

TITLE	Fees and Charges for Licensable Activity 2023/24
FOR CONSIDERATION BY	Licensing and Appeals Committee on 30 January 2023
WARD	(All Wards);
LEAD OFFICER	Director, Place and Growth - Steve Moore

OUTCOME / BENEFITS TO THE COMMUNITY

Fees and charges relating to licences, permits and registrations contribute to covering the cost of the council's licensing functions.

RECOMMENDATION

- 1 That the Committee NOTES the proposed discretionary fees for 2023/24 set out at Appendix A as part of the Council's annual fee setting process
- 2 That the Committee RECOMMENDS to Executive that, in relation to those fees which are within the Council's discretion to set, the fees should follow best practice and ensure that the cost to the Council of administering, managing and enforcing the licensing regime is covered by the fee income.

SUMMARY OF REPORT

This report sets out the Fees and Charges which are proposed for licensable activities in this area of the council for 2023/24 and provides information about how fees are set.

The costs to the Council of administering the licensing service should be covered by the fee income raised from the licensed parties. Any income shortfalls or excesses should be balanced in following years. Due to rising licensing costs to the Council, the consequence of not increasing the fees is likely to result in a deficit in the licensing budget which would need to be covered from general taxation from the General Fund with the agreement of full Council.

Background

1. At the Licensing and Appeals Committee on 19 October 2022 it was resolved that:
 - a report including information on licensing costs and income would be brought to the 30 January meeting, and
 - Work would be undertaken to understand the full cost details of running the licensing service.
2. Members requested:
 - evidence of increases in the cost of the licensing service
 - more detailed information on the calculation of the proposed increased fees
 - information about the consequences of not having a balanced budget for the licensing service.

Analysis of Issues

3. A significant number of fees within the licensing field are set by Government Statute or Regulation and cannot therefore be changed by the Council (“Statutory fees”). Primarily, statutory fees cover Gambling; Alcohol and Regulated Entertainment; Environmental Permitting; Petroleum and Explosives and together amount to roughly half the licensing fee income per annum, although the largest volume of applications is Alcohol and Regulated Entertainment.
4. Those fees which are within the Council’s discretion to set (“Discretionary fees”) are required to be based on an assessment of the costs of the administration and processing of applications and for the general management and enforcement of the regulatory function. Licensing authorities are required to review their discretionary fees and charges on an annual basis.
5. Income from licensing fees should be no greater than the costs of the licensing regime. However, the hourly rate used to calculate the fees has only increased by 3.5% in the five years since 2017/18 (£57 to £59) but in the same period, the Council has faced considerable cost increases.
6. It is proposed that the hourly charge rate should be increased from £59 to £65 (+10.2%) to ensure that costs are fully funded. Proposed fees and charges for 2023/24 have been calculated using this hourly rate multiplied by officer assessment of hours required for each licence or activity type and are shown in Appendix A.

Alternative to recommendation

7. Alternatively, the committee could recommend that fees remain unchanged for 2023/24 (or a lower increase) due to the likely impact on licensable businesses (where the fee is at the discretion of the Council) of increased fuel, energy and other costs and economic downturn.
8. If this is the decision, then it is probable that fee income would not cover the costs and the shortfall would need to be funded from general taxation from the

general fund. In short, council tax would be required to subsidise the licensing regime.

Effect of Alternative to Recommendation

9. If this Committee were to decide to recommend a set of fees that does not cover the costs of the licensable activity, then funding the shortfall from general taxation could be considered by Executive and if accepted then it would recommend to Council (as part of the budget setting process) increasing the taxation demand on general taxpayers. In the alternative, Executive could decide to recommend reducing other services which may free up existing expenditure.
10. However, it is considered unlikely that Executive will recommend either a reduction in alternative services within the Council to pay for this or that sufficient monies exists in the general fund to pay for a reduction. In that case, it would be necessary to reduce the cost of licensing services, most likely by reducing staffing levels in the licensing service.
11. This is not recommended as it would result in reduced capacity to process applications for licences, meaning that processing applications would be less efficient, leading to delays in carrying out checks and issuing licences and therefore possible business interruption for the applicant.
12. Further, management and enforcement of licence requirements and conditions would be adversely affected. For example, in 2022/23 audits of licence holders led to licence suspensions, revocations and prosecutions. Reduction in capacity to do this would increase risk to public safety which the licensing regime is designed to minimise.
13. There is little precedent that demonstrates where Councils have funded licensable activities from other income sources. This is presumably due to either Councils deciding not to do this or if they have, then those benefiting (the licence holders) are unlikely to challenge this outcome. There are precedent cases that relate to the level of fees where the courts have determined the principles for fee setting in licensable activities. These include that fees should be set at a level that is broadly cost neutral in budgetary terms, so that over the lifespan of the licence, the budget should balance. If there is an over or under recovery, then this should be adjusted in subsequent years. Surpluses from one fee should not subsidise another and fee income should not be drawn into the general fund. The principle is that those benefiting from the activities permitted by the licence should pay the cost and not be subsidised by the general fund.

Taxi licence fees

14. It is relevant to note that in relation to the Hackney Carriage tariff of fares, an increase to the tariff chargeable by Wokingham drivers was approved by Licensing and Appeals Committee with effect from 4 April 2023. The amount of the increase was in the region of a 34% increase to the maximum fare chargeable, albeit that this was the first increase since 2014.
15. It is also noteworthy that in relation to fees for the grant of taxi vehicle and operators' licences, under Local Government (Miscellaneous Provisions) Act

1976 section 70 it is necessary to publish in at least one local newspaper a notice setting out the variation proposed, drawing attention to a period not being less than twenty-eight days, within which objections to the variation can be made.

16. If objection is made, the council shall set a further date, not more than two months later, on which the variation shall come into force with or without modification as decided by the council after consideration of the objections. In practice, this means that if objections are received there will be a further report and recommendation to this Committee and the increase for this particular licence fee may not take effect until after the start of the 2023/24 financial year.

The break-even cost for the licensing service

17. The table in Appendix B shows the budgeted income and costs (salary and non-salary) of the Licensing Service (ie the expected costs) in 2023/24. This is the cost that the Council should aim to fund through the imposition of licensing fees.

The hourly rate

18. The hourly cost is calculated to be the rate per hour required to generate sufficient income to process licence applications and manage and enforce the licensing scheme. The figure was £57 per hour until 2017/18 when it was increased to £59 per hour. After several years of small salary increases for staff due to low inflation, the local government pay award for 2022 had the effect of adding £15,300 to the Licensing Service salary budget (5.6%).
19. With regard to the 2023 pay award, the Chancellor confirmed in the Autumn Statement in November 2022 that the National Living Wage (NLW) rate will increase by 9.7% on 1 April 2023.
20. There is a long-held position that the local government salary spine should start above the NLW, so increases in the NLW have a direct bearing on salaries at all grades. Therefore, upward pressure on the local government salary scale is likely to continue in the 2023 pay round.
21. The table below (para 22) is based on 6 fte staff directly involved in delivering the licensing service, with the hourly rate being the average costs across all six staff. More detail about how the hourly rate is calculated is in Appendix C.

22.

Hourly Rates	£
Salary costs	43.28
Non-salary costs	16.64
Central Recharges	5.09
Total	65.00

Hourly requirement for discretionary licence types

23. The fees in previous years have been based on the hourly rate multiplied by the number of hours required on average to process each type of licence and (where appropriate) for the general management and enforcement of the licensing scheme. Appendix D shows an example of the hours required for a licence type.
24. Appendix A shows the number of hours officers estimate is required to administer and manage each licence and activity type. The hours have been amended for 2023/24 to correct rounding anomalies from previous fee increases. Several hourly requirements had become fractional, probably due to rounding and previous inflation increases since the hours were first calculated. The hour requirements have been revised to more meaningful numbers, which will make the percentage increase slightly variable in line with the proposed new hourly rate of £65.

Benchmarking

25. Some comparison costs for similar fees at the 2022/23 rates are in Appendix E, using the Office for National Statistics [five most similar local authorities](#) to Wokingham.
26. The Wokingham proposed fees are from Appendix A, calculated on the basis of the hourly rate set at the recommended fee of £65 per hour for 2023/24. In the 5 sampled licensable activities, the proposed fees for Wokingham for 2023/24 are still lower than the highest comparable fee in 4 of the 5 licensable activities. This is comparing the proposed licence fees against current rates and doesn't include any changes to the licence fee that may be proposed by the other authorities in 2023/24.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Approximately an extra £15k income		Revenue
Next Financial Year (Year 2)	(£15k) plus any fee increase confirmed in fee setting for 2024/5		Revenue
Following Financial Year (Year 3)	(£15k) plus any fee increase from 2024/25 and 2025/6		Revenue

Other financial information relevant to the Recommendation/Decision

The proposals in this report have no impact of the cost of delivering the service. The proposed fees as set out in detail in the Appendices are based on the calculated hourly rate appropriate for the service as described earlier in the report.

Cross-Council Implications (how does this decision impact on other Council services, including properties and priorities?)

There are no implications arising from the recommendation in this report.

Public Sector Equality Duty

An equalities impact assessment is not required at this stage, as no change is being proposed to the current fee structure

Climate Emergency – ***This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030***

No impact is identified to the Council's carbon neutral objective.

Reasons for considering the report in Part 2

n/a

List of Background Papers

None

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APPENDIX A

DISCRETIONARY FEES

DISCRETIONARY FEES	Note	Regulatory Framework	Charge in 2022/23	Hours req'd per licence	Proposed charge from 1/4/2023	% change
Animal Licences	The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits, aborted visits will be charged at an additional fee					
Animal Boarding Establishment new - (dogs and cats)			£590	10.0	£650	10%
Animal Boarding Establishment renewal - (dogs and cats)			£531	9.0	£585	10%
Animal Boarding Establishment new - single species (dogs or cats)			£472	8.0	£520	10%
Animal Boarding Establishment Renewal - single species			£413	7.0	£455	10%
Home Boarder New			£272	4.5	£293	8%
Home Boarder Renewal			£242	4.0	£260	8%
Home Boarder - Franchisee New			£207	3.5	£228	10%
Home Boarder - Franchisee Renewal			£177	3.0	£195	10%
Home Boarder - Assessment of host in franchisee licence New			£118	2.0	£130	10%
Home Boarder - Assessment of host in franchisee licence Renewal			£118	2.0	£130	10%
Dog Day Care New			£590	10.0	£650	10%
Dog Day Care Renewal			£531	9.0	£585	10%
Dog Breeding Establishment New			£590	10.0	£650	10%
Dog Breeding Establishment Renewal			£531	9.0	£585	10%
Dog Breeding Establishment (domestic dwelling) New			£472	8.0	£520	10%
Dog Breeding Establishment (domestic dwelling) Renewal			£413	7.0	£455	10%

Sale of pets new			£472	8.0	£520	10%
Sale of pets renewal			£413	7.0	£455	10%
Animal for Exhibition New			£590	10.0	£650	10%
Animal for Exhibition Renewal			£531	9.0	£585	10%
Riding Establishment						
Riding establishment inspection (plus fee per horse) New			£472	8.0	£520	10%
Riding establishment inspection renewal			£413	7.0	£455	10%
Inspection fee per horse, for the first 10 horses			£15	0.3	£17	10%
Inspection fee per horse, for next 11-50 horses			£10	0.2	£11	10%
Inspection fee per horse, for every horse 51 & over			£8	0.1	£9	10%
Other Fees						
Variation to animal licence			£224	3.75	£244	9%
Replacement licence fee (lost or stolen paperwork, change of name, etc.)			£56	1.0	£65	16%
Re-evaluation of star rating (inclusive of one visit)			£112	2.0	£130	16%
Transfer due to death of licensee			£56	1.0	£65	16%
Wild animals and zoos						
Dangerous Wild Animal Consent	2 years		£460	8.0	£520	13%
Zoo Licences (new & renewals)	Up to 6 years		£2,066	35.0	£2,276	10%

Taxi Licences	Cost recovery. Change would require consultation with licensees					
Hackney Carriage Vehicle – New & renewal	* New fee based on 2019/20 fee of £290 prior to Covid discount		£248	5.0	£325	12%*
Private Hire Vehicle – New and renewal			£248	5.0	£325	12%*
Private Hire Vehicle with Dispensation			£248	5.0	£325	12%*
Temporary Vehicle Licence	Up to 3 months		£232	4.0	£260	12%
Driver licence - New & Renewal	3 years		£271	4.5	£293	8%
Conversion of driver licence to another type			£80	1.5	£98	22%
Private Hire Operators (PHO)						
NEW						
NEW Private Hire Operator Licence Number of Vehicles: 1			£472	8.00	£520	10%
NEW Private Hire Operator Licence Number of Vehicles: 2			£546	9.25	£601	10%
NEW Private Hire Operator Licence Number of Vehicles: 3			£620	10.50	£683	10%
NEW Private Hire Operator Licence Number of Vehicles: 4			£693	11.75	£764	10%
NEW Private Hire Operator Licence Number of Vehicles: 5			£767	13.00	£845	10%
NEW Private Hire Operator Licence Number of Vehicles: 6			£841	14.25	£926	10%
NEW Private Hire Operator Licence Number of Vehicles: 7			£915	15.50	£1,008	10%
NEW Private Hire Operator Licence Number of Vehicles: 8			£988	16.75	£1,089	10%
NEW Private Hire Operator Licence Number of Vehicles: 9			£1,062	18.00	£1,170	10%
NEW Private Hire Operator Licence Number of Vehicles: 10			£1,136	19.25	£1,251	10%
NEW Private Hire Operator Licence Number of Vehicles: 11			£1,210	20.50	£1,333	10%
NEW Private Hire Operator Licence Number of Vehicles: 12			£1,283	21.75	£1,414	10%
NEW Private Hire Operator Licence Number of Vehicles: 13			£1,357	23.00	£1,495	10%

NEW Private Hire Operator Licence Number of Vehicles: 14			£1,431	24.25	£1,576	10%
NEW Private Hire Operator Licence Number of Vehicles: 15			£1,505	25.50	£1,658	10%
NEW Private Hire Operator Licence Number of Vehicles: 16			£1,578	26.75	£1,739	10%
NEW Private Hire Operator Licence Number of Vehicles: 17			£1,652	28.00	£1,820	10%
NEW Private Hire Operator Licence Number of Vehicles: 18			£1,726	29.25	£1,901	10%
NEW Private Hire Operator Licence Number of Vehicles: 19			£1,800	30.50	£1,983	10%
NEW Private Hire Operator Licence Number of Vehicles: 20+			£1,873	31.75	£2,064	10%
RENEWAL						
RENEWAL Private Hire Operator Licence Number of Vehicles: 1			£354	6.00	£390	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 2			£428	7.25	£471	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 3			£502	8.50	£553	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 4			£575	9.75	£634	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 5			£649	11.00	£715	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 6			£723	12.25	£796	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 7			£797	13.50	£878	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 8			£870	14.75	£959	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 9			£944	16.00	£1,040	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 10			£1,018	17.25	£1,121	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 11			£1,092	18.50	£1,203	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 12			£1,165	19.75	£1,284	10%

RENEWAL Private Hire Operator Licence Number of Vehicles: 13			£1,239	21.00	£1,365	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 14			£1,313	22.25	£1,446	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 15			£1,387	23.50	£1,528	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 16			£1,460	24.75	£1,609	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 17			£1,534	26.00	£1,690	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 18			£1,608	27.25	£1,771	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 19			£1,682	28.50	£1,853	10%
RENEWAL Private Hire Operator Licence Number of Vehicles: 20+			£1,755	29.75	£1,934	10%
Other Private Hire & Hackney Carriage Charges						
Variation to PHO licence			£59	1.00	£65	10%
Transfer of vehicle to new owner			£118	2.00	£130	10%
Change of vehicle			£74	1.25	£82	10%
Replacement Licence			£41	0.75	£49	19%
Replacement Badge			£41	0.75	£49	19%
Replacement Vehicle Licence Plate			£59	1.00	£65	10%
Knowledge Test			£74	1.25	£82	10%
Missed Appointment			£37	0.67	£44	18%
Disclosure and Barring Service Check (DBS)			£90	1.50	£98	9%
Advertising on a Hackney carriage - New			£47	0.75	£49	4%
Advertising on a Hackney Carriage - Renewal			£32	0.50	£33	2%
Change of address (PH & HC)			£14	0.25	£16	16%
Backing Plate			£26	0.50	£33	25%
Medical Exemption from carrying an assistance dog			£22	0.4	£26	18%
Refund Processing Fee			£59	1.00	£65	10%
Change of vehicle registration			£57	1.00	£65	14%
Age of vehicle Inspection – initial & renewal			£59	1.00	£65	10%

Scrap Metal	Cost recovery for assessment and administration of the application					
Scrap Metal Site Licence	3 Years		£501	8.5	£552	10%
Scrap Metal mobile collector licence	3 years		£267	4.5	£294	10%
Scrap Metal - Variation of Licence			£368	6.0	£390	6%
Scrap Metal - change of site manager			£68	1.0	£65	-4%
Scrap Metal - copy of licence			£11	0.2	£12	10%
Scrap Metal - Change of Name			£36	0.5	£33	-10%
Skin Piercing & Treatments						
Skin Piercing & Dermal Treatments Individual	Individual		£180	3.0	£195	8%
Skin Piercing & Dermal Treatments Premises	Premises		£282	5.0	£325	15%
Skin Piercing & Dermal Treatments Joint Application	Joint application		£451	7.5	£488	8%
Pre-application work, hourly rate	Min. 1 hour		£59	1.0	£65	10%
Street Trading Consents						
Street Trading Consent Annual Fee	Annual Fee		£1,378	23.0	£1,495	8%
Street Trading Consent 6 months	6 months		£805	13.0	£845	5%
Street Trading Consent Monthly Rate	Monthly Rate		£228	4.0	£260	14%
Variation fee			£91	1.5	£100	10%
Refund for Street Traders if application withdrawn	If application withdrawn		£116	2.0	£128	10%
Dog Warden Services						
Stray Dog recovered	Fees based on cost recovery. Vets fees separate.		£73	1.25	£80	10%
Stray Dog – kennel charge in addition to recovery charge			£15 per day max £75	£16 per day max £80	£16-£80	7%
Dog fouling fixed penalty charge		Fixed penalty	£75	1.25	£80	7%
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping			£59	1.0	£65	10%

Private Sector Housing						
Inspection of Housing Premises for Immigration purposes			£116	2.0	£130	10%
Enforcement Notices served under Housing Act 2004	On a cost recovery basis		£402	7.0	£455	13%
HMO Licence NEW	Set on a cost recovery basis for the costs of (a) the administration and processing of the application and (b) for the general management and enforcement of the scheme		£1,204	20.0	£1,300	8%
HMO Licence RENEWAL			£805	13.0	£845	5%
Caravan Site Licences	Cost recovery for administering and monitoring site licences - a fee fixed by the authority under Caravan Sites and Control of Development Act 1960					
Caravan Site licence new			£440	7.50	£488	11%
New Caravan Site licence per additional pitch			£16	0.25	£16	2%
Caravan Site Licence Transfer			£186	3.00	£195	5%
Caravan Site Annual fee per pitch			£14	0.25	£16	16%
Compliance Notice under Mobile Homes Act 2013			£402	7.00	£455	13%
Deposit, vary or deleting Caravan Site rules			£117	2.00	£130	11%
Variation of Caravan Site licence		Minimum two hours	£59 per hour		£65 per hour	10%
Mobile Homes Regulations 2020	The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (“the Regulations”)					
Application Fee – Fit and Proper Test	Any application taking more than two hours to process will be charged at an additional hourly rate		£118	2.0	£130	10%
Annual Fee – Fit and Proper Test			£59.00 per hour		£65 per hour	

Private Water Supplies	Maximums set in Schedule 5 Private Water Supplies Regulations 2016 and the Private Water Supplies (England) (Amendment) Regulations 2018					
Risk assessment - Every 5 years. Charged per hour, simple risk assessment and report typically 5 hours			£59 per hour		£65 per hour	10%
Private water and pool samples - Includes cost of testing			£59 per hour		£65 per hour	10%
Investigation - Includes cost of testing Carried out in the event of a test failure - not including any required analysis costs.			£59 per hour		£65 per hour	10%
Granting an authorisation			£59 per hour		£65 per hour	10%
Other fees	Hourly rate applies minimum of 2 hours					
Environmental Information Request - Individual, Non-Commercial			£118	2.0	£130 + VAT	10%
Environmental Information Request - Commercial and Government			£118	2.0	£130 + VAT	10%
Civil Actions (Class A – Fee Discretionary)			£118	2.0	£130 + VAT	10%
Safety Certification and administration	Hourly rate applies minimum of 2 hours		£118	2.0	£130 + VAT	10%
Pre-Application Advice, hourly charge			£59	1.0	£65 + VAT	10%
Food Hygiene Rating Scheme rescore			£118	2.0	£130	10%
General Business Advice (NonPrimary Authority)	Hourly rate (first 30 minutes free)		£59	1.0	£65 + VAT	10%
Resident Request for Advice	Hourly rate (first 30 minutes free)		£59	1.0	£65 + VAT	10%

APPENDIX B

Licensing Service Budget 2023/24

	No of staff - full time equivalent	Licensing staff salary budget 2023/24
		£
Total Salary Costs	6.0	286,500
Non-Salary Costs		110,128
Central Recharges		33,675
Total Licensing Expenditure		430,303
Budgeted Licensing Income *		(315,000)
* Assuming 10% increase to discretionary fees		

Note: The reason income does not match expenditure is partly due to statutory fees not having kept pace with cost increases and in some cases have not been increased since 2005.

Salary costs include:

Pay plus 23% for employer's national insurance and pension contributions for:

	Full time equivalent
Licensing Manager	1
Licensing Officer	2
Licensing Processing Officer	1.8
Head of Service	0.2
Legal Services	0.2
System Administrator	0.2
Environmental Health Officers (Environmental Permitting; Caravan Site Licensing; HMO Licensing; Dermal Treatment Registrations)	0.6
Total full time equivalent staff	6.0

Non-salary costs include:

Invoicing and income recovery
IT licences and services
Equipment and stock purchases and maintenance
Printing and postage
Animal inspections – vet fees
Proportion of PPP contract for Trading Standards and Legal Casework in relation to licensable activity

Central Re-charges include:

Corporate services such as democratic services, finance, audit and HR, accommodation and office costs

APPENDIX C

Hourly rate calculation

Hourly Rates	£
Salary costs	43.28
Non-salary costs	16.64
Central Recharges	5.09
Total	65.00

Based on 253 working days per year – 365 minus 104 weekend days and 8 bank holidays. Further deductions are made for annual leave, average sick leave, training days for example at Institute of Licensing, leaving 213 working days x 7.4 = 1,576 work hours per year for the service.

An element of time for each staff member must be allowed for corporate tasks such as health and safety, performance appraisal, stock control, team building, audit, budget monitoring and the like, assumed to average at 30%, meaning that 1,103 hours are available per officer and 6,620 to deliver the service (6 full-time equivalent staff).

The salary cost per hour is the salary budget £286,500 / 6,620 = £43.28

Non-salary cost per hour is £110,128 / 6,620 = £16.64

Central re-charges per hour is £33,675 / 6,620 = £5.09

APPENDIX D

Example of cost calculation

Taxi Driver Licence	Hours
Receipt of application and enter on database	0.5
Check and contact applicant for missing data	0.5
Organise knowledge test	0.5
Supervise knowledge test	0.5
Receive DBS check, scrutinise and enter on database	0.25
Organise Safeguarding Training	0.25
Issue licence and despatch	0.25
Print and create badge	0.25
Total for Processing	3.0
Enquiries from public and customers	0.1
Complaints from public and customers	0.5
Suspensions	0.5
Liaison meetings with TVP and trade	0.05
FOIs and complaints	0.1
Enforcement and compliance	0.25
Total for Compliance	1.5
Total	4.5 @ £65 = £293

Taxi Vehicle Licence	Hours
<i>Based on previous PPP licensing scheme</i>	
Initial enquiry	0.5
Data entry	0.5
Post room liaison and website updates	0.2
DVLA checks	0.2
Plate manufacture and document printing	0.25
Ownership checks of lease company	0.25
Insurance checks	0.25
MOT checks	0.25
Vehicle inspection	0.2
Liaison with approved garages	0.25
Operator licence review	0.25
Wheelchair certification checks with supplier	0.15
Cross referencing with "protected status"	0.25
Total for Processing	3.5
Enquiries from public and customers	0.1
Complaints from public and customers	0.5
Suspensions	0.5
Liaison meetings with TVP and trade	0.05
FOIs and complaints	0.1
District wide compliance	0.25
Total for Compliance	1.5
Total	5 @ £65 = £325

APPENDIX E

Benchmarking: ONS Five most similar local authorities to Wokingham

Amber:	Lowest in the group
Green:	Between the lowest and highest in the group
Red:	Highest in the group

Council	Fees 2022/23				
	Taxi Driver Licence	Home Animal Boarder Licence	Scrap Metal Collector Licence	Dermal Treatment Premises Licence	Caravan Site Licence
Wokingham (current fees 2022/23)	£271	£272	£267	£282	£440
Wokingham (proposed fees 2023/24)	£293	£293	£293	£325	£448
Hart (current fees)	£240	£260	£352	£206	£343
West Berkshire (current fees)	£301	£236	£236	£295	£443
Surrey Heath (current fees)	£249	£150 (+£183 if enforcement)	£226	£164	n/a
South Oxfordshire (current fees)	£336	£433	£431	£250	£380
Chiltern (current fees)	£303	£362	£298	£191	£550

Note: Subject to increases other councils may make from 1/4/2023