fees and Charges 2022/23

### Proposed Fees and Charges 2022/23

	<b>2020/2021 Current Fee</b>	<b>2023/24 Proposed Fee</b>
<b>Dangerous Wild Animals Act 1976</b>	£238 + VAT	£262+VAT
<b>Pleasure Boats</b>	£219	£241
<b>Street Trading</b>		
Annual Consent	£756	£832
Consent for special occasions	£48	£53
<b>Tables and Chairs</b>		
Application Fee	£590	£649
Annual Renewal	£214	£253
Variations	£175	£193
Temporary Tables & Chair Licences	-	£100
<b>Sex Establishments</b>		
Application fee	£3,688	£4,057
Renewal	£3,688	£4,057
Transfer	£3,688	£4,057
<b>Acupuncture, Tattooing, Ear Piercing and Electrolysis</b>		
Premise plus Operative	£155	£171
Premise plus Operative Ear Piercing only	£125	£138
New/Additional Operatives	£38	£42
<b>Scrap Metal Dealers</b>		
Site licence application	£382	£420
Site licence renewal	£382	£420
Site licence variation	£85	£94
Collector's licence application	£275	£303
Collector's licence renewal	£275	£303
Collector's licence variation	£85	£94

## APPENDIX 1 – Proposed Fees and Charges 2022/23

	2020/21 Current Fee	2023/24 Proposed Fee
<b>Environmental Protection Act 1990 Stray Dogs</b>		
Day 1	£102	£112
Day 2	£118	£130
Day 3	£134	£147
Day 4	£150	£165
Day 5	£166	£183
Day 6	£182	£200
Day 7	£198	£218
Second and subsequent dogs		
Day 1	£62	£68
Day 2	£78	£86
Day 3	£94	£103
Day 4	£110	£121
Day 5	£120	£133
Day 6	£142	£156
Day 7	£158	£174
<b>Environmental Information Regulations 1991</b>		
Land charge report on contaminated land	£116	£128
<b>Unsound Food</b>		
Voluntary Surrender Certificate	£122	£134
<b>Export Hygiene Certificate</b>		
Minimum Cost – Single Inspection Visit for up to two separate consignments and issue of EHCs	£72**	£79**
Additional Certificate Copies (Each)	£30*	£33**
More than two consignments (Each)	£30*	£33**
<b>Food Hygiene and Health and safety Courses</b>		
Level 2 and H&S courses	£84	£92
Examination resit	£20	£22
Food Hygiene refresher course	£40	£44
HACCP Level 3 Award for Catering	£107	£118
Food Hygiene Revisit	£160	£176
Food Hygiene Advisory Visits	£240*	£264*
<b>Housing Act</b>		
Immigration Inspections	£153*	£168*
Immigration Inspection Revisit	-	£84*

\* Fees include VAT at 20%

\*\* Minimum Cost for EHC will be increased based on Officer Time and Travel Expenses/Time for inspection visit, where total time exceeds one hour. Price will be quoted on a business-by-business basis. Fees include VAT.

## APPENDIX 1 – Proposed Fees and Charges 2022/23

### Caravan sites

Current Fee 2020/21	Band			
Number of units on site	A (1 – 5)	B (6 - 24)	C (25 - 99)	D (100+)
<b>New Application for Site Licence</b>	£288	£422	£475	£540
<b>Transfer of Site Licence</b>	£64	£150	£150	£150
<b>Variation of Site Licence</b>	£64	£150	£150	£150
<b>Annual Fee</b>	£125 (Single sites and family sites exempt)	£158	£180	£277
<b>Deposit of Park Rules with Local Authority</b>	£73	£73	£73	£73

### Caravan sites

Proposed Fee 2023/24	Band			
Number of units on site	A (1 – 5)	B (6 - 24)	C (25 - 99)	D (100+)
<b>New Application for Site Licence</b>	£317	£464	£522	£594
<b>Transfer of Site Licence</b>	£70	£165	£165	£165
<b>Variation of Site Licence</b>	£70	£165	£165	£165
<b>Annual Fee</b>	£138 (Single sites and family sites exempt)	£174	£198	£305
<b>Deposit of Park Rules with Local Authority</b>	£80	£80	£80	£80

## APPENDIX 1 – Proposed Fees and Charges 2022/23

### Animal Welfare Licensing

Current Fees 2020/21	New/renewal application				Variation	Re-score	Appeal
	Part A (application fee)	Part B (for granted licences)	Total fee due	Vet fees due in addition to licence fees			
<b>Main Activity</b>							
Pet Shops	£207	£150	<b>£357</b>	No	<b>£183</b>	<b>£131</b>	<b>£98</b>
Boarding for cats/dogs	£207	£150	<b>£357</b>	No	<b>£183</b>	<b>£131</b>	<b>£98</b>
Dog Day Care	£207	£150	<b>£357</b>		<b>£183</b>	<b>£131</b>	<b>£98</b>
Home Boarding	£195	£138	<b>£333</b>	No	<b>£171</b>	<b>£120</b>	<b>£86</b>
Horses (up to 10)	£207	£150	<b>£357</b>	Yes	<b>£183</b>	<b>£131</b>	<b>£98</b>
Horses (Between 11 and 20)	£218	£162	<b>£380</b>	Yes	<b>£195</b>	<b>£143</b>	<b>£109</b>
Horses (More than 20)	£242	£185	<b>£427</b>	Yes	<b>£218</b>	<b>£167</b>	<b>£133</b>
Breeding Dogs	£207	£150	<b>£357</b>	Yes (first inspection only)	<b>£183</b>	<b>£131</b>	<b>£98</b>
Keeping or training animals for exhibition	£171	£36	<b>£207</b>	No	<b>£171</b>	n/a	n/a

Additional activities (for more than one activity an additional fee is due under part A) (same as unannounced inspection fee, RA and rate, grant/refuse)

Pet Shops	<b>£130</b>
Boarding for cats and dogs	<b>£130</b>
Dog Day Care	<b>£130</b>
Home Boarding	<b>£118</b>
Horses (up to 10)	<b>£130</b>
Horses (Between 11 and 20)	<b>£141</b>
Horses (More than 20)	<b>£165</b>
Breeding Dogs	<b>£130</b>
Keeping or training animals for exhibition	<b>£57</b>



## APPENDIX 1 – Proposed Fees and Charges 2022/23

### Animal Welfare Licensing

Proposed Fees 2023/24	New/renewal application				Variation	Re-score	Appeal
	Part A (application fee)	Part B (for granted licences)	Total fee due	Vet fees due in addition to licence fees			
<b>Main Activity</b>							
Pet Shops	£228	£165	<b>£393</b>	No	<b>£201</b>	<b>£144</b>	<b>£108</b>
Boarding for cats/dogs	£228	£165	<b>£393</b>	No	<b>£201</b>	<b>£144</b>	<b>£108</b>
Dog Day Care	£228	£165	<b>£393</b>		<b>£201</b>	<b>£144</b>	<b>£108</b>
Home Boarding	£215	£152	<b>£367</b>	No	<b>£188</b>	<b>£132</b>	<b>£95</b>
Horses (up to 10)	£228	£165	<b>£357</b>	Yes	<b>£201</b>	<b>£144</b>	<b>£108</b>
Horses (Between 11 and 20)	£240	£178	<b>£418</b>	Yes	<b>£215</b>	<b>£157</b>	<b>£120</b>
Horses (More than 20)	£266	£204	<b>£470</b>	Yes	<b>£240</b>	<b>£184</b>	<b>£146</b>
Breeding Dogs	£228	£165	<b>£393</b>	Yes (first inspection only)	<b>£201</b>	<b>£144</b>	<b>£108</b>
Keeping or training animals for exhibition	£188	£40	<b>£228</b>	No	<b>£188</b>	n/a	n/a

Additional activities (for more than one activity an additional fee is due under part A) (same as unannounced inspection fee, RA and rate, grant/refuse)

Pet Shops	<b>£143</b>
Boarding for cats and dogs	<b>£143</b>
Dog Day Care	<b>£143</b>
Home Boarding	<b>£130</b>
Horses (up to 10)	<b>£143</b>
Horses (Between 11 and 20)	<b>£155</b>
Horses (More than 20)	<b>£182</b>
Breeding Dogs	<b>£143</b>
Keeping or training animals for exhibition	<b>£63</b>

## APPENDIX 1 – Proposed Fees and Charges 2022/23

### CURRENT FEES 2021/22

#### NEW APPLICATION -TO LICENCE A HOUSE IN MULTIPLE OCCUPATION

1: Shared Houses			
No. Occupiers	Licence Fee £	No. Occupiers	Licence Fee £
5	970	11	1,085
6	989	12	1,104
7	1,009	13	1,123
8	1,028	14	1,142
9	1,047	15	1,161
10	1,066	16	1,181

2: Bedsits and Non-self-contained Accommodation					
No. Units	£	No. Units	£	No. Units	£
2 or less	1,123	11	1,811	20	2,499
3	1,200	12	1,888	21	2,576
4	1,276	13	1,964	22	2,652
5	1,353	14	2,041	23	2,729
6	1,429	15	2,117	24	2,805
7	1,506	16	2,194	25	2,882
8	1,582	17	2,270	26	2,958
9	1,658	18	2,347	27	3,035
10	1,735	19	2,423	28	3,111

3: Hostels		£
10 occupiers or less		970
11 to 20 occupiers		1,353
21 to 40 occupiers		1,735
41 to 60 occupiers		2,117

**APPENDIX 1 – Proposed Fees and Charges 2022/23**

**PROPOSED FEES 2023/24**

**NEW APPLICATION -TO LICENCE A HOUSE IN MULTIPLE OCCUPATION**

<b>1: Shared Houses</b>				
<b>No. Occupiers</b>	<b>Licence Fee £</b>		<b>No. Occupiers</b>	<b>Licence Fee £</b>
5	1,067		11	1,194
6	1,088		12	1,214
7	1,110		13	1,235
8	1,131		14	1,256
9	1,152		15	1,277
10	1,173		16	1,299

<b>2: Bedsits and Non-self-contained Accommodation</b>							
<b>No. Units</b>	<b>£</b>		<b>No. Units</b>	<b>£</b>		<b>No. Units</b>	<b>£</b>
2 or less	1,235		11	1,992		20	2,749
3	1,320		12	2,077		21	2,834
4	1,404		13	2,160		22	2,917
5	1,488		14	2,245		23	3,002
6	1,572		15	2,329		24	3,086
7	1,657		16	2,413		25	3,170
8	1,740		17	2,497		26	3,235
9	1,824		18	2,582		27	3,339
10	1,909		19	2,665		28	3,422

<b>3: Hostels</b>		<b>£</b>
10 occupiers or less		1,067
11 to 20 occupiers		1,488
21 to 40 occupiers		1,909
41 to 60 occupiers		2,329

**APPENDIX 1 – Proposed Fees and Charges 2022/23**

**CURRENT FEES 2021/22**

**RENEW APPLICATION -TO LICENCE A HOUSE IN MULTIPLE OCCUPATION**

<b>1: Shared Houses</b>				
<b>No. Occupiers</b>	<b>Licence Fee £</b>		<b>No. Occupiers</b>	<b>Licence Fee £</b>
5	818		11	910
6	834		12	925
7	849		13	941
8	864		14	956
9	879		15	971
10	895		16	987

<b>2: Bedsits and Non-self-contained Accommodation</b>							
<b>No. Units</b>	<b>£</b>		<b>No. Units</b>	<b>£</b>		<b>No. Units</b>	<b>£</b>
2 or less	941		11	1,492		20	2,043
3	1,002		12	1,553		21	2,105
4	1,063		13	1,615		22	2,166
5	1,125		14	1,676		23	2,227
6	1,186		15	1,737		24	2,288
7	1,247		16	1,798		25	2,350
8	1,309		17	1,860		26	2,411
9	1,370		18	1,921		27	2,472
10	1,431		19	1,982		28	2,533

<b>3: Hostels</b>		<b>£</b>
10 occupiers or less		818
11 to 20 occupiers		1,125
21 to 40 occupiers		1,431
41 to 60 occupiers		1,737

**APPENDIX 1 – Proposed Fees and Charges 2022/23**

**PROPOSED FEES 2023/24**

**RENEW APPLICATION -TO LICENCE A HOUSE IN MULTIPLE OCCUPATION**

<b>1: Shared Houses</b>				
<b>No. Occupiers</b>	<b>Licence Fee £</b>		<b>No. Occupiers</b>	<b>Licence Fee £</b>
5	900		11	1,001
6	917		12	1,018
7	934		13	1,035
8	950		14	1,052
9	967		15	1,068
10	985		16	1,086

<b>2: Bedsits and Non-self-contained Accommodation</b>							
<b>No. Units</b>	<b>£</b>		<b>No. Units</b>	<b>£</b>		<b>No. Units</b>	<b>£</b>
2 or less	1,035		11	1,641		20	2,247
3	1,102		12	1,708		21	2,316
4	1,169		13	1,777		22	2,383
5	1,238		14	1,844		23	2,450
6	1,305		15	1,911		24	2,517
7	1,372		16	1,978		25	2,585
8	1,440		17	2,046		26	2,652
9	1,507		18	2,113		27	2,719
10	1,574		19	2,180		28	2,786

<b>3: Hostels</b>		<b>£</b>
10 occupiers or less		900
11 to 20 occupiers		1,238
21 to 40 occupiers		1,574
41 to 60 occupiers		1,911

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## Report to Licensing Committee

Date of meeting:

By the Head of Environmental Health and Licensing



**Horsham  
District  
Council**

### DECISION REQUIRED

Not Exempt

## Hackney Carriage Fares – Rate Increase

### Executive Summary

Due to the significant increase with the price of fuel and general cost of living, a proposal has been made by the Horsham Licensed Carriage Association and many of the independent hackney drivers to increase the taxi fares.

Set out at Appendix 1 to this report are the proposed increases in Tariffs 1 through to 6 equating to an increase from £6.20 to £7.00 (12.9%) over an average 2-mile journey.

This proposal would see the fares set by Horsham District Council in line with other neighbouring authorities for a 2-mile journey – particularly, Arun and Mid Sussex who impose charges of £7.20 and £7.40 respectively.

A proposed change to Tariff 2 is also made to adjust the hours effective for hiring from 23:30 to 23:00 hours in line with other neighbouring authorities. The expiry time would remain at 06:59 hours.

A soilage charge of £100 is proposed to be added in writing to the tariff card.

### Recommendations

The Committee is recommended:

- i) To agree the changes to Tariffs 1 – 6 as set out at Appendix 1 and the addition of a soiling charge, for statutory consultation with the hackney trade and public;
- ii) To agree to advertise the proposed fare increases contained in Appendix 1; and
- iii) That, subject to satisfactory consultation procedure and there being no representations to recommend to Council the approval of the fares contained in Appendix 1.

## **Reasons for Recommendations**

- i) To set standard fares throughout the district
- ii) To prevent fraud and overcharging of passengers
- iv) To ensure openness and transparency in decision making.

**Background Papers:** N/A

**Consultation:** Public and Trade

**Wards affected:** All

**Contact:** Marc Rankin, Head of Environmental Health and Licensing,  
email: [marc.rankin@horsham.gov.uk](mailto:marc.rankin@horsham.gov.uk)  
Tel: 01403215178



## **Background Information**

### **1 Introduction and Background**

#### **The purpose of this report**

- 1.1 The purpose of this report is to bring forward a request from the Horsham Licensed Carriage Association and independent drivers to propose a rise in fares which would increase the flag rate (initial price shown on the meter) and reduce the distance travelled for each 10p charged.
- 1.2 Set out at Appendix 1 to this report, for the Committee's consideration, are a comparison between the current and proposed charges. The proposals would affect Hackney Carriages licensed within the Horsham District. The proposal would not affect Private Hire Vehicles as these set their own fare rates.

### **2 Statutory and Policy Background**

#### **Statutory background**

- 2.1 The Council is responsible for licensing of hackney carriage and private hire driver's, vehicles, and operators.

#### **Relevant Government policy**

- 2.2 Fares for hackney carriage can only be agreed following consultation with the trade and public - Local Government (Miscellaneous Provisions) Act 1976

#### **Relevant Council policy**

- 2.3 Council policy is that fares to be set for hackney carriages following consultation with the trade and public. Under the Council's constitution the setting of fares is the responsibility of Full Council to determine.

### **3 Details**

- 3.1 Due to the significant increase in the price of fuel and living expenses; notwithstanding the table of fares have remained unchanged since 2012, a proposal has been made by the Horsham Licensed Carriage Association and most of the independent hackney drivers to increase the taxi fares.

- **Tariff 1**  
The proposed rise in fares would increase the flag rate (initial price shown on the meter) from £3.80 to £4.20. The distance travelled on the flag rate would remain at 1,200 metres with the journey distance travelled being changed from 10p for each 85 metres to 10p for each 73 metres covered. This means that the first mile of each journey would increase from £4.30 to £4.80, and each mile thereafter increasing from £1.90 to £2.20.

This equates to an increase of 12.9% increase over a 2-mile journey

- **Tariff 2**  
A proposed change to adjust the hours effective for hiring from 23:30 to 23:00 hours. The expiry time would remain at 06:59 hours.
- **Tariff 3 & 5**  
To reflect the proposed change to Tariff 2 hours it is proposed to adjust the hours effective for hiring of Tariff 4 & 5 from 07:00 to 22:59
- **Tariffs 2, 3, 4, 5 & 6**  
Fare rates to rise proportionally, in line with the proposed changes to Tariff 1
- **Soilage Charge**  
A soilage charge of £100 is proposed to be added, in writing, to the tariff card.

## **4 Next Steps**

- 4.1 Set out at Appendix 2 to this report is an advert to be placed in the West Sussex County Times at the earliest opportunity detailing the proposed fare increase. The public and any other members of the taxi trade have not less than 14 days from the date of the advert to make any representations to the Council about the proposed increases.
- 4.2 If any representations are received, they will be considered by the Licensing Committee before any final decision is made. It is proposed that subject to the statutory consultation procedure the new fares will take effect at the earliest opportunity.
- 4.3 Once the new fares have been agreed, arrangements will be put in place to recalibrate and reseal all hackney carriage meters.

## **5 Outcome of Consultations**

- 5.1 Consultation with the trade and members of the public who will be affected by the new fares will be carried out during December 2022. If adverse comments are received from that consultation exercise, then these will be considered by the Licensing Committee.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 Not increasing the fares

## **7 Resource Consequences**

- 7.1 None

## **8 Legal Consequences**

- 8.1 The Council has discretion to set fare rates and charges for Hackney Carriages pursuant to section 65 of the Local Government (Miscellaneous Provisions) Act 1976

## **9 Risk Assessment**

- 9.1 Not to increase the fares would risk further reduction in licensed taxi provision within the district.

## **10 Procurement implications**

- 10.1 None

## **11. Equalities and Human Rights implications / Public Sector Equality Duty**

- 11.1 The proposals will not have a particular impact on any groups with protected characteristics and therefore an EIA is not required.

## **12 Environmental Implications**

- 12.1 There are no environmental implications associated with these proposals

## **13 Other Considerations**

- 13.1 None

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## Appendix 1 – Tariff Changes 1 to 6

### Proposed Taxi Rate

#### For vehicles carrying 1 – 4 passengers

##### **Tariff 1**

Effective for hiring begun between 07.00 and 22.59

	Current Rate	Proposed Rate
Flag Rate	£3.80	£4.20
Flag Rate Distance	1,200m	1,200m
Increment Distance	85m	73m
Increment rate	£0.10	£0.10

Journey Length (Miles)	Current Rate	Proposed Rate
Flag Rate Only	£3.80	£4.20
1	£4.30	£4.80
2	£6.20	£7.00
3	£8.10	£9.20
4	£10.00	£11.40
5	£11.90	£13.60
10	£21.40	£24.60
Running Mile	£1.90	£2.20

##### **Tariff 2**

Effective for hiring begun between 23.00 and 06.59

Flag Rate - £6.10

Increment Rate - £0.10p

##### **Tariff 3**

Effective from midnight to midnight on Bank Holidays, Public Holidays, Christmas Day and Good Friday and from 18:00 to 23.59 hours, New Year's Eve.

Flag Rate - £8.40

Increment Rate - £0.20p

#### Effective for carrying 5 – 8 passengers

##### **Tariff 4**

Effective for hiring begun between 07.00 and 22.59.

Flag Rate - £6.10

Increment Rate - £0.10p

##### **Tariff 5**

Effective for hiring begun between 23.00 and 06.59

Flag Rate - £8.40

Increment Rate - £0.20p

##### **Tariff 6**

Effective from midnight to midnight on Bank Holidays, Public Holidays, Christmas Day and Good Friday and from 18:00 to 23.59 hours, New Year's Eve.

Flag Rate - £12.20

Increment Rate - £0.30p

**SOILAGE CHARGE - £100**

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## Appendix 2

**PUBLIC NOTICE**  
**HORSHAM DISTRICT COUNCIL**  
**Local Government (Miscellaneous Provisions) Act 1976 S65**  
**FIXING OF FARES FOR HACKNEY CARRIAGES**

NOTICE is hereby given that Horsham District Council in the exercise of its powers under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 has made the following table of fares in connection with the rates of fares and other charges associated with the hire of a hackney carriage within the district. The figures given are a maximum.

### Table of Maximum Fares

#### **FOR VEHICLES CARRYING 1-4 PASSENGERS**

##### **TARIFF ONE - Effective for hiring begun between 07.00 and 22.59**

For the first 1200m or 6min 25 secs or combination of distance & time (or part)	<b>£4.20</b>
For each additional 73m or 20 secs or combination of distance & time (or part)	<b>£0.10</b>

##### **TARIFF TWO - Effective for hiring begun between 23.00 and 06.59**

For the first 1200m or 6 min 25 secs or combination of distance & time (or part)	<b>£6.10</b>
For each additional 73m or 20 secs or combination of distance & time (or part)	<b>£0.15</b>

##### **TARIFF THREE - Effective from midnight to midnight on Bank Holidays, Public Holidays, Christmas Day and Good Friday and from 18.00 to 23.59 hours New Year's Eve**

For the first 1200m or 6min 25 secs or combination of distance & time (or part)	<b>£8.40</b>
For each additional 73m or 20 secs or combination of distance & time (or part)	<b>£0.20</b>

#### **EFFECTIVE FOR CARRYING 5 - 8 PASSENGERS**

##### **TARIFF 4 - Effective for hiring begun between 07.00 and 22.59**

For the first 1200m or 6 min 25 secs or combination of distance and time (or part)	<b>£6.10</b>
For each additional 73m or 20 secs or combination of distance and time (or part)	<b>£0.15</b>

##### **TARIFF 5 - Effective for hiring begun between 23.00 and 06.59**

For the first 1200m or 6 min 25 secs or combination of distance & time (or part)	<b>£8.40</b>
For each additional 73m or 20 secs or combination of distance and time (or part)	<b>£0.20</b>

##### **TARIFF 6 - Effective for hiring from midnight to midnight on Bank Holidays, Public Holidays, Christmas Day, Good Friday and from 18.00 to 23.59 hours New Year's Eve**

For the first 1200m or 6 min 25 secs or combination of distance & time (or part)	<b>£12.20</b>
For each additional 73m or 20 secs or combination of distance or time (or part)	<b>£0.30</b>

#### **EXTRA CHARGES**

Where licensed to carry 1-4 passengers, each passenger in excess of two	<b>£0.10</b>
Where licensed to carry 5-8 passengers, each passenger in excess of six	<b>£0.10</b>
For each box or package carried outside the passenger compartment of the vehicle	<b>£0.10</b>

#### **SOILAGE CHARGE**

If this vehicle is damaged or soiled by a passenger, the driver or proprietor is entitled to charge a £100 soilage fee to recover all costs of cleaning or repairing such damage or soiling from the passenger/person responsible.

Objections to the table of fares must be made in writing and addressed to:

M Rankin, Head of Environmental Health & Licensing  
Horsham District Council, Parkside, North Street, Horsham, West Sussex, RH12 1RL.

A copy of this notice is available for public inspection at Parkside, North Street, Horsham.

The table of fares shall take effect subject to the consideration of any objections in accordance with Section 65(3) of the Local Government (Miscellaneous Provisions) Act 1976 on and from \_\_\_\_\_.

Head of Environmental Health & Licensing

## **Appendix 2**

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