East Cambridgeshire District Council

Meeting: Licensing Committee

Time: 10:00am

Date: Wednesday 11 November 2026

Venue: Aedwen Room, Ely Museum, Market Street, Ely, CB7 4LS

Enquiries regarding this agenda: Patrick Adams

Telephone: (01353) 616298

Email: patrick.adams@eastcambs.gov.uk

Committee membership

Quorum: 5 members

Conservative members
Cllr Christine Ambrose Smith
Cllr Lee Denney
Cllr Lavinia Edwards
Cllr Martin Goodearl (Chair)
Cllr Keith Horgan
Cllr Julia Huffer (Vice-Chair)

Conservative substitutes
Cllr Bill Hunt
Cllr Kelli Pettitt
Cllr Alan Sharp

Liberal Democrat and Independent members
Cllr Christine Colbert
Cllr Mark Inskip
Cllr John Trapp (Lead Member)
Cllr Christine Whelan
Cllr Gareth Wilson

Liberal Democrat and Independent substitutes
Cllr Chika Akinwale
Cllr Lorna Dupré
Cllr Ross Trent

Lead Officer: Stewart Broome, Licensing Manager

Agenda

Please note that at 11 am, the meeting will be honouring the service and sacrifice of military personnel who died in conflicts.

1. Apologies and substitutions [oral]

2. Declarations of interests [oral]

To receive declarations of interests from Members for any items on the agenda in accordance with the Members Code of Conduct.

3. Minutes Page 5

To confirm as a correct record the minutes of the meeting of the Licensing Committee held on 9 September 2026.

4. Chair's announcements [oral]

5. Review of Licensing Fees Page 9

To consider the statutory fees the Council is required to charge under the Licensing Act 2003, Gambling Act 2005 and Business and Planning Act 2020. The Committee is also being asked to consider the discretionary fees, including but not limited to hackney carriage and private hire licences and animal licences.

6. Taxi and Private Hire Licensing – Inclusive Service Plan Page 37

To consider the adoption of a Taxi and private Hire licensing "Inclusive Service Plan".

7. Licensing Manager's Update

To inform Members of the ongoing work of the Licensing Authority and emerging matters.

8. Forward agenda plan Page 49

Notes

1. Members of the public are welcome to attend this meeting.

   Admittance is on a "first come, first served" basis and public access will be from 30 minutes before the start time of the meeting. Due to room capacity restrictions, members of the public are asked, where possible, to notify Democratic Services (democratic.services@eastcambs.gov.uk or 01353 665555) of their intention to attend a meeting.

   The livestream of this meeting will be available on the committee meeting's webpage (www.eastcambs.gov.uk/node/3498). Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

2. The Council has adopted a 'Purge on Plastics' strategy and is working towards the removal of all consumer single-use plastics in our workplace. Therefore, we do not provide disposable cups in our building or at our meetings and would ask members of the public to bring their own drink to the meeting if required.

3. Fire instructions for meetings:

   - if the fire alarm sounds, please make your way out of the building by the nearest available exit.

   The Committee Officer will sweep the area to ensure that everyone is out.

4. Reports are attached for each agenda item unless marked "oral".

5. If required, all items on the agenda can be provided in different formats (such as large type, Braille or audio tape, or translated into other languages), on request, by calling main reception on (01353) 665555 or e-mail: translate@eastcambs.gov.uk

6. If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

   "That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended)."

East Cambridgeshire District Council

Minutes of a Meeting of the Licensing Committee

Held at The Grange, Nutholt Lane, Ely, CB7 4EE at 10:00am on Wednesday 9 September 2026

Present:
Cllr Christine Ambrose Smith
Cllr Christine Colbert
Cllr Lee Denney (Vice Chair)
Cllr Martin Goodearl (Chair)
Cllr Bill Hunt (substitute)
Cllr Mark Inskip
Cllr Kelli Pettitt (substitute)
Cllr John Trapp
Cllr Christine Whelan

Officers:
Patrick Adams – Senior Democratic Services Officer
Maggie Camp – Director Legal
Karen See – Senior Environmental Health Officer

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1. Apologies and substitutions

Apologies for absence were received from Cllr Lavinia Edwards, Cllr Keith Horgan, Cllr Julia Huffer and Cllr Gareth Wilson. Cllr Bill Hunt attended as a substitute for Cllr Edwards and Cllr Kelli Pettitt substituted for Cllr Huffer.

2. Declarations of interest

There were no declarations of interest.

3. Minutes

The Committee agreed the Minutes of the Licensing Committee meeting held on 18 March 2026 as a correct record, the Minutes of the Licensing (Statutory) Sub Committee held on 22 July 2026 as a correct record and the Minutes of the Licensing (Non-Statutory) Sub Committee held on 29 July 2026 as a correct record.

4. Chair's Announcements

The Chair thanked Members for the faith they had shown in him by electing him as Chair of the Committee. He thanked Cllr Julia Huffer for chairing the Committee with fairness and great competence for the last seven years.

5. Fit and Proper Person Determination and Fee Policy for Mobile Homes and Caravan Sites 2026

The Senior Environmental Health Officer, Karen See, presented a report, AB61 previously circulated, which invited the Committee to review and agree the Fit and Proper Person Determination Policy for Mobile Homes and Caravan Sites 2026 and the Fit and Proper Person Fee Policy for Mobile Home and Caravan Sites 2026. These policies must be reviewed within 5 years to enable the renewals and future new applications for mobile home site operators to contribute to be assessed for their fit and proper status.

The Committee were invited to ask questions to the Senior Environmental Health Officer.

In reply to Cllr Mark Inskip, the Senior Environmental Health Officer explained that the policies were asking for more information than in previous years, including management plans, complaints procedure, staffing arrangements, pitch fee arrangements and billing process. She agreed to provide a summary of the differences between the new polices and those adopted by the Council in 2021. Cllr John Trapp requested that whenever a policy was changed in the future, a document with track changes be available on the website to show the proposed amendments.

In reply to Cllr Lee Denney, the Senior Environmental Health Officer explained that the Council used the Government's regulations and guidance when deciding whether an applicant was a fit and proper person. She also explained that the proposed fee of £240 was based on assessment on the cost of officer time to process the application. The fee set in 2001 was £230 and this charge had been benchmarked against the fees levied by other Cambridgeshire authorities.

In reply to Cllr John Trapp, the Senior Environmental Health Officer explained that the Council did not licence family sites. It was noted that the relevant legislation provided the definition of a family member.

In reply to Cllr John Trapp, the Senior Environmental Health Officer explained that the Council would not charge an applicant if the authority had to seek legal advice.

In reply to Cllr John Trapp, the Senior Environmental Health Officer agreed that a minor amendment should be made to paragraph 5.3 to make it clear that any refusal of an application by another local authority would be recorded by the Council and not on a national database.

In reply to Cllr John Trapp, the Senior Environmental Health Officer explained that if an application was refused the applicant could make representations to the Waste and Environmental Services Manager and if the application was still refused an appeal could be made to a tribunal.

In reply to Cllr Christine Ambrose Smith, the Senior Environmental Health Officer explained that in cases of enforcement the Council would be able to draw on local knowledge and had a close working relationship with the occupiers of the sites in the district. She also confirmed that the Council did not licence touring or temporary sites

In reply to Cllr Martin Goodearl, the Senior Environmental Health Officer explained that residents could complain to the Council on any management issues. The site licence would include certain conditions, and wider legislation would protect the rights of the occupiers.

Cllr Mark Inskip suggested that more details could be provided in the policy on how the fees had been calculated, as had been the case in 2021. The Senior Environmental Health Officer replied that it had been decided to have both the Fit and Proper Person Determination Policy and the Fit and Proper Fee Policy to be considered together, whilst in the past more emphasis had been on the Fee Policy.

Cllr Martin Goodearl proposed and Cllr Lee Denney seconded the recommendations in the report. A vote was taken and it was unanimously agreed

to resolve:

to **agree** the adoption of:

A) The East Cambridgeshire District Council Fit and Proper Person Determination Policy for Mobile Homes and Caravan Sites 2026, with a minor amendment to paragraph 5.3 to make it clear that any refusal of an application by another local authority would be recorded by the Council; and

B) The East Cambridgeshire District Council Fit and Proper Fee Policy for Mobile Home and Caravan Sites 2026; and

C) For policies to take effect immediately.

6. Licensing Manager Update

In the absence of the Licensing Manager this item was not discussed.

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7. Forward Plan

The Chair explained that he had discussed the Forward Plan with the Licensing Manager, and he could confirm that the meetings in October and November would be going ahead.

The Committee Noted the Forward Plan.

The meeting concluded at 10:27 am

Chair……

Date……

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AGENDA ITEM 5

TITLE: **Review of Licensing Fees**

Committee: Licensing Committee

Date: 11 November 2026

Author: Stewart Broome, Licensing Manager

Report number: AB96

Contact officer: Stewart Broome, Licensing Manager
stewart.broome@eastcambs.gov.uk, 01353 616287, SF204, The Grange, Ely

Issue

1. This report sets out the statutory fees that East Cambridgeshire District Council is required to charge for specific licences under the Licensing Act 2003, Gambling Act 2005, and Business and Planning Act 2020.

2. The report also sets out the fees for the period 1 April 2027 to 31 March 2028 in respect of those licences and licensing related activities where the authority has the discretion to determine the relevant fees; this includes but is not limited to hackney carriage and private hire licences, and animal licences.

Recommendations

3. That Members:

   i) note the statutory fees that East Cambridgeshire District Council is required to charge in respect of the specified licences under the Licensing Act 2003 and Gambling Act 2005, and agree to set the discretionary fee elements of the Gambling Act 2005 and the Business and Planning Act 2020 at the maximum level permitted, as set out in Appendix 1, Appendix 2, and Appendix 3.

   ii) agree to implement the fees in paragraph i) (or if subject to statutory amendment, the relevant amended fees) on 1 April 2027.

   iii) instruct Officers to implement, as appropriate, any other statutory fees that may be brought into force during the 2026/2027 financial year.

   iv) instruct Officers to include the agreed fees in the 2027/2028 annual fees and charges report that is presented to full Council.

4. That Members:

   i) agree to implement the proposed fees relevant to those licences and licensing related activities where the authority has the discretion to

determine the fees, as set out in Appendix 3 and Appendix 4, on 1 April 2027.

ii) agree to implement the proposed fees relevant to Animal Welfare licensing, as set out in Appendix 5 on 1 April 2027.

iii) instruct Officers to include the fees in the 2027/2028 annual fees and charges report that is presented to full Council.

5. That Members:

i) agree to implement the proposed fees relevant to hackney carriage and private hire drivers, and private hire operators, as set out in Appendix 6, on 1 April 2027.

ii) instruct Officers to include the fees in the 2027/2028 annual fees and charges report that is presented to full Council.

Background

6. Except for statutory fees set by central government, the Council is responsible for setting fees and charges for the licensing regulations it is responsible for administering and enforcing.

7. There is no statutory duty on the Council to consult when setting or revising licensing fees with the exception of those fees relating to hackney carriage, private hire vehicles and operators' licences under Section 70 of the Local Government (Miscellaneous Provisions) Act 1976.

8. The Committee's legal authority to agree the recommendations is based within a range of specific licensing legislation together with the delegated functions set out in the Council's Constitution. Extracts from the relevant legislation are provided in Appendix 7. Due consideration must also be given to relevant case law. Members are advised that Officers have considered these requirements when compiling this report.

9. The Council's fees and charges may be challenged through a number of routes, e.g. service complaints to the Local Government and Social Care Ombudsman or via a judicial review.

10. The consequences of such a challenge are clearly demonstrated in the Court of Appeal judgment given in respect of R Hemming and others v Westminster City Council case, which involved the licensing of sex shops in Soho and Covent Garden.

11. The judgment has made it clear that local authorities may become liable for substantial costs if it is found that procedures for setting fees have not been correctly followed, and if the fees are not reasonable and proportionate to the

costs of the licensing procedures. Making a profit from discretionary fees is not permitted.

12. When considering whether the licensing fees are reasonable and proportionate, R (on the application of Rehman) v Wakefield City Council reinforces that it is also necessary to look at each regulatory power separately.

13. It is also necessary to reflect that not all costs to the licensing authority are recoverable, such as the processing of “Charity Street Collections” and “Charity House to House Collections”, where a fee is not permitted to be charged, or in cases of deficits in statutory income against statutory expenditure.

14. The law does not require the Licensing Authority to amend the fees annually, even when a deficit or surplus in income is identified, but the review process must take place.

Summary

15. The licensing budget covers costs, such as wages, employers National Insurance contributions, and pensions, but it also includes direct costs that can reasonably be attributed to the work the licensing authority has a duty to fulfil, for example, equipment costs, travel costs, external legal support fees, advertising costs, postage and printing costs, and training costs.

16. In addition to direct departmental expenditure, the cost of delivering licensing functions includes an appropriate proportion of the Council's wider support costs, where these are properly attributable to the relevant licensing functions and recoverable through the applicable statutory fee regime. These include office accommodation, ICT support and software licensing, in-house legal support, committee administration, finance and audit support. These costs are collectively referred to as Corporate Recharges.

17. Table 1 below shows the cost of running the licensing authority, and the income received for the previous three-year period ending 31 March 2026. Table 1 presents the overall financial position of the Licensing Service for contextual purposes. It should not be interpreted as establishing the appropriate level of any individual licensing fee. In determining discretionary fees, Officers have regard to the statutory provisions applicable to each licensing function and the costs which may lawfully be taken into account when determining those fees.

Table 1

Year	(A) Income	(B) LI001 Expenditure	(C) Corporate recharges	Balance (A- (B+C))	% recovered
2023/2024	£251,256	£206,711	£119,812	-£75,267	77%
2024/2025	£283,985	£247,018	£119,812	-£82,845	77%
2025/2026	£864,432	£497,529	£131,570	£235,333	137%

18. Following the significant increase in taxi licensing income generated during 2025/2026, shown in the table above, Members agreed, on the recommendation of Officers, to reduce the fees charged for taxi driver and vehicle licences by approximately 33%. This reduction came into effect on 25 December 2025.

1 April 2026 to 31 March 2027

19. Table 2 below summarises the volume of licensing transactions received by the service in the first nine months of 2025 compared to the first nine months of 2026 to demonstrate the significance of the expansion. The figures show overall demand entering the department increased by approximately 126%, driven predominantly by increased taxi licensing activity.

Table 2

Type of Licence	January to September 2025	January to September 2026
Licensing Act 2003	264	286
Animal Premises	22	24
Gambling Act 2005	3	14
Street Trading	54	82
Taxi Driver	1451	3119
Private Hire Operator	14	17
Taxi Vehicle	1647	4313
Scrap Metal Dealer	10	4
Pavement	2	9
Charity Street and House to House	25	19
Total	**3492**	**7,887**

20. As the service enters a more settled phase following the recent expansion in workload, departmental expenditure is being reviewed during the second half of the 2026/2027 financial year. This includes consideration of whether the increased volume and nature of licensing activity is appropriately reflected within the Council's corporate recharges and whether the existing staffing structure provides sufficient capacity and resilience across administration, supervision and compliance.

21. Preliminary assessment indicates that some additional supervisory and compliance capacity may be required and that changes in the complexity and responsibilities associated with certain existing roles may require further consideration. No conclusions arising from these reviews are assumed for the purposes of this report. Any changes would be subject to the Council's normal financial, HR and decision-making processes, as applicable, and their financial

effect would be taken into account in future fee reviews to the extent that those costs are lawfully recoverable through the relevant fee regimes.

22. Table 3 shows the breakdown of income received across the individual licensing streams, the estimated proportion of departmental resource attributable to each area of activity, the corresponding attributable costs, and the resulting indicative surplus or shortfall for the 2025/2026 financial year.

Table 3

Type of fee	Type of Licence	Income	% of resource	Estimated attributed costs	+/-
Statutory	Licensing Act 2003	£72,972	8	£48,040	+£24,932
Discretionary	Animal Premises	£18,633	4	£25,164	-£6,531
Statutory maximum set	Gambling Act 2005	£5,960	1	£6,863	-£903
Discretionary	Street Trading	£11,190	3	£17,157	-£5,967
Discretionary	Taxi	£750,009	82	£517,005	+£233,004
Discretionary	Scrap Metal Dealer	£2,622	1	£4,575	-£1,953
Statutory maximum set	Pavement	£3,046	1	£5,719	-£2,673
No fee	Charities	N/A	1	£4,575	-£4,575
	Total	**£864,432**	**100**	**£629,099**	**+£235,333**

Conclusion

23. The setting of licensing fees necessarily involves an assessment of the costs reasonably expected to arise in administering and, where permitted by the relevant statutory regime, undertaking associated licensing functions. This assessment is more complex during periods of significant change in application volumes and service delivery arrangements. These difficulties are exacerbated by the fact the Licensing Authority has no control over the numbers of applications being submitted, which in turn is directly affected by external forces, such as economic, political and legislative factors.

24. The Licensing Service continues to undergo a period of significant change as a result of the substantial increase in taxi and private hire workload over the past eighteen months. As demonstrated by Table 2, taxi and private hire licensing now accounts for approximately 94% of all licensing transactions handled by the service. This increase has resulted in corresponding pressures on administrative, compliance, management and support requirements.

25. The full financial impact of all of the changes experienced over the past 18 months will not be known until the review mentioned in paragraph 20 above is

completed. However, the substantial increase in activity creates a reasonable expectation of increased resource requirements within the service and this may also affect the level of corporate support costs appropriately attributable to the relevant licensing functions.

26. Although the 2025/2026 financial year resulted in income exceeding the expenditure identified in Table 1, Officers do not consider that the overall position for that year, viewed in isolation, provides a sufficiently reliable basis upon which to determine a further reduction in taxi licensing fees at this time. Fees for taxi licensing must be assessed against the costs lawfully attributable to the relevant licensing activities and fee streams. Given the significant change in workload, the fee reduction already implemented in December 2025, and the ongoing review of the associated staffing, compliance and corporate support requirements, Officers therefore consider that there is insufficient evidence at this stage to support a further reduction in the current fee levels pending completion of this work

27. With regard to the other discretionary fees the Licensing Authority has the ability to set, these areas of work remain stable with minimal fluctuations in application numbers and maintenance work. In isolation, Table 3 suggests that these fees need to be adjusted upwards, however, officers recommend leaving these figures at their current rates until the review mentioned in paragraph 20 is completed.

28. Where legislation permits the Licensing Authority to determine a fee subject to a prescribed statutory maximum, the relevant fees are currently set at the maximum permitted level. Officers have identified no evidence arising from this review that would support reducing those fees at this time.

Additional Implications Assessment

29. In the table below, please put Yes or No in each box:

Financial Implications	**Legal Implications**	**Human Resources (HR) Implications**
Yes	**Yes**	**No**
Equality Impact Assessment (EIA)	**Carbon Impact Assessment (CIA)**	**Data Protection Impact Assessment (DPIA)**
Yes	**No**	**No**

Financial implications

30. Officer time has been required to prepare this report, and Members' time has been required to determine the report. These costs will come out of the Licensing Department's budget paid for by those obtaining all forms of licensing permission.

Legal Implications

31. Members must determine the review of the discretionary licensing fees, failure to do so would leave the Council liable to legal challenge.

32. Members must observe the consultation requirements regarding taxi vehicle fee changes, failure to do so would leave the Council liable to legal challenge.

33. Members must ensure that only the true costs of taxi licensing are recovered, failure to do so would leave the Council liable to legal challenge.

Equality Impact Assessment

34. An Equality Impact Assessment (EIA) has been completed showing there is no adverse impact on the community if Members follow the Officer recommendations at this stage.

Appendices

Appendix 1 – Licensing Act Statutory Fees
Appendix 2 – Gambling Act 2005 Statutory Fees
Appendix 3 – Gambling Act 2005 – Discretionary fees
Appendix 4 – General discretionary fees
Appendix 5 – Animal Welfare Regulation fees
Appendix 6 – Discretionary taxi fees
Appendix 7 – Extracts from legislation regarding fee setting

Background Documents	**Location**	**Contact Officer**
Legislation contained in appendix 7 LGA guidance on local fee setting 2023 Hemming v Westminster 2015 R v Tower Hamlets LBC 1994	Room SF204 The Grange, Ely	Stewart Broome Licensing Manager (01353) 616287

Appendix 1
Licensing Act 2003 – Statutory Fees

Premises Licence and Club Premises Certificates:

Type of application:	Non-domestic rateable band				
	A	B	C	D	E
New, provisional statements, and full variation application fee	£100	£190	£315	£450	£635
Annual maintenance fee	£70	£180	£295	£320	£350
Minor variation	£89				
Provisional Statement (where premises is under construction)	£315				

NDR Value	Band
£0 to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

Fee multiplier for Premises Licences	D (x2)	E (x3)
Premises Licences in bands D & E (whose primary business is the sale of alcohol)	£900	£1905
Premises Licences in bands D & E (whose primary business is the sale of alcohol) annual maintenance fee	£640	£1050

Premises Licence - Large event fees (payable in addition to the standard fee):

Number in attendance at any one time:	Additional application fee:	Additional annual fee:
5000 to 9999	£1000	£500
10000 to 14999	£2000	£1000
15000 to 19999	£4000	£2000
20000 to 29999	£8000	£4000
30000 to 39999	£16000	£8000
40000 to 49999	£24000	£12000
50000 to 59999	£32000	£16000
60000 to 69999	£40000	£20000
70000 to 79999	£48000	£24000
80000 to 89999	£56000	£28000
90000 and over	£64000	£32000

Personal Licence, Temporary Events and other miscellaneous fees:

Type of application:	Fee:
Grant of Personal Licence	£37
Temporary or Late Temporary Event Notice	£21
Theft, loss etc of Premises Licence or Summary	£10.50
Change of name or address on Premises Licence	£10.50
Vary Premises Licence to specify a new DPS	£23
Transfer a Premises Licence	£23
Interim Authority Notice	£23
Change of club name or address or change of rules	£10.50
Change of correspondence address for club	£10.50
Theft, loss etc of a Temporary Event Notice or Late Temporary Event Notice	£10.50
Theft, loss etc of a Personal Licence	£10.50
Right of freeholder etc to be notified of licensing matters	£21
Community Premises - removal of DPS fee	£23
Theft, loss etc of a Club Certificate or Summary	£10.50
Change of name or address on Personal Licence	£10.50

Appendix 2
Gambling Act 2005 Statutory Fees

Permission Type	Fee:
Lotteries	
Small Society Lotteries - new registration	£40
Small Society Lotteries - renewal of existing registration	£20
Licensed Premises Permits	
Licensed Premises Gaming Machines - notice of intention for up to 2 machines	£50
Licensed Premises Gaming Machine Permits - new	£150
Licensed Premises Gaming Machine Permits - variation	£100
Licensed Premises Gaming Machine Permits – transfer	£25
Licensed Premises Gaming Machine Permits - annual Fee	£50
Licensed Premises Gaming Machine Permits - change of Name	£25
Licensed Premises Gaming Machine Permits - copy (lost, stolen, damaged)	£15
Club Gaming/Club Machine Permits	
Club Gaming/Club Machine Permits - new or renew	£200
Club Gaming/Club Machine Permits for holders of club premises certificates - new or renew	£100
Club Gaming/Club Machine Permits – annual fee	£50
Club Gaming/Club Machine Permits - variation	£100
Club Gaming/Club Machine Permits - copy (lost, stolen, damaged)	£15
Prize Gaming Permits	
Prize Gaming Permits - new or renewal	£300
Prize Gaming Permits - change of name	£25
Prize Gaming Permits - copy (lost, stolen, damaged)	£15
Family Entertainment Gaming Centre Gaming Machine Permits	
Family Entertainment Gaming Centre Gaming Machine Permits - new or renewal	£300
Family Entertainment Gaming Centre Gaming Machine Permits - change of name	£25
Family Entertainment Gaming Centre Gaming Machine Permits - copy (lost, stolen, damaged)	£15

Appendix 3
Discretionary Fees with Statutory Maximum - Gambling Act 2005 Licences

Licence type	2026/2027 fees	2027/2028 proposed fees	Difference (£)
Regional Casino Licence			
Fee in respect of new premises	15000	15000	0
Annual Fee	15000	15000	0
Fee for application to vary licence	7500	7500	0
Fee for application to transfer a licence	6500	6500	0
Fee for application to reinstate a licence	6500	6500	0
Fee for application for provisional statement	15000	15000	0
Maximum non-conversion application fee in respect of provisional statement premises	8000	8000	0
Large Casino Licence			
Fee in respect of new premises	10000	10000	0
Annual Fee	10000	10000	0
Fee for application to vary licence	5000	5000	0
Fee for application to transfer a licence	2150	2150	0
Fee for application to reinstate a licence	2150	2150	0
Fee for application for provisional statement	10000	10000	0
Maximum non-conversion application fee in respect of provisional statement premises	5000	5000	0
Small Casino Licence			
Fee in respect of new premises	8000	8000	0
Annual Fee	5000	5000	0
Fee for application to vary licence	4000	4000	0
Fee for application to transfer a licence	1800	1800	0
Fee for application to reinstate a licence	1800	1800	0
Fee for application for provisional statement	8000	8000	0
Maximum non-conversion application fee in respect of provisional statement premises	3000	3000	0
Bingo Premises Licence			
Fee in respect of new premises	3500	3500	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1750	1750	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0
Fee for application for provisional statement	3500	3500	0

Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0
Adult Gaming Licence			
Fee in respect of new premises	2000	2000	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1000	1000	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0
Fee for application for provisional statement	2000	2000	0
Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0
Betting Premises (track) Licence			
Fee in respect of new premises	2500	2500	0
Annual Fee	1000	1000	0
Fee for application to vary licence	1250	1250	0
Fee for application to transfer a licence	950	950	0
Fee for application to reinstate a licence	950	950	0
Fee for application for provisional statement	2500	2500	0
Maximum non-conversion application fee in respect of provisional statement premises	950	950	0
Family Entertainment Centre Licence			
Fee in respect of new premises	2000	2000	0
Annual Fee	750	750	0
Fee for application to vary licence	1000	1000	0
Fee for application to transfer a licence	950	950	0
Fee for application to reinstate a licence	950	950	0
Fee for application for provisional statement	2000	2000	0
Maximum non-conversion application fee in respect of provisional statement premises	950	950	0
Betting Premises (other) Licence			
Fee in respect of new premises	3000	3000	0
Annual Fee	600	600	0
Fee for application to vary licence	1500	1500	0
Fee for application to transfer a licence	1200	1200	0
Fee for application to reinstate a licence	1200	1200	0
Fee for application for provisional statement	3000	3000	0
Maximum non-conversion application fee in respect of provisional statement premises	1200	1200	0
Temporary Use Notices			

Temporary Use Notice fee	500	500	0
Replacement of an endorsed copy	25	25	0
Applicable to all Premises Licences			
Change of circumstances fee - for all Premises Licences	50	50	0
Fee for copy licence - for all Premises Licences	25	25	0

Discretionary Fees with Statutory Maximum – Business & Planning Act 2020

Pavement Licences (2 year licence)			
Fee in respect of new premises	500	500	0
Applications made for any other reason by a licence holder	350	350	0

Appendix 4
Discretionary fees for general licences

Licence type	2026/2027 fees	2027/2028 proposed fees	Difference (£)
Dangerous Wild Animals (2yr licence)			
New application	648 **(v)**	648 **(v)**	0
Renewal application	648 **(v)**	648 **(v)**	0
Zoo			
New application (4 years)	2415 **(v)**	2415 **(v)**	0
Renewal application (6 years)	2070 **(v)**	2070 **(v)**	0
Primates			
New application	£200(v)	£200(v)	0
Renewal application	£160(v)	£160(v)	0
Maintenance fee	£232(1yr) £466 (2yr) £705(3yr)	£232(1yr) £466 (2yr) £705(3yr)	0
Applicable to all animal welfare licences			
Theft, loss etc of a licence	10.50	10.50	0
Change of name on licence	10.50	10.50	0
Change of licence details	10.50	10.50	0

(v) – A Council instructed veterinary inspection is required. This fee is payable in addition to the application fee. The fee will depend upon the amount of time taken to inspect the premises.

Licence type	2026/2027 fees	2027/2028 proposed fees	Difference (£)
Sex Establishments			
New application	3761	3761	0
Renewal application	1880.50	1880.50	0
Variation application	1880.50	1880.50	0
Transfer application	1880.50	1880.50	0
Theft, loss etc of a licence	10.50	10.50	0

Scrap Metal – Site Licence (3yr licence)			
New application	810	810	0
Renewal application	660	660	0
Variation application	120	120	0
Theft, loss etc of a licence	10.50	10.50	0

Scrap Metal – Collector Licence (3yr licence)			
New application	616	616	0
Renewal application	495	495	0
Variation application	120	120	0
Theft, loss etc of a licence	10.50	10.50	0

Street Trading Consent Fees

Daily and annual single trader fees

Type of goods	Ely (central zone)		All other areas		Transfer
	Daily	Annual	Daily	Annual	
Clothing Electrical spares DIY products Hot food and drink Furniture	£20	£1040[1]	£15	£740[1]	£48
Records, CD's and DVD Household cleaning goods Books	£20	£780[1]	£15	£480[1]	£48
Fresh fish Fresh meat Fruit and Veg Delicatessen Flowers and Plants Ice-cream vendors Cakes/ Bakery Arts and crafts	£20	£520[1]	£15	£320[1]	£48
All other traders	£20	£1040[1]	£15	£740[1]	£48

[1]Applicants are required to pay £75 upon application. The remaining balance for all successful applications can be paid by quarterly upfront instalments, or in one further payment.

Replacement consent certificates cost - £10.50

Host premises (see section 8 of the street trading policy)

Annual fee
£192
Transfer
£48

Special events/Markets/ Commercial event fees

Number of stalls	Fee per day of the event
2 – 20	£100
21 – 40	£200
41 or more	£500

Charity/non-commercial events (see paragraph 6.3 of the street trading policy

Fee per day of the event
£20

Appendix 5
Discretionary fees for Animal Welfare Licences

Licensable Activity	Application fee		Number of animals	Initial rating inspection fee	Renewal, re-rating or variation inspection fee	Maintenance fee		
	New	Renewal				1 yr	2 yr	3 yrs
Boarding of animals	£100	£60	Up to 10 animals	£76	£72	£232[4]	£466[4]	£705
			11 to 30 animals	£101	£96			
			31 to 60 animals	£127	£120			
			61 to 99 animals	£150	£144			
			100+ animals	£178	£168			
Arranging boarding			N/A	£101 + £25 per host[1]	£96 + £24 per host[1]			
Dog Breeding – Domestic			One litter per year maximum[2]	£76 + VET fee[3]	£72			
Dog Breeding - Commercial			More than one litter per year	£127 + VET fee[3]	£120			
Hiring of Horses			N/A	£101 + VET fee[3]	£96 + VET fee[3]			
Selling Animals as Pets & Exhibiting Animals[4]			Up to 5 species	£101	£96			
			Over 5 species	£178	£168			

[1] Out of scope hosts only. In scope hosts will be required to apply for their own licence and pay the relevant fees.

[2] Breeding and whelping must occur wholly within the domestic house. Outbuildings or garages are not included in this definition.

[3] VET fees are paid directly to the VET pre-inspection. No VET inspection is required upon subsequent renewals of a dog breeding licence.

[4] Exhibiting animal welfare licences can only be issued for 3 year time periods due to the requirements of the controlling legislation.

Where more than one licensable activity occurs on the same site, only one application fee will be payable, however, the total fee will be calculated by adding the combined charges of the activity with the highest fee to 50% of the applicable inspection and maintenance fee for the additional activities.

£10.50 will be charged for any replacement documents, or change of details not covered by the main charges above, such as a change of trading name.

Appendix 6
Discretionary fees for taxi and private hire licences

Licence type		2026/2027
Driver Licence		
New application – Joint hackney carriage and private hire and standard private hire - 1 year (excl. DVLA, and DBS check)		160
Renewal application – Joint hackney carriage and private hire and standard private hire - 1 year (excl. DVLA check)		120
New and renewal – Restricted private hire (SEND) licence - 1 year (excl. DVLA, and DBS check)		90
New and renewal – Restricted private hire (SEND) licence - 3 year (excl. DVLA, and DBS check)		270
New application – Joint hackney carriage and private hire and standard private hire - 3 year (excl. DVLA, and DBS check)		400
Renewal application – Joint hackney carriage and private hire and standard private hire - 3 year (excl. DVLA check)		360
Conversion of a driver licence (excl. required knowledge test fee)		30
Knowledge test fee		40
DVLA driving licence check (required upon every new and renewal application)		5
Private Hire Vehicle Licence		
New and renewal 1yr for all (excl. stickers)		160
Variation application (excl. stickers)		45
Transfer application (excl. stickers)		25
Hackney Carriage Vehicle Licence		
New and renewal 1yr for all (excl. stickers)		160
Variation application (excl. stickers)		45
Transfer application (excl. stickers)		25
Restricted Private Hire Licence		
New and renewal 1yr for all		140
Variation application		25
Transfer application		25
Private Hire Operator Licence		
New application – 1 year	150 – 1 vehicle 200 – 2 to 5 250 – 6 to 10 300 – 11+	126 156 186 216
Renewal application – 1 year	150 – 1 vehicle 200 – 2 to 5 250 – 6 to 10 300 – 11+	126 156 186 216
New application – 5 year	646 – 1 vehicle 896 – 2 to 5 1146 – 6 to 10 1396 – 11+	627 737 847 957
Renewal application – 5 year	646 – 1 vehicle 896 – 2 to 5 1146 – 6 to 10 1396 – 11+	627 737 847 957

Miscellaneous taxi and private hire fees	
Theft, loss etc of a licence	10.50
Theft, loss etc of a vehicle plate	30
Change of address	10.50
Replacement door sticker	6.00

Appendix 7 – Extracts from Licensing Legislation

Extracts from relevant licensing legislation providing legal framework within which local authorities may charge licensing fees

Local Government (Miscellaneous Provisions) Act 1982

Controls sex establishments, street trading, acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis

Sex establishments - Schedule 3 paragraph 19

An application for the grant, variation, renewal or transfer of a licence under this Schedule shall pay a reasonable fee determined by the appropriate authority.

Street Trading – Schedule 4 paragraph 9

(1) A district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.

(2) A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub-paragraph, may determine fees differing according—

(a) to the duration of the licence or consent;

(b) to the street in which it authorises trading; and

(c) to the descriptions of articles in which the holder is authorised to trade.

(3) A council may require that applications for the grant or renewal of licences or consents shall be accompanied by so much of the fee as the council may require, by way of a deposit to be repaid by the council to the applicant if the application is refused.

(4) A council may determine that fees may be paid by instalments.

(5) Where a consent is surrendered or revoked, the council shall remit or refund, as they consider appropriate, the whole or a part of any fee paid for the grant or renewal of the consent.

(6) A council may recover from a licence-holder such reasonable charges as they may determine for the collection of refuse, the cleansing of streets and other services rendered by them to him in his capacity as licence-holder.

(7) Where a licence—

(a) is surrendered or revoked; or

(b) ceases to be valid by virtue of paragraph 4(7) above,

the council may remit or refund, as they consider appropriate, the whole or a part—

(i) of any fee paid for the grant or renewal of the licence; or

(ii) of any charges recoverable under sub-paragraph (6) above.

(8) The council may determine—

(a) that charges under sub-paragraph (6) above shall be included in a fee payable under sub-paragraph (1) above; or

(b) that they shall be separately recoverable.

(9) Before determining charges to be made under sub-paragraph (6) above or varying the amount of such charges the council—

(a) shall give notice of the proposed charges to licence-holders; and

(b) shall publish notice of the proposed charges in a local newspaper circulating in their area.

(10) A notice under sub-paragraph (9) above shall specify a reasonable period within which representations concerning the proposed charges may be made to the council.

(11) It shall be the duty of a council to consider any such representations which are made to them within the period specified in the notice.

Acupuncture - Section 14 (6)

A local authority may charge such reasonable fees as they may determine for registration under this section.

Tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis – Section 15 (6)

A local authority may charge such reasonable fees as they may determine for registration under this section.

Local Government (Miscellaneous Provisions) Act 1976

Controls hackney carriages and private hire vehicles

Section 53 - Drivers' licences for hackney carriages and private hire vehicles

(2) Notwithstanding the provisions of the Act of 1847*, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.

*Town Police Clauses Act 1847

Section 70 - Fees for vehicle and operators' licences

(1) Subject to the provisions of subsection (2) of this section, 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 fees chargeable under this section shall not exceed—

(a) for the grant of a vehicle licence in respect of a hackney carriage, twenty-five pounds;

(b) for the grant of a vehicle licence in respect of a private hire vehicle, twenty-five pounds; and

(c) for the grant of an operator's licence, twenty-five pounds per annum;

or, in any such case, such other sums as a district council may, subject to the following provisions of this section, from time to time determine.

(3) (a) If a district council determine that the maximum fees specified in subsection (2) of this section should be varied they shall publish in at least one local newspaper circulating in the district a notice setting out the variation proposed, drawing attention to the provisions of paragraph (b) of this subsection and specifying the period, which shall not be less than twenty-eight days from the date of the first publication of the notice, within which and the manner in which objections to the variation can be made.

(b) A copy of the notice referred to in paragraph (a) of this subsection shall for the period of twenty-eight days from the date of the first publication thereof be deposited at the offices of the council which published the notice and shall at all reasonable hours be open to public inspection without payment.

(4) If no objection to a variation is duly made within the period specified in the notice referred to in subsection (3) of this section, or if all objections so made are withdrawn, the variation shall come into operation on the date of the expiration of the period specified in the notice or the date of withdrawal of the objection or, if more than one, of the last objection, whichever date is the later.

(5) If objection is duly made as aforesaid and is not withdrawn, the district council shall set a further date, not later than two months after the first specified date, on which the variation shall come into force with or without modification as decided by the district council after consideration of the objections.

(6) A district council may remit the whole or part of any fee chargeable in pursuance of this section for the grant of a licence under section 48 or 55 of this Act in any case in which they think it appropriate to do so.

Zoo Licensing Act 1981

Controls zoos – Section 15

(1) Subject to this section, the local authority may charge such reasonable fees as they may determine in respect of—

(a) applications for the grant, renewal or transfer of licences;

(b) the grant, renewal, alteration or transfer of licences;

(2) Any fee charged under paragraph (a) of subsection (1) in respect of an application shall be treated as paid on account of the fee charged under paragraph (b) on the grant, renewal or transfer applied for.

(2A) Subject to this section, the authority may charge to the operator of the zoo such sums as they may determine in respect of reasonable expenses incurred by them—

(a) in connection with inspections in accordance with section 9A and under sections 10 to 12;

(b) in connection with the exercise of their powers to make directions under this Act;

(c) in the exercise of their function under section 16E(4) of supervising the implementation of plans prepared under section 16E(2); and

(d) in connection with the exercise of their function under section 16E(7) or (8).

(2B) The authority's charge under subsection (2A)(d) shall take into account any sums that have been, or will fall to be, deducted by them from a payment under section 16F(7) in respect of their costs.

(3) In respect of any fee or other sum charged under this section, the local authority may, if so requested by the operator, accept payment by instalments.

(4) Any fee or other charge payable under this section by any person shall be recoverable by the local authority as a debt due from him to them.

(5) The local authority shall secure that the amount of all the fees and other sums charged by them under this section in a year is sufficient to cover the reasonable expenditure incurred by the authority in the year by virtue of this Act.

Dangerous Wild Animals Act 1976

Controls dangerous wild animals as listed in the Act – Section 1

(2) A local authority shall not grant a licence under this Act unless an application for it—

…. and

(e) is accompanied by such fee as the authority may stipulate (being a fee which is in the authority's opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application).

Public Health Acts Amendment Act 1907

Controls pleasure boats/vessels - Section 94

(1) The local authority may grant upon such terms and conditions as they may think fit licences for pleasure boats and pleasure vessels to be let for hire or to be used for carrying passengers for hire, and to the persons in charge of or navigating such boats and vessels, and may charge for each type of licence such annual fee as appears to them to be appropriate.

Environmental Protection Act 1990

Controls free printed matter – Schedule 3A paragraphs 3 & 4

3 (1) A principal litter authority may on the application of any person consent to that person or any other person (identified specifically or by description) distributing free printed matter on any land designated by the authority under this Schedule.

4 (1) A principal litter authority may require the payment of a fee before giving consent under paragraph 3 above.

(2) The amount of a fee under this paragraph is to be such as the authority may determine, but may not be more than, when taken together with all other fees charged by the authority under this paragraph, is reasonable to cover the costs of operating and enforcing this Schedule.

Gambling Act 2005

Statutory fees are prescribed for:-

- small society lotteries (Schedule 11 – Part 5)
- club gaming permits and club machine permits (Schedule 12)
- notification of gaming machines in alcohol licensed premises (Section 282)
- family entertainment centre gaming machine permits (Schedule 10)
- licensed premises gaming machine permits (Schedule 13)
- prize gaming permits (Schedule 14)

And, therefore, the licensing authority has no control over these fees. The following statutory instruments are relevant:-

- Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007
- Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007
- Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007
- Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007
- Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007
- Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007

The licensing authority must determine the fees, up to certain statutory maximums, that are applicable to premises licences, e.g. adult gaming centres, betting at race tracks, betting shops, bingo premises, casinos and for temporary use notices. The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 and the Gambling (Temporary Use Notices) Regulations 2007 set the relevant statutory maximums. In addition, Section 212 of the Act states:-

(2) …. the authority—

(a) shall determine the amount of the fee,

(b) may determine different amounts for different classes of case specified in the regulations (but may not otherwise determine different amounts for different cases),

(c) shall publish the amount of the fee as determined from time to time, and

(d) shall aim to ensure that the income from fees of that kind as nearly as possible equates to the costs of providing the service to which the fee relates (including a reasonable share of expenditure which is referable only partly or only indirectly to the provision of that service).

(3) For the purposes of subsection (2)(d) a licensing authority shall compare income and costs in such manner, at such times and by reference to such periods as the authority, having regard to any guidance issued by the Secretary of State, think appropriate.

In addition, where the licensing authority is required to maintain licensing registers, the authority may determine fees for providing access to, making copies of and/or providing information to members of the public from those registers.

Premises licences (Section 156)

(1) A licensing authority shall—

(a) maintain a register of premises licences issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Small society lotteries (Schedule 11 Part 5 paragraph 55)

(1) Where a statement is sent to a local authority under paragraph 39 the authority shall—

(a) retain it for at least 18 months,

(b) make it available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of it or part of it to any member of the public on request.

(2) But a local authority may refuse to provide access or a copy unless the person seeking access or a copy pays a fee specified by the authority.

(3) A local authority may not specify a fee under sub-paragraph (2) which exceeds the reasonable cost of providing the service sought (but in calculating the cost of providing a service to a person the authority may include a reasonable share of expenditure which is referable only indirectly to the provision of that service).

Club gaming permits and club machine permits (Schedule 12 paragraph 26)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Temporary Use Notice (Section 234)

1) A licensing authority shall—

(a) maintain a register of temporary use notices given to them together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Family entertainment centre gaming machine permits (Schedule 10 paragraph 23)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Licensed premises gaming machine permits (Schedule 13 paragraph 22)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Prize gaming permits (Schedule 14 paragraph 23)

(1) A licensing authority shall—

(a) maintain a register of permits issued by the authority together with such other information as may be prescribed,

(b) make the register and information available for inspection by members of the public at all reasonable times, and

(c) make arrangements for the provision of a copy of an entry in the register, or of information, to a member of the public on request.

(2) A licensing authority may refuse to provide a copy of an entry or of information unless the person seeking it pays a reasonable fee specified by the authority.

Scrap Metal Dealers Act 2013

Controls buyers/sellers of scrap metal and motor salvage operators (Section 5 Schedule 1 paragraph 6)

(1) An application must be accompanied by a fee set by the authority.

(2) In setting a fee under this paragraph, the authority must have regard to any guidance* issued from time to time by the Secretary of State with the approval of the Treasury.

*Scrap Metal Dealers Act 2013: guidance on licence fee charges – issued by Home Office 12 August 2013

Licensing Act 2003

Statutory fees for premises licences, club premises certificates, temporary event notices and personal licences are currently prescribed by the Licensing Act 2003 (Fees) Regulations 2005. The licensing authority has no control over these fees.

In addition, there is a requirement to maintain a register and make it available for inspection without payment but if requested to provide a copy of information contained in the register a fee may be charged under Section 8 of the Act.

(4) If requested to do so by any person, a licensing authority must supply him with a copy of the information contained in any entry in its register in legible form.

(5) A licensing authority may charge such reasonable fee as it may determine in respect of any copy supplied under subsection (4).

Caravan Sites and Control of Development Act 1960

Under the Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013, licensing authorities are permitted to charge fees for the licensing of residential caravan sites with effect from 1 April 2014. Transitional arrangements will be in place and the licensing authority is required to publish a fees policy. (NB The Council has not yet prepared a fees policy and therefore is currently unable to charge fees in this respect.)

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

13.—(1) A local authority may charge such fees as it considers necessary for—

(a) the consideration of an application for the grant, renewal or variation of a Licence including any inspection relating to that consideration, and for the grant, renewal or variation,

(b) the reasonable anticipated costs of consideration of a licence holder's compliance with these Regulations and the licence conditions to which the licence holder is subject in circumstances other than those described in sub-paragraph (a) including any inspection relating to that consideration,

(c) the reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator, and

(d) the reasonable anticipated costs of compliance with regulation 29.

(2) The fee charged for the consideration of an application for the grant, renewal or variation of a licence and for any inspection relating to that consideration must not exceed the reasonable costs of that consideration and related inspection.

Business and Planning Act 2020

Applications
This section has no associated Explanatory Notes
(1)An application for a pavement licence made to a local authority must—

(a)be made in writing and in such form as the authority may specify,
(b)be sent to the authority using electronic communications in such manner as the authority may specify, and
(c)be accompanied by such fee not exceeding the relevant amount as the local authority may require.

"the relevant amount" means—

(a)£350, in the case of an application which—
(i)is made by a person who already holds a pavement licence, and
(ii)is in respect of the premises to which that existing licence relates (whether or not it is a renewal application), and

(b)£500, in any other case.

Licences for which the licensing authority is NOT permitted to charge

- House-to-house collections: House to House Collections Act 1939
- Street collections: Police, Factories, etc. (Miscellaneous Provisions) Act 1916
- Hypnotism consent

TITLE: Taxi and Private Hire Licensing - Inclusive Service Plan

Committee: Licensing Committee

Date: 11 November 2026

Author: Stewart Broome, Licensing Manager

Report number: AB97

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Issue

1. To consider the adoption of a Taxi and Private Hire licensing "Inclusive Service Plan", attached at **Appendix 1**. The Plan has been developed having regard to the Department for Transport's Taxi and Private Hire Vehicle Licensing Best Practice Guidance for Licensing Authorities in England and is intended to support the provision of safe, accessible and inclusive taxi and private hire vehicle services within the District.

Recommendations

2. Members are requested to consider and approve the Taxi and Private Hire Licensing Inclusive Service Plan attached at **Appendix 1**.

3. Members are further requested to authorise the Licensing Manager, in consultation with the Chair of Licensing Committee and the Director Legal and Monitoring Officer, to make minor amendments to the Plan where required to reflect changes in legislation, national guidance or operational practice, provided that such operational amendments do not materially alter the policy.

Background/Options

4. Taxis and private hire vehicles provide an important form of transport within the District. For some passengers, particularly disabled people, older people, those with mobility or sensory impairments and those who may experience difficulties accessing other forms of public transport, these services can provide an important means of independent travel.

5. The Department for Transport's Taxi and Private Hire Vehicle Licensing Best Practice Guidance for Licensing Authorities in England includes specific guidance relating to accessibility and supporting an inclusive service. The guidance encourages licensing authorities to develop an Inclusive Service Plan which considers the accessibility needs of passengers and the measures that can be taken locally to support inclusive taxi and private hire services.

6. The proposed Inclusive Service Plan has therefore been developed to provide a strategic framework through which the Council can identify and address barriers to accessing licensed taxi and private hire services.

7. The Plan recognises that accessibility is not limited to the availability of wheelchair accessible vehicles. Passengers may encounter a range of physical, sensory, communication, information and confidence barriers when accessing taxi and private hire services.

8. The Plan establishes five strategic objectives:
   a) Promote accessible transport services.
   b) Improve awareness and understanding.
   c) Promote equality and dignity.
   d) Improve communication and information.
   e) Promote continual improvement.

9. In support of these objectives, the Plan sets out the Council's expectations of licensed drivers, vehicle proprietors and private hire operators and addresses matters including wheelchair accessible vehicles, assistance dogs, complaints and enforcement, stakeholder engagement, monitoring and review.

10. The Plan is intended to complement the Council's existing Taxi and Private Hire Licensing Policy. It does not replace the detailed requirements and licence conditions contained within that Policy but provides an overarching framework for considering accessibility and inclusivity within the licensing service.

11. Members have the option to:
   a) approve the Inclusive Service Plan as presented;
   b) approve the Plan subject to amendments identified by the Committee; or
   c) determine not to adopt the Plan, giving reasons for that decision.

Arguments/Conclusions

12. The proposed Inclusive Service Plan provides the Council with a clear framework through which accessibility and inclusivity can be considered as part of the ongoing regulation and development of taxi and private hire services within the District.

13. Adoption of the Plan would demonstrate the Council's commitment to supporting accessible transport while establishing clear and proportionate expectations for the licensed trade.

14. Importantly, the Plan takes a broad approach to accessibility. While wheelchair accessibility remains an important consideration, the Plan recognises that passengers may experience a range of barriers arising from mobility, sensory or communication needs and other circumstances which can affect their ability to access transport services.

15. The Plan also provides a mechanism for monitoring progress. This includes consideration of wheelchair accessible vehicle provision, accessibility-related complaints, enforcement activity, stakeholder feedback and improvements made to service provision.

16. The proposed approach allows the Council to monitor local circumstances and respond to changes in legislation, national guidance and passenger needs without unnecessarily duplicating the detailed regulatory requirements contained within the Council's Taxi and Private Hire Licensing Policy.

17. Officers therefore consider that adoption of the Inclusive Service Plan represents a proportionate and appropriate approach to supporting accessible and inclusive taxi and private hire services within the District, and recommend that Members approve the Plan attached at Appendix 1.

Additional Implications Assessment

18.

Financial Implications Yes	Legal Implications No	Human Resources (HR) Implications No
Equality Impact Assessment (EIA) No	Carbon Impact Assessment (CIA) No	Data Protection Impact Assessment (DPIA) No

Financial implications

19. The implementation of this Inclusive Service Plan will likely create an increase in workload for the department. The level of additional work is unknown at this time as there are no other Authorities with which to compare, however, it is envisaged that in the immediate implementation stage it will be possible to cover the additional work by adjusting existing workloads. Should the level of work increase beyond initial expectations, there are options available via discretionary fee reviews to ensure that the work can be covered from the licence fees received, and there is no burden placed on the wider Council's funds.

Appendices

Appendix 1 – Inclusive Service Plan

Background documents

Department for Transport's Taxi and Private Hire Vehicle Licensing Best Practice Guidance for Licensing Authorities in England 2023

East Cambridgeshire District Council

Taxi and Private Hire Licensing
Inclusive Service Plan



Licensing Team
East Cambridgeshire District Council

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East Cambridgeshire District Council
Taxi and Private Hire Vehicle Inclusive Service Plan

1. Introduction

East Cambridgeshire District Council recognises the important role that hackney carriage and private hire vehicles play in providing accessible transport for residents and visitors.

Taxi and private hire services are often relied upon by disabled persons, older people, individuals with temporary mobility impairments, those living in rural communities and those who may be unable to access conventional public transport services.

The Department for Transport's Best Practice Guidance for Licensing Authorities encourages licensing authorities to develop an Inclusive Service Plan to identify barriers to access and set out measures designed to support a safe, accessible and inclusive transport service for all passengers.
This Inclusive Service Plan supports the Council's Hackney Carriage and Private Hire Licensing Policy and demonstrates the Council's commitment to:

- Promoting equality of opportunity.
- Improving accessibility.
- Eliminating discrimination.
- Supporting independent travel.
- Working collaboratively with the licensed trade and local communities.

This Plan should be read alongside the Council's Hackney Carriage and Private Hire licensing policy, Equality, diversity and inclusion policy and the Corporate Plan.

2. Purpose of the Plan

The purpose of this Inclusive Service Plan is to:

- Identify barriers that may prevent individuals from accessing taxi and private hire services.
- Promote accessible transport services across the district.
- Establish clear expectations of drivers, operators and vehicle proprietors.
- Encourage best practice throughout the licensed trade.
- Support compliance with relevant legislation.
- Monitor and improve service provision over time.

3. Legislative and Policy Context

This Plan has been prepared having regard to:

- Equality Act 2010.
- Local Government (Miscellaneous Provisions) Act 1976.
- Town Police Clauses Act 1847.
- Department for Transport Statutory Taxi and Private Hire Vehicle Standards.

- Department for Transport Taxi and Private Hire Vehicle Licensing Best Practice Guidance for Licensing Authorities in England.
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The Council also has duties under the Equality Act 2010 to have due regard to:

- Eliminating discrimination.
- Advancing equality of opportunity.
- Fostering good relations between persons who share a protected characteristic and those who do not.

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4. Our Vision

To ensure that all passengers, regardless of age, disability, medical condition, communication needs, sensory impairment, mobility needs or personal circumstances, can access safe, reliable and respectful licensed transport services within East Cambridgeshire.

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5. Understanding Accessibility

The Council recognises that accessibility extends beyond wheelchair provision and includes a wide range of physical, sensory, cognitive and communication needs. Passengers may experience barriers due to:

Physical Disabilities

- Wheelchair use.
- Reduced mobility.
- Arthritis.
- Injuries.
- Use of walking aids.

Sensory Disabilities

- Blindness.
- Visual impairment.
- Deafness.
- Hearing impairment.

Hidden Disabilities

- Autism spectrum disorders.
- Learning disabilities.
- Dementia.
- Mental health conditions.
- Neurological disorders.

Temporary Conditions

- Short-term injury.
- Recovery following surgery.
- Pregnancy-related mobility limitations.

Other Accessibility Needs

- Assistance dogs.

- Language barriers.
- Anxiety relating to travel.
- Additional support requirements.

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6. Accessibility Challenges

The Council recognises that a range of barriers may be experienced by passengers.

Physical Barriers

Examples include:

- Limited availability of wheelchair accessible vehicles.
- Difficulties loading mobility equipment.
- Inadequate space for wheelchairs.
- Insufficient assistance at the start or end of journeys.

Communication Barriers

Examples include:

- Difficulty communicating with drivers.
- Limited awareness of hearing or visual impairments.
- Lack of accessible booking methods.

Confidence Barriers

Examples include:

- Fear of being refused service.
- Previous negative experiences.
- Concerns regarding safety or dignity.

Information Barriers

Examples include:

- Lack of information regarding accessible vehicles.
- Lack of awareness of passenger rights.
- Difficulty identifying suitable services.

These barriers have been recognised within the Department for Transport's Best Practice Guidance.

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7. Strategic Objectives

The Council has adopted five strategic objectives.

Objective 1

Promote Accessible Transport Services

The Council will seek to encourage an appropriate level of accessible transport provision across the district.

Actions include:

- Monitoring the number of wheelchair accessible vehicles.
- Reviewing accessibility provision annually.
- Engaging with the licensed trade regarding accessibility needs.
- Considering accessibility when reviewing licensing policies.

Objective 2
Improve Awareness and Understanding
The Council will seek to ensure that licence holders understand the needs of diverse passenger groups.
Actions include:

- Promoting disability awareness training.
- Providing guidance to licence holders.
- Sharing best practice information.
- Encouraging a customer-focused culture within the licensed trade.

Objective 3
Promote Equality and Dignity
The Council will work to ensure that passengers are treated fairly and respectfully.
Actions include:

- Investigating complaints of discrimination.
- Taking enforcement action where appropriate.
- Promoting awareness of Equality Act duties.
- Encouraging professional standards of conduct.

Objective 4
Improve Communication and Information
The Council will seek to improve awareness of services and passenger rights.
Actions include:

- Publishing relevant information on the Council website.
- Maintaining information regarding wheelchair accessible vehicles.
- Promoting awareness of assistance dog requirements.
- Providing clear information regarding complaint procedures.

Objective 5
Continual Improvement
The Council will monitor performance and seek opportunities to improve accessibility across the licensed trade.
Actions include:

- Collecting and analysing complaints data.
- Reviewing accessibility-related issues.
- Engaging with representative groups.
- Reviewing this Plan on a regular basis.

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8. Expectations of Drivers

Drivers licensed by the Council are expected to:

- Read and observe the licence holder's "Code of Good Conduct" in the Hackney Carriage and Private Hire licensing policy
- Treat all passengers fairly and with respect.
- Provide reasonable assistance where required.
- Comply with all Equality Act duties.
- Carry assistance dogs, except where a lawful exemption exists.
- Assist wheelchair users, except where a lawful exemption exists.
- Maintain professional standards at all times.

- Demonstrate patience and understanding when dealing with vulnerable passengers.
- Take account of individual communication needs.
- Charge the same fare regardless of disability or accessibility needs.

The Council expects drivers to recognise that accessibility requirements vary significantly between individuals and that a flexible, respectful approach is essential.

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9. Expectations of Proprietors

Vehicle proprietors are expected to:

- Read and observe the licence holder's "Code of Good Conduct" in the Hackney Carriage and Private Hire licensing policy
- Maintain vehicles in a safe condition.
- Ensure accessibility equipment is maintained.
- Ensure ramps, restraints and associated equipment are fully operational.
- Address any accessibility-related defects promptly.
- Notify the Council of significant changes affecting vehicle accessibility.

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10. Expectations of Operators

Private hire operators play a significant role in ensuring accessibility.
Operators are expected to:

- Read and observe the licence holder's "Code of Good Conduct" in the Hackney Carriage and Private Hire licensing policy
- Accept bookings without discrimination.
- Make reasonable adjustments where appropriate.
- Accurately record accessibility requirements.
- Communicate relevant information to drivers.
- Promote accessible booking methods.
- Maintain awareness of accessible vehicle provision.

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11. Wheelchair Accessible Vehicles

The Council recognises the importance of wheelchair accessible vehicles in supporting independent travel.
The Council will:

- Maintain and publish a designated wheelchair accessible vehicle list, as required by legislation.
- Monitor availability of wheelchair accessible vehicles.
- Encourage proprietors to consider accessible vehicle options when replacing vehicles.
- Keep local provision under review.

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12. Assistance Dogs

The Council supports the rights of assistance dog users.
Licensed drivers are reminded that:

- Assistance dogs must be carried unless an exemption certificate has been issued in accordance with legislation.
- No additional charge may be imposed.
- Assistance dogs must be accommodated safely and appropriately.

Complaints relating to unlawful refusals will be investigated and may result in significant enforcement action being taken against any licensed party involved.

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13. Complaints and Enforcement

The Council takes accessibility issues seriously. Accessibility-related complaints may include:

- Refusal of service.
- Refusal to carry an assistance dog.
- Refusal to carry a wheelchair user.
- Discriminatory conduct.
- Inappropriate behaviour.
- Failure to provide reasonable assistance.

The Council will investigate complaints proportionately and take appropriate action where necessary.

Possible outcomes may include:

- Advice and guidance.
- Formal warnings.
- Additional training recommendations.
- Review by Licensing Manager or Licensing Sub-Committee.
- Suspension or revocation proceedings where appropriate.

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14. Engagement and Consultation

The Council acknowledges the value of engaging with:

- Disabled residents.
- Older persons' groups.
- Equality organisations.
- Community groups.
- The licensed trade.
- Service users.

Feedback received will assist the Council in identifying emerging issues and opportunities for improvement.

15. Monitoring and Performance Measures

The Council will monitor:

Measure	Reporting Frequency
Number of licensed wheelchair accessible vehicles	Annual
Accessibility-related complaints	Annual
Equality Act related complaints	Annual
Enforcement action relating to accessibility	Annual
Accessibility improvements implemented	Annual
Review of stakeholder feedback	Annual

An annual review of performance will be undertaken as part of the Licensing Authority's service planning process.

16. Review of the Plan

This Inclusive Service Plan will normally be reviewed every five years or sooner where:

- There are significant legislative changes.
- National guidance is revised.
- Local circumstances materially change.
- The Council identifies a need for earlier review.

17. Equality Statement

East Cambridgeshire District Council is committed to ensuring that taxi and private hire services are available to all members of the community in a manner that is safe, fair, inclusive and respectful.

The Council will continue to work with licence holders, service users and stakeholders to improve accessibility and remove barriers wherever reasonably practicable.

Licensing Committee
Annual Agenda Plan

Agenda Item 8

Lead Officer: Stewart Broome, Licensing Manager
Democratic Services Officer: Patrick Adams

Wednesday 9 December 2026	**10:00am**
Chair's Announcements	Democratic Services
Licensing Officer's Update	Stewart Broome, Licensing Manager
Forward Agenda Plan	Democratic Services

Wednesday 20 January 2027	**10:00am**
Chair's Announcements	Democratic Services
Licensing Officer's Update	Stewart Broome, Licensing Manager
Forward Agenda Plan	Democratic Services

Wednesday 10 February 2027	**10:00am**
Chair's Announcements	Democratic Services
Licensing Officer's Update	Stewart Broome, Licensing Manager
Forward Agenda Plan	Democratic Services

Wednesday 10 March 2027	**10:00am**
Chair's Announcements	Democratic Services
Licensing Officer's Update	Stewart Broome, Licensing Manager
Forward Agenda Plan	Democratic Services

Wednesday 19 May 2027	**10:00am**
Chair's Announcements	Democratic Services
Licensing Officer's Update	Stewart Broome, Licensing Manager
Forward Agenda Plan	Democratic Services