

To: Councillor Woodward (Chair)
Councillors Edwards, Carnell, Challenger,
Cresswell, Dennis, Ennis, Keane,
Kitchingham, Mitchell, Page and Rowland

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4 July 2022

Your contact is: Julie Quarmby - Committee Services

NOTICE OF MEETING - LICENSING APPLICATIONS COMMITTEE 12 JULY 2022

A meeting of the Licensing Applications Committee will be held on Tuesday, 12 July 2022 at 6.30 pm in the Council Chamber, Civic Offices, Reading. The Agenda for the meeting is set out below.

<u>ACTION</u>	<u>WARDS AFFECTED</u>	<u>Page No</u>
1. DECLARATIONS OF INTEREST		
Councillors to declare any disclosable pecuniary interests they may have in relation to the items for consideration.		
2. MINUTES		3 - 6
To confirm the minutes of the Licensing Applications Committee meeting held on 1 February 2022.		
3. POSTPONING THE UNMET DEMAND SURVEY		7 - 14
A report asking the Committee to consider if an Unmet Demand Survey should be carried out during the recovery of the Hackney Carriage trade following the Covid 19 pandemic and whether it is appropriate to amend the current limiting policy approach to hackney carriage numbers.		
4. CARAVAN SITE LICENSING: FIT & PROPER PERSON DETERMINATION POLICY AND CARAVAN SITE LICENSING: FIT & PROPER PERSON FEES POLICY		15 - 48
A report seeking approval for a Caravan Site Licensing Fit & Proper Person Determination Policy and a Caravan Site Licensing Fit & Proper Person Fees Policy.		

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**5. REVISION OF HACKNEY CARRIAGE FARES FOR THE YEAR
2022/23**

49 - 64

A report advising the Committee of a request from the hackney carriage trade that the Council increases fares.

Present: Councillor Edwards (Chair);
Councillors Carnell, Ennis, McGonigle, Page, Rowland, Rynn and Skeats.
Councillor Barnett-Ward attended via Microsoft Teams

Apologies: Councillors Challenger and Woodward.

4. MINUTES

The Minutes of the Licensing Applications Committee meeting held on 22 June 2021 were confirmed as correct records and signed by the Chair.

5. HACKNEY CARRIAGE VEHICLE EMISSIONS AND AGE POLICY REVIEW

Further to Minute 2 of the meeting held on 9 December 2020, the Executive Director for Economic Growth and Neighbourhood Services submitted a report asking the Committee to review the decision to pause the Hackney Carriage Vehicle Emissions and Age Policy for two years until 1 October 2022 and a request by the Reading Taxi Association (RTA) to extend the pause for a further year until 1 October 2023.

The report explained that officers recommended the extension of the pause for one year but added that 16 of the oldest and most polluting vehicles should be taken off the fleet by 1 October 2022. This would ensure that the Council continued to progress towards meeting its obligations in respect of climate change and air quality, whilst acknowledging the severe impact of the pandemic on the taxi trade. The report also set out a recommendation that the incentive for those upgrading their vehicles to an Ultra-Low Emissions Vehicle or an 100% electric vehicle that had never been on the fleet before to receive a free licence for the first year on the fleet be extended for a further year until 1 October 2023.

Ross Jarvis, Senior Environmental Health Officer, reported that since the report had been published, officers had been asked by the RTA to reconsider the number of vehicles that should be removed from the fleet on 23 October 2022. The RTA explained that only six of the 16 vehicles to be removed were of the TXII type and asked that the remaining 10, which were of the same type (TX4) and emissions level as the other taxis that were not required to come off until 23 October 2023, also be allowed to remain on the fleet until that date. The RTA also asked that 15 vehicles which were emissions class Euro 5a, which had been registered in 2008 and were due to come off the fleet on 23 October 2023 be granted an extension until 23 October 2024 as they had not otherwise benefitted from the pause to the policy to reflect the effects of the pandemic on the trade.

Asif Rashid, Chairman of Reading Taxi Association, was present at the meeting and addressed the Committee, which considered the RTA's requests. The Committee noted that this was a balancing act between the Council's environmental improvement commitments and the need to support to the taxi trade during its recovery following the pandemic. The Committee felt that it would be helpful to

LICENSING APPLICATIONS COMMITTEE - 1 FEBRUARY 2022

have an update report during autumn 2022 covering the Hackney Carriage Vehicle emissions and age policy and the unmet demand survey.

Resolved -

- (1) That a hybrid approach be applied to extend the pause in policy for a further year until 23 October 2023 with the following changes:
 - (a) the six TXII vehicles registered in 2008 be removed from the fleet by 23 October 2022, with the remaining 10 vehicles being allowed to remain on fleet until 23 October 2023;
 - (b) the 15 class Euro 5a vehicles that were due to be removed from the fleet by 23 October 2023 be allowed to remain on fleet until 23 October 2024;
- (2) That the incentive of a free first-year's licence for Ultra-Low Emissions Vehicles or 100% electric vehicles be extended until 1 October 2023;
- (3) That a further report on Hackney Carriage vehicle emissions and age policy and the unmet demand survey be submitted to the Committee during Autumn 2022.

6. REVIEW OF THE STATEMENT OF GAMBLING LICENSING PRINCIPLES

The Executive Director for Economic Growth and Neighbourhood Services submitted a report asking the Committee to approve the revised Statement of Gambling Licensing Principles. The following documents were appended to the report:

Appendix RS-1 - Statement of Gambling Licensing Principles;
Appendix RS-2 - List of Consultees;
Appendix RS-3 - Summary of Consultation Responses;
Appendix RS-4 - Climate Impact Assessment.

The report explained that the policy should be reviewed on a three-yearly basis and that the current Policy ran from 31 January 2019 to 31 January 2022. A consultation on the Policy had been carried out between 14 December 2021 and 11 January 2022, including various bodies within the gambling industry, groups that dealt with the effects of gambling and the responsible authorities stated in the Gambling Act 2005.

The report also explained that following the consultation, there were only minor changes to the policy, which included:

- Updating to add some details of additional processes for clarity;
- Authorising officers to cancel club gaming and club machine permits where no annual fee had been received;
- Updating the map of Reading and the Local Area Profile Map;
- Updating statistics and contact details;
- Removal of section 11.2 due to the stakes for Fixed Odds Betting Terminals having been reduced to £2 instead of £100 (as of 1 April 2019). There had

LICENSING APPLICATIONS COMMITTEE - 1 FEBRUARY 2022

been no reports of these machines being anymore detrimental than other category B machines since the reduction in stakes and therefore they did not warrant specific mention in the Policy.

Robert Smalley confirmed that the title of Section 14 of the Statement of Gambling Licensing Principles should be amended to “Brighter Futures for Children”.

Resolved -

That the revised Statement of Gambling Licensing Principles, including the change of the title of Section 14 to “Brighter Futures for Children”, be approved for implementation from 31 January 2022.

The meeting closed at 7.33pm

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READING BOROUGH COUNCIL

REPORT BY (DIRECTOR)

TO:	LICENSING APPLICATIONS COMMITTEE		
DATE:	12 JULY 2022		
TITLE:	POSTPONING THE 2022 HACKNEY CARRIAGE UNMET DEMAND SURVEY		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT PLANNING & TRANSPORT
SERVICE:	CLIMATE STRATEGY AND TRANSPORT	WARDS:	BOROUGHWIDE
LEAD OFFICER:	MARK GROVES	TEL:	0118 937 2239
JOB TITLE:	SENIOR LICENSING & ENFORCEMENT OFFICER	E-MAIL:	mark.groves@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To allow members to consider if an Unmet Demand Survey should be carried out during the recovery of the Hackney Carriage trade following the Covid 19 pandemic.
- 1.2 To allow members to consider whether it is appropriate to amend the current limiting policy approach to hackney carriage numbers.

2. RECOMMENDED ACTION

- 2.1 Members note that due to the current financial hardship that is affecting the Reading Borough Council Hackney Carriage trade that the decision is made not to implement the survey in 2022 but to wait until October 2023 when it is hoped that the current financial difficulties following the Covid 19 pandemic will have eased following the return of business to the trade.
- 2.2 Members consider retaining the current policy of not issuing any further hackney carriage licences outside of the agreed number of 216 already licensed, as we have 3 vacant plates pending a review following the next survey in 2023.

3. POLICY CONTEXT

- 3.1 The Town Police Clauses Act 1847, as amended by the Transport Act 1985, enables Councils to restrict the number of hackney carriage licences issued in their area, but only if they are satisfied that there is no significant unmet demand for hackney carriage services. In order to be satisfied that there is no significant unmet demand a survey must be carried out, at least every three years.

4. THE PROPOSAL

4.1 Current Position: A moratorium on the issue of new hackney carriage vehicle licences was implemented in March 2009 and has been maintained ever since, following analysis of unmet demand surveys completed in 2012, 2015 and 2018, each of which confirmed there was no significant underlying unmet demand for hackney carriages in Reading. Officers were in the process of arranging a new survey in accordance with the Taxi requirements of Section 16 of the Transport Act 1985 and the Department for Transport and Private Hire Vehicle Licensing: Best Practice Guidance 2010 (Sections 45 to 51) when the Covid19 pandemic caused the country to go into 3 national lockdowns. On the 22nd June 2021 the Licensing Applications Committee resolved to delay the Unmet Demand Survey for 12 months

4.2 Options Proposed: The following guidance has been produced by the Department for Transport which says:

“Section 16 of the Transport Act 1985 does not specify the frequency of the unmet demand assessment, but the Department’s Best Practice Guidance issued in 2010 suggested this is conducted every three years. Though the decision as to when an unmet demand survey is conducted remains that for a licensing authority, we are aware that we are in a very unusual situation at present; while this continues it would seem highly unlikely that there would be significant unmet demand for taxis. We would expect unmet demand surveys to be conducted once travel levels return to more normal levels or if concerns are raised by the trade or public.”

In light of the advice above and taking into account the current circumstances where many people are still working from home or are simply changing their travel habits even though all Covid restrictions have been lifted, it is likely that any survey completed in the short to medium term would be of dubious value with results skewed to show far lower demand than might reasonably be expected. Accordingly, the survey will of necessity be delayed, until such time as a more normal level of usage is apparent.

4.3 Other Options Considered: To hold the survey at a financial cost to the Hackney Carriage Trade. The cost of the survey would be somewhere in the region of £15,000 which would be a cost of between £55 - £60 to the 216 owner/drivers.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 Thriving Communities

The Hackney Carriage trade have suffered financially as a result of the Covid 19 Pandemic and as a result is having an impact on them both physically and mentally as they are working longer hours due to a reduced customer base using their service which in turn is affecting them mentally as the strain of longer hours, reduced income and increased running costs is affecting them on a daily basis.

5.2 Working with the Hackney Carriage Trade and listening to their concerns, worries and understanding the stress that they are under and supporting them in re-building their essential service that they supply to the residents and visitors to Reading will only improve the already positive working relationship that RBC have with them.

6. ENVIRONMENTAL AND CLIMATE IMPLICATIONS

- 6.1 There are no environmental or climate implications contained within this report as it only asking for a survey to be delayed for 12 months.

7. COMMUNITY ENGAGEMENT AND INFORMATION

- 7.1 A consultation was carried out with the Reading Taxi Association who represent a number of RBC licensed Hackney Carriage Drivers and also with the drivers themselves to capture those that are not members of the RTA. The consultation was carried out by email and just asked 2 questions of whether to hold or delay the Unmet Demand Survey.
- 7.2 At the time of writing this report we have received a reply from the Reading Taxi Association wholeheartedly requesting a delay for the Unmet Demand Survey and replies currently from 4 drivers asking for a delay to the survey until 2023.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 There is no impact on equality contained within this report.

9. LEGAL IMPLICATIONS

- 9.1 Section 16 of the Transport Act 1985 and the Department for Transport and Private Hire Vehicle Licensing: Best Practice Guidance 2010 (Sections 45 to 51)

10. FINANCIAL IMPLICATIONS

- 10.1 The only financial implications will be those incurred by the licensed RBC Hackney Carriage owners/drivers.

11. BACKGROUND PAPERS

- 11.1 Appendix i - Email to and reply from the RTA
Appendix ii - Email to and ind replies from drivers
Appendix iii - Climate Impact Assessment

From: RTA
Sent: 29 March 2022 16:49
To: Groves, Mark
Subject: Re: Unmet Demand Survey.

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Hi Mark,

Thank you for your email.

Apologies for the late response but we had our AGM on Sunday 27 March and wanted to speak to our members.

Currently only about 80% of the drivers are working and many rental drivers have not yet returned. We also have cabs available for rent on day shift, night shift and full time but unfortunately no drivers. Prior to the pandemic all of these cabs would be occupied by rental drivers. Furthermore the trade has only recovered 60-70% from the pandemic.

As such, we believe the right decision at the present moment would be to postpone the unmet demand survey for a further year.

If you require any further information please do not hesitate to contact us.

Regards

Asif

On Tue, 8 Mar 2022 at 11:18, Groves, Mark wrote:

Good morning everyone,

Congratulations to you all on your re-election to the committee, enjoy the next 4 years.

Following on from our last meeting with Asif on the 9th February where it was asked if we could look at the prospect of carrying out the survey later in the year. I am asking if you could submit your thoughts and those of your members about carrying out the survey this year in an email so that I can bring it to the attention of the licensing sub-committee. If you could please let me know roughly how many members are currently operating, how many have stopped working for the pandemic and are yet to re-start and how many have taken up other forms of employment.

If you could reply by the Friday 25th March 22 that would be appreciated.

Regards

Mark Groves
Senior Licensing & Enforcement Officer
Licensing | Directorate for Economic Growth and Neighbourhood Services
Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

Good afternoon everyone,

In June 2021 the licensing committee agreed to delay the unmet demand survey for a year due to the impact that the Covid pandemic was having on the trade. Even though the restrictions have been lifted there is still a financial impact being felt.

We are asking for your comments on whether the unmet demand survey should take place this year 2022 or should a request be made to the full Licensing Committee asking for a delay for a further year to 2023 to allow the trade to recover further from the pandemic.

Could I please have any comments emailed to the licensing@reading.gov.uk inbox and marked 'UNMET DEMAND SURVEY 2022' in the subject box. Could these please be sent to us by no later than midnight on Wednesday 6th July 2022.

Regards

Mark Groves
Senior Licensing & Enforcement Officer
Licensing | Directorate for Economic Growth and Neighbourhood Services

Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

Driver replies

From: Kamran Hussain
Sent: 29 June 2022 14:27
To: Licensing
Subject: UNMET DEMAND SURVEY 2022

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Delay for a further year, due to the impact of covid.

Kind regards

Kamran Hussain

From: Mahomed Ahamed
Sent: 29 June 2022 16:13
To: Licensing
Subject: UNMET DEMAND SURVEY 2022

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Dear

Many thanks for your email and informing the details.

On opinion we should delay till the work gets completely normal and then on 2023 the survey can be done and the driver's, owners and licensing will have the best information about the trade.

Many thanks

M Ahamed

From: nadeem ali
Sent: 29 June 2022 16:29
To: Groves, Mark
Subject: Re: Unmet demand survey

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Hi think we should have the unmet demand survey done later in 2023, the licensing committee should allow more time so the trade gets back to normal.

Regards
Nadeem Ali

From: Kamran Hussain
Sent: 29 June 2022 14:27
To: Licensing
Subject: UNMET DEMAND SURVEY 2022 - fwd to Mark & Clyde - jd 29.6.22

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Delay for a further year, due to the impact of covid.

Kind regards

Kamran Hussain

From: Jahangir Shan
Sent: 01 July 2022 07:10
To: Groves, Mark
Subject: Re: Unmet demand survey

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Hi Mark.

In reply to email. Our trade is not ready for an increase in taxis in Reading. Mainly due to drivers having to upgrade their taxis and weekly earnings not being enough to pay instalments and run households consecutively. It would be in everyones interest to delay the survey until next year.

From: Mohammed Saeed
Sent: 01 July 2022 13:24
To: Groves, Mark
Subject: Re: Unmet demand survey

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
Hi

Following your email and the way work is after covid the survey should be delayed for 1 or 2 more years.
thank you.

Mohammed Saeed

From: Oswald Thompson
Sent: 01 July 2022 18:53
To: Licensing
Subject: Unmet demand survey 2022

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.
I confirm that a request be made to the full licensing committee asking for a delay for a further year to 2023.

Regards
Oswald

From: Sajad
Sent: 04 July 2022 09:24
To: Licensing
Subject: UNMET DEMAND SURVEY 2022

This is an EXTERNAL EMAIL. STOP THINK before CLICK links or OPEN attachments.

Dear licensing,

I think the survey should be delayed another year as we are still going through the side effects of covid.

Regards

Sajad Bashier

From: Moore, Peter
Sent: 30 June 2022 15:11
To: Groves, Mark
Cc: Lewis, Catherine; Golledge, Matthew; Masson, Clyde; Climate Assessment
Subject: RE: Climate Impact Assessment

Hi Mark and thank you for this. I concur with your conclusion that there are no impacts given the nature of the report and the recommendation. Should a future survey suggest unmet demand which might point to an expansion of the fleet that that might be the point where an impact might be expected and more robust assessment required - and I guess that would have to be considered in the context of the Emissions and Age Policy being applied.

Am copying to the climateassessment@reading.gov.uk inbox which is where the guidance in the Committee Report template asks officers to submit draft reports and associated climate impact assessments - this is because it is monitored by my team in my absence so more likely to get a prompt response if I am on leave or otherwise absent - please note for future ref.

Kind regards

Peter Moore
Head of Climate Strategy
Directorate for Economic Growth & Neighbourhood Services
Reading Borough Council

From: Groves, Mark
Sent: 30 June 2022 15:00
To: Moore, Peter
Cc: Lewis, Catherine; Golledge, Matthew; Masson, Clyde
Subject: Climate Impact Assessment

Good afternoon Peter,

Please accept my apologies but could you look at the attached licensing applications committee report and climate impact assessment that needs to be signed of as soon as possible as it needs to go the the full committee on the 12th July 2022. FYI there is no climate impact as it is just asking for a delay in a survey on behalf of the hackney carriage trade.

Regards

Mark Groves
Senior Licensing & Enforcement Officer
Licensing | Directorate for Economic Growth and Neighbourhood Services
Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

REPORT BY DIRECTOR OF ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES.

TO:	Licensing Committee		
DATE:	12 th July 2022	AGENDA ITEM:	
TITLE:	CARAVAN SITE LICENSING: FIT AND PROPER PERSON DETERMINATION POLICY & CARAVAN SITE LICENSING FIT & PROPER PERSON FEES POLICY		
LEAD COUNCILLOR:	Karen Rowland	PORTFOLIO:	
SERVICE:	Planning, Transport & Regulatory Services	WARDS:	Borough Wide
LEAD OFFICER:	Robert Smalley	TEL:	0118 937 2846
JOB TITLE:	Licensing Enforcement Officer	E-MAIL:	Robert.Smalley@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

- 1.1 Section 8 of the Mobile Homes Act 2013 ('the Act') introduced a power for the Secretary of State to create a requirement for residential caravan sites (referred to as relevant protected sites in the Act) in England to be managed by a fit and proper person. In 2017 the Government reviewed the Mobile Homes Act 2013 and the review concluded that more needed to be done to protect the interests of those living on residential caravan sites. One of the outcomes of the review was to introduce the previously not enacted fit and proper test, subject to a technical consultation.
- 1.2 Between 25th July 2019 and 17th September 2019 the technical consultation on the fit and proper person test gathered information from stakeholders to ensure the test would cover the required elements and target and remove the worst offenders in terms of poor site management without unduly burdening responsible owners.
- 1.3 Following the end of the consultation the Regulations were developed and came into force on the 23 September 2020. They allowed local authorities until 1 July 2021 to prepare their processes and get ready to receive applications, which must be made by all existing residential site owners between 1 July 2021 and 1 October 2021. The only exceptions to the Regulations are non-commercial family occupied sites.
- 1.4 Those applying to be on the register of fit and proper persons must show that they are able to secure the proper management of the site; demonstrating, amongst other things, a history of compliance with the site licence, a good history of maintenance of the site, that they have a sufficient level of competence to manage the site and that they have not been convicted of a number of offences the regulations deem relevant.

- 1.5 Following a successful application, a person may be added to the fit and proper register for a period the Council deems appropriate, but for no longer than five years. The Council may also decide to include a person on the register subject to conditions if it would only be satisfied that the relevant person would meet the fit and proper requirement if the condition(s) were complied with.
- 1.6 There is no statutory requirement that a determination policy be implemented by a local authority, however, having a robust determination policy will assist applicants by clearly stating what is expected of them in order to comply with the statutory requirements placed upon them. Further to this, having such a policy places the Council in a stronger position in the event of any legal action taken by or against it on matters when exercising its function under the regulations. The Council is required to publish a fees policy if it wishes to charge fees for these applications and the Council will be charging a fee to cover the costs incurred in the administration and enforcement of the scheme. Details are attached at **Appendix RS-2**.
- 1.7 The purpose of this report is to submit a new Caravan Site Licensing Fit & Proper Person Determination policy and Caravan Site Licensing Fit & Proper Person Fees policy for approval by members both of which will have immediate effect.

Appendix RS-1 - Caravan Site Licensing: Fit & Proper Person Determination Policy

Appendix RS-2 - Caravan Site Licensing: Fit & Proper Person Fees Policy

Appendix RS-3 - Climate Impact Assessment

2. RECOMMENDATIONS - DECISIONS/ACTIONS REQUIRED

- 2.1 That the new Caravan Site Licensing Fit & Proper Person Determination policy and Caravan Site Licensing: Fit & Proper Person Fees policy, as attached at Appendix RS-1 and Appendix RS-2, respectively, be approved for implementation with immediate effect.

3. POLICY CONTEXT

- 3.1 Under the Caravan Sites and Control of Development Act 1960 and Mobile Homes Act 2013, Reading Borough Council, as the local authority, has responsibility for:

- Issuing grants/variations/transfers of licences for the three main types of caravan sites:
 - Relevant Protected Sites (Residential)
 - Holiday (Static)
 - Holiday (Touring)
- Determining whether a site manager for a relevant protected site is fit and proper person.

- Maintaining public registers of:
 - All sites licensed by Reading Borough Council
 - All individuals deemed Fit and Proper Persons (Residential Sites)
 - All site rules
 - Enforcing the provisions of the above Acts.
- 3.2 On 26th March 2013 the Mobile Homes Act 2013 received Royal Assent. Section 8 of this Act inserted sections 12A to 12E into the Caravan Sites and Control of Development Act 1960. These sections require the manager of a relevant protected site to be a fit and proper person to the satisfaction of the local authority and make it an offence for an occupier of land to cause or permit any part of their land to be used as a relevant protected without such a fit and proper person, among other offences. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 came into force in stages, with the first stage on 01st July 2021 and the final stage to 01st October 2021. These regulations brought sections 12A to 12E of the Caravan Sites and Control of Development Act 1960 into force.
- 3.3 Licence fees for caravan site activities are set locally and must be applied to the administration and enforcement costs, only.
- 4. THE PROPOSAL**
- 4.1 Current Position:
- 4.2 There are currently no policies that cover The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020.
- 4.3 Option Proposed:
- 4.4 Approval is sought to implement the new Caravan Site Licensing Fit & Proper Person Determination policy and Caravan Site Licensing Fit & Proper Person Fees policy attached at **Appendix RS-1** and **Append RS-2** respectively.
- 4.5 The new Caravan Site Licensing Fit & Proper Person Determination policy and Caravan Site Licensing Fit & Proper Person Fees policy will come into effect, immediately. It is appreciated that the regulations are already in force, however, due to the considerable and on-going pressures that the COVID-19 pandemic has placed on the Licensing team, and the Council as a whole, this matter is, regrettably, only being forwarded for consideration, now. All site owners have submitted their applications and are pending determination. Caravan site licensing is a very small area of work, with the Council only having issued 4 site licences.
- 4.6 Other Options Considered:
- 4.7 Not implementing a determination policy and/or fees policy. These options were discounted because we consider that having a robust determination policy will assist applicants by clearly stating what is expected of them in

order to comply with the statutory requirements placed upon them. Further to this, having such a policy places the Council in a stronger position in the event of any legal action taken by or against it on matters when exercising its function under the regulations. For example, via complaints to the Local Government and Social Care Ombudsman and judicial review. The Council is required to publish a fees policy if it wishes to charge fees for these applications and the Council will be charging a fee to cover the costs incurred in the administration and enforcement of the scheme.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 This policy and its implementation contribute to the following strategic aims in the Council's Corporate Plan 2021-22:

- Tackling inequality in our society, to ensure everyone has an equal chance to thrive whatever their economic, social, cultural, ethnic or religious background.

5.2 The aim of these policies are to ensure better accountability of relevant protected site managers, enabling the Council to intervene when we are aware that there may be failings in the management of a relevant protected site that doesn't fall within the existing enforcement powers that only allowed the Council to take action when site licence conditions were breached.

6. ENVIRONMENTAL AND CLIMATE IMPLICATIONS

6.1 There are no specific environmental or climate implications to this policy.

6.2 The Climate Impact Assessment is attached at **Appendix RS-3**.

7. COMMUNITY ENGAGEMENT AND INFORMATION

7.1 A public consultation was hosted on the Reading Borough Council website. The consultation period ran from 25th April 2022 until 23rd May 2022 and no responses were received.

8 EQUALITY IMPACT ASSESSMENT

8.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8.2 The aim of these policies is to provide information to both applicants and residents of relevant protected sites, setting out the framework of the regulations and ensuring that those affected by the regulations know what

the Council will consider when determining whether a site manager is a fit and proper person. The implementation of these regulations will increase accountability of a site manager and therefore promote greater and more constructive interactions between site managers and their residents, leading to a reduced chance of a culture of discrimination, harassment, victimisation etc.

8.3 There are no foreseen negative impacts on equality.

9 LEGAL IMPLICATIONS

9.1 These are regulations that the Council has a duty to implement. Failure to do so may result in it being challenged when exercising its functions under the Regulations and the Mobile Homes Act 2013, for example, via complaints to the Local Government and Social Care Ombudsman and judicial review.

10. FINANCIAL IMPLICATIONS

10.1 The financial implications arising from the proposals set out in this report are set out below: -

10.2 Revenue Implications

	2021/22	2022/23	2023/24
Employee costs	£668	£668	£668
Other running costs	£0	£0	£0
Capital financings costs	£0	£0	£0
Expenditure	£668	£668	£668
Income from:			
Fees and charges	£668	£668	£668
Grant funding	£0	£0	£0
(specify)			
Other income	£0	£0	£0
Total Income	£668	£668	£668
Net Cost(+)/saving (-)	£0	£0	£0

10.3 Capital Implications

Capital Programme reference from budget book	2021/22	2022/23	2023/24
Proposed Capital Expenditure	£0	£0	£0
Funded by			
Grant (specify)			
Section 106 (specify)			
Other services			
Capital Receipts/Borrowing			
Total Funding	£0	£0	£0

10.4 Value for Money (VFM)

The application fee charged covers the cost of administration and enforcement. Relevant Protected Site Fit and Proper Person fees are set locally and must be transparent and reasonable.

10.5 Risk Assessment

The Council is not required to publish a determination policy statement, however, we have determined that doing so provides greater clarity to applicants as to what is required and expected of them and places the Council in a more robust position in the event of any legal action taken by or against it on matters concerning these regulations.



Caravan Site Licensing: Fit and Proper Person Determination Policy

Reading Borough Council

???? 2022

Reading Borough Council
Civic Offices
Bridge Street
Reading
RG1 2LU
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Reading Borough Council
Caravan Site Licensing: Fit and Proper Person Determination Policy

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1. Introduction

- 1.1 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be a Fit and Proper Person (“the Regulations”). Local authorities are accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations (i.e. it is a non-commercial, family occupied site under Regulation 3)
- 1.2 The Regulations, made on 23 September 2020, allow local authorities to receive applications from site owners, or the person appointed to manage the site, from 1 July 2021 up to and including 30 September 2021 for existing sites.
- 1.3 The council must be satisfied that the site owner “*is a fit and proper person to manage the site*” or, if the owner does not manage the site, “*that a person appointed*” to do so by the site owner “*is a fit and proper person to do so*” or has, with the site owner’s consent, “*appointed a person to manage the site.*”
- 1.4 Where a site owner or their manager fails the fit and proper person test, and they are unable to identify and appoint a suitable alternative manager, who must pass the fit and proper person assessment, the council can instead appoint a person to manage the site, but only with the consent of the site owner.
- 1.5 Principally, the fit and proper person test applies to a “relevant protected site”. A relevant protected site is a site, which requires a licence and which is not solely for holiday purposes or is otherwise not capable of being used all year round. The fit and proper person requirement will ensure that site owners, or their managers, have integrity and follow best practice. Additionally, it provides the safeguard that such individuals will not pose a risk to the welfare or safety of persons occupying mobile homes on the site i.e. park home owners.

2. The Evidence

- 2.1 When conducting the fit and proper person assessment, the Council (the local authority) must consider the following points relevant to the application:
 - A. **Is the individual able to conduct effective management of the site.** This includes, but is not limited to, securing compliance with the site licence and the long-term maintenance of the site. It follows that, the local authority must have regard to:
 - (i) whether the person has a sufficient level of competence to manage the site;

- (ii) the management structure and funding arrangements for the site or
- (iii) the proposed management structure and funding arrangements.

(i) Competence to manage the site

This includes reviewing the competency of the appointed individual. The individual must have sufficient experience in site management, or have received sufficient training, and be fully aware of the relevant law as well as health and safety requirements.

(ii) The management structure and funding arrangements for the site

The council should consider whether relevant management structures are in place and whether they are adequate to ensure effective management of the site. The council may want to ensure that the applicant has a robust management plan, this should also be reviewed to ensure it addresses the following issues: the pitch fee payment, proximity of the manager to the site, manager's contact details for residents (including out of office and emergency contact details), the complaints procedure, maintenance, staffing, and refuse removal.

It is advisable that the site is managed by an applicant based in the UK and a management structure would be unlikely to be suitable if the applicant is an individual, or a company (including its directors), which does not reside or have a permanent UK address. This is because there may complex issues as a result of this, such as needing the court's permission to serve a claim in a foreign country. The applicant's interest in the land will also have an important impact, as would their financial standing, management structures and competence, all of which could contribute to the overall assessment of their suitability to manage the site effectively.

(iii) The proposed management structure and funding arrangements in place for managing the site

The council must consider whether the applicant has sufficient funds (or has access to sufficient funds) to manage the site and comply with licence obligations. Evidence of these funds should be readily available.

Another consideration is if funding is through a third party (including an associated company), we should be wary if this is not disclosed as this will impact on our ability to deem whether the application is financially viable.

B. Personal information relating to the applicant concerned. This would include a DBS check and should include evidence that the applicant:

- (a) has not committed any offence involving fraud or other dishonesty, violence, firearms or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
- (b) has not contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law;
- (c) has not contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business;
- (d) has not harassed any person in, or in connection with, the carrying on of any business;
- (e) is not or has not been within the past 10 years, personally insolvent;
- (f) is not or has not been within the past 10 years, disqualified from acting as a company director;
- (g) has the right to work in the United Kingdom and,
- (h) is a member of any redress scheme enabling complaints to be dealt with in connection with the management of the site (when this is in place).

Local authorities have a duty to investigate any conduct which could amount to harassment and any evidence obtained should be reviewed to determine whether it is sufficient to be used to prosecute a site owner. Local authorities may also rely on convictions by the courts as evidence of harassing behaviour which would reduce the risk of the council being successfully challenged on any refusal to approve an applicant on this basis.

The council may have records of previous harassment complaints made against a site owner or their manager. Even if no action was taken on these complaints it is still advisable that these be taken into consideration in the fit and proper person determination. These complaints may identify further potential risks and can also provide an indication of potential underlying problems with the management of the site or the site owner's lack of experience/skills in dealing with customers. Local authorities may also wish to address any underlying issues by attaching conditions to the individual's entry on the register.

C. Upon rejection of a person's application by any other local authority this should be centrally recorded and include the details of the person involved and the reasons for the rejection.

3. Items to take into consideration

- 3.1 “The applicant” is defined at paragraph 2 of the Regulations as “the person who makes an application under regulation 6”.
- 3.2 The “relevant person” is also defined at paragraph 2 of the Regulations to mean “the subject of the fit and proper person assessment under Regulation 7”.
- 3.3 The conduct of any person associated or formerly associated with the relevant person (whether on a personal, work or other basis) is also an important factor to be considered in the fit and proper person assessment.
- 3.4 Site owners may be required to provide details of any current or former associates of the relevant person in the application form. Those associates will not include other current joint owners as that information would have already needed to have been provided in their own application forms.
- 3.5 It is not routinely required to provide information of all current or past associates of the site owner. However, it is advisable that, prior to making any final decisions, the council considers the conduct of past and current associates relevant to that individual’s application. The site owner can be asked to provide additional information during the application process.
- 3.6 Local authorities are required to establish whether an individual is considered to be an associate of the relevant person and then whether their conduct is relevant to the application. A relevant associate could be defined as any individual who may have played a part, directly or indirectly, in a decision or action, which has had an impact on residents’ rights, or the quiet enjoyment of their homes.
- 3.7 The Regulations are drafted widely giving the opportunity for local authorities to take into consideration other relevant matters. However, a local authority should be cognisant that poor management practices do not affect a person’s conduct, unless they are also a breach of the criminal or civil law. A person cannot be deemed unfit due to conduct, simply because of poor management, although that factor is highly relevant to determining any question of suitability or competence. However, all conduct is relevant in relation to the person’s fitness to hold a licence and/or manage the particular mobile home site.
- 3.8 Local authorities are able to decide the specific matters they deem relevant to the fit and proper person application. These matters could be in relation to current or previous issues, or events, that have occurred in relation to the park site or any other park site owned or managed by the site owner or site manager in another local authority area. Additionally, the site owner’s conduct regarding other business, outside of the park homes sector, can also have implications on the financial and management arrangements of the site in question. Any matters which the council believe

to be of relevance to the application should primarily focus on the relevant person's conduct, competence and their suitability to manage the site.

- 3.9 It is advisable that evidence is obtained by the council to support any additional matters that they require to be taken into consideration for the application. This is to mitigate any risks should they face being challenged at a tribunal because of their final decision. The evidence could include previous tribunal and court decisions, documents or records from Companies House, or other public bodies or financial institutions. Allegations which have not been investigated or documented may be difficult to use as evidence to support an authority's decision.

4. Applications

The Regulations use various terms in the application process and these are outlined below:

As mentioned earlier "Relevant person" is defined in paragraph 2 of the Regulations and is "the subject of the fit and proper person assessment under Regulation 7". Please note that this could be the site owner or person appointed to manage the site by the site owner.

"Relevant officer" is defined in paragraph 1 of Schedule 2 of the Regulations, where the applicant is a company, a relevant officer will be a director or other officer of the company; or, where the applicant is a partnership, a partner; or, where the applicant is a body corporate, a member of the management committee of that body.

"Required Information" is defined in paragraph 14 of Schedule 2 of the Regulations as: the person's name and business contact details; details of the person's role or proposed role in relation to the management of the site; where the person has not yet been appointed, the address, telephone number and email address (if any) at which the person may be contacted in respect of the application; details of each relevant protected site (other than that to which the registration application relates) – for which the person holds a licence issued under section 3 of the Caravan Sites and Control of Development Act 1960, or in which the person has a legal estate or equitable interest, or which the person manages.

- 4.1 The application for inclusion in the fit and proper register, must therefore include the following:

The applicant and site details required

1. Details of the site and the applicant:

- (1) The applicant's name and business contact details.
- (2) Where the applicant is not an individual, the following information in relation to the individual completing the application on behalf of the applicant and each relevant officer:

- (i) the person's name;
 - (ii) details of the person's role (if any) in relation to the management of the site.
 - (3) The name and address of the site.
 - (4) Evidence of the applicant's legal estate or equitable interest in the site.
 - (5) Confirmation that the applicant is the occupier within the meaning of section 1 of the Caravan Sites and Control of Development Act 1960.
 - (6) The name and business contact details of any other person that has a legal estate or equitable interest in the site.
2. The name and address of each other relevant protected sites:
- (1) for which the applicant holds a licence issued under section 3 of the Caravan Sites and Control of Development Act 1960;
 - (2) in which the applicant has a legal estate or equitable interest; or
 - (3) that the applicant manages.
3. The applicant must clearly specify whether their application is made in respect of either the applicant, or site owner, or the person that the applicant or site owner has appointed to manage the site.

Information relating to the site manager

4. In circumstances where a "site manager" has been appointed to manage a site more information is needed. The person who is applying for the site manager to be registered as a fit and proper person (the relevant person) must provide the following information: the site manager's name and details of that person's role (if any) in relation to the management of the site.

If the site manager has appointed or intends to appoint a further individual ("A"), 'Required Information' would also be needed from A. And where A is not a relevant officer of the site manager, the relevant officer to whom A is accountable. for the day-to-day management of the site, should be the one to provide the Required Information.

Additional information when the applicant is the relevant person and an individual

5. When the applicant is the relevant person, and is an individual, and the applicant has appointed, or intends to appoint, someone else ("B") to be responsible for the day-to-day management of the site, 'Required Information' would be needed from B. If B is not an individual but is, instead, for example, a company, and B has appointed an individual ("C") to do the day-to-day management, 'Required Information' would

be needed from C. Where C is not a Relevant officer of a company, the relevant officer to whom C is accountable for the day-to-day management of the site would also need to provide the Required information.

Additional information where applicant is relevant person and not an individual

6. When the applicant is the relevant person but is not an individual and the applicant has appointed or intends to appoint someone else (“B”) to be responsible for the day-to-day management of the site, required information would be needed from this person. If B is not a Relevant Officer of the applicant, the person to whom B is accountable for the day-to-day management of the site (“C”) would also need to provide the Required Information. Where B is not an individual, the individual (“D”) that B has appointed or intends to appoint to be responsible for the day-to-day management of the site would also need to provide the required Information. Where D is not a Relevant Officer of B, the Relevant Officer to whom D is accountable for the day-to-day management of the site would also need to provide the Required Information.
7. It can be seen from the above that the Regulations prohibit the operation of a relevant protected site unless the site owner or its site manager (whatever the management structure might be) has been assessed by the local authority as a fit and proper person to do so. This has been included to ensure that consistent standards are applied to companies and other organisations that are not individuals.

4.2 Disclosure and Barring Service

1. Criminal Records Certificates must be issued under section 113A (1) of the Police Act 1997 and will be required where: (a) the Relevant person is an individual and (b) for each individual in relation to whom the applicant is required to provide information for example, a site manager or individuals A, B, C or D as outlined above.
2. The application will need to be accompanied by a basic DBS certificate.
3. The certificate must have been issued no more than six months before the date of the application. It is incumbent upon the site owner to ensure that any certificates provided meet this requirement.

5. Declaration

A declaration made and signed by the “appropriate person”, which means:

- (a) where the applicant is a company, a director or other officer of the company;
- (b) where the applicant is a partnership, one of the partners;
- (c) where the applicant is a body corporate and the conduct of the management of the body is vested in its members, a member;
- (d) where the applicant is not a body falling within (a) to (c) above, a member of the management committee;
- (e) where the applicant is an individual, that individual.

5.1 Where the applicant is not the relevant person, the declaration must confirm that the applicant has made all reasonable enquires into the matters mentioned in paragraph 9 of the Regulations and considerations relevant to the fit and proper person assessment as set out below.

5.2 The declaration should also state that the information provided in the application is correct and complete to the best of the applicant's knowledge and belief.

6. Considerations relevant to fit and proper person assessment

6.1 Proper management of the site includes, but is not limited to, securing compliance with the site licence and the long-term maintenance of the site.

6.2 To be able to secure the proper management of the site, officers must (amongst other things) have regard to whether the relevant person has a sufficient level of competence to manage the site and the management structure or proposed management structure and funding arrangements.

7. Decisions, notification and rights of appeal

7.1 The local authority must make a decision on the application in a timely and practicable manner and either:

- (a) where the decision is to grant the application unconditionally and include the relevant person on the register for 5 years, serve a final decision notice on the applicant; or
- (b) otherwise, serve a preliminary decision notice on the applicant.

7.2 On receipt of an application the local authority may:

- (a) grant the application unconditionally;
- (b) grant the application subject to conditions; or
- (c) reject the application.

8. Granting the application unconditionally

8.1 Where officers are satisfied that the applicant meets the fit and proper person test unconditionally, they must include the applicant on the

register for 5 years. The authority must issue a final decision notice to the applicant to inform them of its decision.

8.2 The final decision notice must clearly state:

- (a) the date the final decision notice is served;
- (b) the final decision;
- (c) the reasons for the decision;
- (d) when the decision is to take effect;
- (e) information about:
 - (i) the right of appeal to the First Tier Tribunal; and
 - (ii) the period within which an appeal may be made.

9. To include the applicant on the register subject to certain condition(s)

9.1 In some circumstances, the local authority can specify that the individual for the fit and proper person test will only be successful if certain conditions are met. If these conditions are satisfied, the local authority can grant an application subject to those condition(s). The local authority can also grant an application for less than 5 years.

9.2 It may be the case that officers decide to include the person on a register subject to condition(s), if it would only be satisfied that the person would meet the fit and proper requirement if the condition(s) were complied with. An applicant will be able to appeal against the decision to attach (or vary) any condition to an entry on the register. It is therefore imperative that officers have clear and justifiable reasons for attaching any condition(s) and that any conditions imposed can be enforced by the council.

9.3 Conditions will need to be clearly stated for the applicant's understanding and this will also allow for the local authority to ensure that they are enforceable.

An example of the requirements are included in the Table 1 below.

Table 1

Specific	The specific condition/s a site owner is being requested to address.
Measurable	The conditions required and the outcome(s) expected.
Achievable	The applicant should be reasonably expected to be able to achieve the condition. For example, it may not be reasonable to expect a site owner of one small site to have the same resources to introduce the same procedures as a medium sized company.

Realistic	The applicant should have a clear understanding of how the required outcome can be reached and that there are no circumstances or factors which would make the achievement of the outcome impossible or unlikely.
Timebound	A clear timescale in which the task/action must be completed.

What can a condition relate to?

- 9.4 The fit and proper person test is aimed at ensuring that the person managing the site is competent and the conditions should relate directly to the person's ability to secure the proper management of the site.
- 9.5 Where a person has contravened legislation, or committed offences set out in paragraph 2 above, it is not recommended that conditions are set in relation to those matters. This is because such a condition would be unlikely to meet the tests set out above in paragraph 33. For example, if a person has committed fraud or violence, that specific incident cannot be reversed by requiring the person to perform a specific task.
- 9.6 In cases where the person has committed those listed offences or contravened legislation, these breaches should be considered, together with all the other information available, when reaching the preliminary decision.
- 9.7 A condition can also be set with respect to ensuring the relevant person has the ability to secure the proper management of the site. In summary, conditions can relate to any factors which are relevant to the person's competence to manage the site, the management structure, or funding arrangements for the site, an associated person's influence, and any other relevant factors.
- 9.8 **Example 1** - The local authority has evidence of a site owner's failure over a certain period of time to address residents' complaints. This is an example of poor management which could be resolved by the site owner implementing an adequate complaints procedure. A condition could be attached requiring the site owner to *"implement an effective and accessible three stage complaints process for residents by xx date and provide the LA with quarterly reports of complaints and outcomes, from that date and for the first year"*.

If the condition is met within the specified time frame, the local authority can record this in the register. If, at a future date, it is found that the site owner failed to implement a complaints procedure, a further opportunity to comply may be given and this could include a new condition of the site owner providing quarterly reports of complaints and outcomes for each year. The site owner could also be expected to complete a relevant "CPD customer service/Dealing with complaints" course by a certain period. However, should the local authority consider the actions as unlikely to achieve the desired outcome, the site owner could be removed from the

register.

9.9 **Example 2** - If, when considering an application, certain documents or information are unavailable to the applicant, because of delays from third parties, the local authority may wish to attach a condition to the entry on the register that the site owner “is to provide the authority by registered post, with the original xx document by xx date”.

9.10 **Example 3** - An associated person has been visiting the park and, through their action ‘X’, has caused distress to the residents impacting their well-being and security. A condition could be attached to the register requiring the site owner to put measure(s) in place by xxx date preventing the associated person, or any other person, from carrying out action X on the site.

10. Decisions not to include the applicant on the register

10.1 Should the council determine that the applicant does not meet the requirements, and attaching conditions would not be appropriate, the council can refuse to grant the application.

10.2 Where the council makes a decision to include the applicant on the register, subject to conditions, or not to include the applicant on the register, a preliminary decision notice to the applicant must be issued.

10.3 The preliminary decision notice must clearly state:

- (a) the date the preliminary decision notice is served;
- (b) the preliminary decision;
- (c) the reasons for it;
- (d) the date it is proposed that the final decision will have effect;
- (e) information about the right to make written representations
- (f) where the preliminary decision is to refuse the application, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
- (g) where the preliminary decision is to grant the application subject to conditions, the consequences of failing to comply with any conditions.

11. Right to make a representation

11.1 An applicant who receives a preliminary decision notice will have 28 days in which to make representations to the council. The 28-day period begins with the day after the day on which the notice was served.

11.2 The council is obliged to consider and take any representations it receives into account before making a final decision.

12. Final decision notice

12.1 The council must, as soon as reasonably practicable, after the end of the period allowed for making representations, make a final decision and serve the decision notice on the applicant.

12.2 The final decision notice must set out:

- (a) the date the final decision notice is served;
- (b) the final decision;
- (c) the reasons for it;
- (d) when the decision is to take effect;
- (e) information about the right of appeal and the period within which an appeal may be made;
- (f) where the decision is to refuse the application, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
- (g) where the decision is to grant the application subject to conditions, the consequences of failing to comply with any condition.

Appeals

12.3 The applicant can decide to appeal the decision by making an application to the First-tier Tribunal (Property Chamber) (“the tribunal”) within specific timeframes set by the tribunal. The applicant is permitted to appeal against any decisions served by the Local Authority. These could include:

- (a) including the relevant person on the register for an effective period of less than 5 years;
- (b) including the relevant person on the register subject to conditions; and
- (c) rejecting the application.

12.4 Where an applicant accepts the council’s decision not to include the person originally stated in the application on the register, they will be required to seek alternative management arrangements to comply with the fit and proper person requirement. If they fail to do so they will be committing an offence.

12.5 An appellant will not be able to claim compensation for losses incurred pending the outcome of an appeal.

Withdrawal or amendment of notice

12.6 There may be circumstances where the council may decide not to continue or to withdraw a previously agreed action such as after serving:

- (a) a preliminary decision notice but before service of the final decision notice;
- (b) a final decision notice but before the decision to which it relates takes effect; or
- (c) a notice of proposed action but before the proposed action is taken.

12.7 To withdraw or amend a notice, the council must serve notice to the person on whom the original notice was served.

12.8 There are no requirements for notices to contain specific information, however, it is recommended that a withdrawal or amendment notice should state:

- (a) That it is withdrawing/amending the original notice (a copy of the original notice should be attached for reference);
- (b) the reasons for withdrawing the notice;
- (c) the date it takes effect; and,
- (d) the implications of the decisions in relation to the person's entry on the register.

13. Removal from the register

13.1 If, after a person is included in the register, and new evidence relevant to the person's inclusion becomes available, the council may decide to:

- (a) remove the person from the register;
- (b) impose a condition on the inclusion of the person in the register (whether or not there are conditions already imposed);
- (c) vary a condition; or
- (d) remove a condition.

13.2 Local authorities must use their judgement when determining whether to review an entry and consider any subsequent actions are required. It is recommended that any such decision should be related to the person being a fit and proper person rather than, for example, site licensing issues which are governed separately. If the council decides to take any of the actions listed in paragraph 13.1 (a) to (c) above, it must serve a notice of any proposed action on the occupier.

13.3 The notice of proposed action must clearly state:

- (a) the date the notice of proposed action is served;
- (b) the action the council proposes to take;
- (c) the reasons for it;
- (d) the date it is proposed that the council will take the action;
- (e) information about the right to make written representations;
- (f) where the proposed action requires the removal of a person from the register, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
- (g) where the proposed action is to impose a condition on the inclusion of a person in the register or to vary a condition, the consequences of failing to comply with said conditions.

13.4 A notice of proposed action is not required if the council decides to remove a condition attached to an entry. A removal of a condition is viewed widely as being a positive step, which is unlikely to be opposed. It is for that reason that a notice of proposed action is not required. As good practice though, it is recommended that local authorities make the site owner or their manager aware of the decision in writing and also ensure the register is updated.

14. Notice of action taken

14.1 Where a notice of proposed action is given, the occupier will have 28 days, starting from the day after the notice is served, in which to make representations.

14.2 The council must, as soon as reasonably practicable after the end of the 28-day period, decide whether to carry out the proposed action.

14.3 Where the council decides to take the action, it must serve a further notice on the occupier, indicating the action that has been taken, within the period of 5 working days beginning with the day after the day on which the action was taken.

14.4 The notice of action must set out—

- (a) the date the notice of action is served;
- (b) the fact that they have taken the action;
- (c) the reasons for doing so;
- (d) the date the action was taken;
- (e) information about the right of appeal and the period within which an appeal may be made;
- (f) where the action is to remove a person from the register, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of regulations; and
- (g) where the action is to impose a condition on the inclusion of a person

in the register or to vary a condition, the consequences of failing to comply with any condition.

15. Offences

15.1 There are 3 offences which can occur within the Regulations. They are as follows:

- (a) Operating a site in contravention of the fit and proper person regulations - The site owner will have certain defences under the Regulations in any proceedings brought against them.
- (b) Withholding information or including false or misleading information in the registration application - The site owner will not have any defences under the Regulations in any proceedings brought against them.
- (c) Failing to comply with a specified condition - The site owner will have certain defences under the Regulations in any proceedings brought against them.

15.2 Local authorities are responsible for enforcing the regulations. A site owner found guilty of any of the above offences will be liable on summary conviction to a level 5 (unlimited) fine.

16. Defences

16.1 One defence is available to a site owner who has inherited a site and would be found to have a reasonable excuse for failing to make an application within the relevant periods as set out below.

17. Relevant periods in specific circumstances

17.1 The below table outlines limited circumstances where a site owner may have a defence.

Row	Circumstance	Relevant period for making an application in the circumstance
1	the occupier held a site licence immediately before the day on which regulation 4 (operating a site without being a fit and proper person) came into force on 1 October 2021.	from 1 st July 2021 before 1 st October 2021, the day on which regulation 4 came into force
2	the period of a person's inclusion in the register in	not less than two months before the end of the period

	relation to the site has come to an end other than as a result of action by the local authority under regulation 8(1)(a)(removal from the fit and proper register after new relevant evidence becomes available).	of the person's inclusion in the register
3	at the time that the occupier became entitled to, within the period of 3 months, possession of the land it was in use as a relevant protected site; and within the period of 28 days beginning with the day after the day on which the person became the occupier of the land the occupier notifies the relevant local authority of its intention to make an application under regulation 6 (application for inclusion in the register)	beginning with the day after the day on which the person became the occupier of the land
4	at the time that the occupier became entitled to possession of the land it was in use as a relevant protected site; and the occupier does not give the notification referred to in row 3 above	within the period of 28 days beginning with the day after the day on which the person became the occupier of the land
5	a person appointed to manage the site no longer does so; and within the period of 28 days beginning with the day after the relevant day the occupier notifies the relevant local authority that the person no longer does so	within the period of 3 months beginning with the day after the relevant day
6	a person appointed to manage the site no longer does so; and the occupier does not give the notification referred to in row 5 above	within the period of 28 days beginning with the day after the relevant day
7	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has removed a person from the register; and within the period of 28 days beginning with the relevant day in relation to the local authority's decision the occupier notifies the relevant local authority of its intention to make a new application under regulation 6 (application for inclusion in the register) in relation to the site	within the period of 3 months beginning with the relevant day
8	the breach of regulation 4(1) arises because the local authority has removed a person from the register; and the occupier does not give the notification	within the period of 28 days beginning with the relevant day

	referred to in row 7 above	
9	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has rejected an in-time application; and within the period of 28 days beginning with the relevant day in relation to the rejected application the occupier notifies the relevant local authority of its intention to make a new application under regulation 6	within the period of 3 months beginning with the relevant day
10	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has rejected an in-time application; and the occupier does not give the notification referred to in row 9 above	within the period of 28 days beginning with the relevant day

18. The Fit and Proper Persons Register

18.1 The council must set up and maintain a register of persons who they are satisfied are fit and proper persons to manage a site in their area. This register must be open to inspection by the public during normal office hours. This register also must be published online.

18.2 The register will provide a record of the outcome (as discussed above) of the fit and proper person tests the council have carried out for sites. There is a template available on the Government Guidance, referred to as Annex A, and the register must include the following:

- (a) the name and business contact details of the person;
- (b) the name and address of the relevant protected site to which the application relates;
- (c) the status of the person (site owner or manager of the site);
- (d) the dates of the first and last day of the period for which the person's inclusion in the register has effect;
- (e) whether any condition is attached to the person's inclusion in the register; and
- (f) where any condition is attached to the person's inclusion in the register—
 - i. the number of any such conditions;
 - ii. the dates of the first and last day of the period for which any such condition applies (if applicable); and
 - iii. the date any condition is varied or satisfied (if applicable).

18.3 Where a person has met the fit and proper person test, the register will give details of that person and of the site, including decisions made on how long a person's inclusion is for, up to a maximum of 5 years.

18.4 In order to comply with the fit and proper person requirement a site owner must at least two months before the period (e.g. 5 years) comes to an end submit a new application for the person (or alternative) to be included in the register.

18.5 Where there are rejected applications, the following information must be included in the register:

- (a) the name and address of the site to which the application relates;
- (b) that an application in respect of the site has been rejected; and
- (c) the date on which the application was rejected.

18.6 Details of the rejected application will remain on the register until a successful fit and proper person application is made in respect of the owner or manager of the site.

18.7 It must be noted that the name of the rejected applicant will not be included on the register. Local authorities will however be able to consider requests for further information about the entry on the register, for example, the details of the specific conditions attached and any additional information, on a case by case basis and in accordance with data protection legislation.

18.8 Where the council has, with the site owner's consent, appointed a person to manage the site, the council must include the following information:

- (a) the name and business contact details of the person;
- (b) the name and address of the site which the person has been appointed to manage;
- (c) the status of the person;
- (d) the dates of the first and last day of the period for which the person's inclusion in the register has effect;
- (e) whether any condition is attached to the person's inclusion in the register; and
- (f) where any condition is attached to the person's inclusion in the register—
 - (i) the number of any such conditions;
 - (ii) the dates of the first and last day of the period for which any such condition applies (if applicable); and
 - (iii) the date any condition is varied or satisfied (if applicable).



Caravan Site Licensing: Fit and Proper Person Fees Policy Reading Borough Council ???? 2022

Reading Borough Council
Civic Offices
Bridge Street
Reading
RG1 2LU
Email: licensing@reading.gov.uk
Web: www.reading.gov.uk



www.reading.gov.uk

1. Introduction

- 1.1 A relevant protected site is a site, which requires a licence, which is not solely for holiday purposes or is otherwise not capable of being used all year round. A relevant protected site cannot operate unless the local authority is satisfied that the manager qualifies as a fit and proper person, Sections 12A -12E of the Caravan Sites and Control of Development Act 1960, as implemented by Section 8 Mobile Homes Act 2013 (subject to paragraph 10 below).
- 1.2 A site owner under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (SI 2020/1034) (“the Regulations”) must apply to their local authority for the relevant person (themselves or their appointed manager) to be added to the register of fit and proper persons managing sites in their area (“the register”).
- 1.3 The site owner may only apply to be added to the register if they hold, or have applied for, a site licence for the site. This provision also applies where the site owner or site manager is a registered company.
- 1.4 The Regulations permit the local authority to determine the fee for an application or registration for someone to be added to the register. It is imperative that the fee is included with the application and failing to include this may mean that the site owner is in breach of the requirements of the Regulations.
- 1.5 It is important to highlight that this fee policy will refer to the recovery of costs which the local authority may have incurred, or which will be incurred, in appointing a person to manage a site with the site owner’s consent. This fee will be calculated on a case by case basis, as and when it is required and justification for any fee will be provided to the site owner. This fee will be calculated separately to the application fee.
- 1.6 Site owners will be required to submit a completed application from 1 July until 30 September 2021 (3 months) and pay the fee, outlined below, to Reading Borough Council.

2. Fees for Fit and Proper Persons Register Applications

Initial application fee

- 2.1 Reading Borough Council believes that fit and proper person assessment and/or checks to be included on the fit and proper register will take a total of 390 minutes per application. This time of 390 minutes includes updating and publishing the register.
- 2.2 The published 2021/22 hourly rates for officers varies depending on position held. The 2021/22 fee is set at £167 for the fit and proper

person application, subject to amendment in usual annual budget-setting processes thereafter. (See Appendix 1).

- 2.3 Reading Borough Council will take into account the following matters on which costs are incurred, or likely to be incurred (by various departments, including costs incurred by outsourcing contracts), when determining its fee policy for consideration of applications for entry on a fit and proper person register:

- (a) Initial enquiries;
- (b) letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;
- (c) sending out forms;
- (d) updating files/ computer systems and websites;
- (e) processing the application fee;
- (f) land registry searches;
- (g) time for reviewing necessary documents and certificates;
- (h) preparing preliminary and final decision notices;
- (i) review by manager or lawyers; review any representations made by applicants or responses from third parties;
- (j) updating the public register;
- (k) carrying out any risk assessment process considered necessary and
- (l) reviews of decisions or in defending appeals

- 2.4 It is important that charges must be limited to recovering the costs of exercising the fit and proper person test function only and not other costs that have already been charged for by other service areas.

- 2.5 The fee is set at £167 for the fit and proper person application. Please see the table in Appendix 1, which outlines the above and provides transparent justification for the fee to be imposed upon receipt of the initial application. The purpose of this table is to demonstrate that the fees imposed are fair and transparent providing justification as to why a site is required to pay the fee.

Additional considerations for an application fee:

- 2.6 Reading Borough Council will be required to conduct relevant background checks regarding the applicant's background in management and their financial standing. The results of these checks will allow the local authority to decide on whether or not to accept the application. The time taken for these checks should be accounted for in the fee, irrespective whether or not the entry on the register is granted.
- 2.7 Where an applicant contacts Reading Borough Council's Licensing team before making an application, to ascertain the likelihood of the success

of that application, the authority is expected to provide informal advice, for example, the conditions surrounding an application, for example the information required to be submitted and general guidance on making the application. There is further guidance relating to this in the fit and proper person determination policy.

- 2.8 Any preliminary advice the local authority provides, prior to receiving an application, must be accounted for in the fee and cannot be charged separately.

3. Such other matters as the local authority considers to be relevant

Where no fee is applied

- 3.1 In certain circumstances, the local authority may determine that no fee is required to be paid. A site is exempted from a fee only if it is occupied by members of the same family and is not being run as a commercial residential site.

Annual Fee

- 3.2 Due to the very few numbers of relevant protected sites within Reading Borough Council's area, no annual fee will be charged as it is not foreseen that any great costs will arise from implementing this scheme. This may be reviewed and an amended policy implemented if this area of work generates increased costs to the Council.

An appointed manager fee

- 3.3 This is where the local authority is provided with the site owner's consent to appoint an individual to manage a site. The costs associated with this should be reasonable and are recoverable from the site owner.

Revising Fees

- 3.4 The local authority may revise its fees procedure and will be required to publish the revised version. Any changes will need to be justifiable and reasonable, ensuring full transparency for the site owner.
- 3.5 The items that can be included in calculating the application fee are set out in Appendix 1.
- 3.6 The purpose of publishing the fee procedure is to show that the fees imposed by the local authority are fair and transparent so that anyone required to pay a fee can understand the charges.

Amending conditions attached to an entry on a register

- 3.7 Reading Borough Council may alter the conditions attached to an entry on a register (by adding new conditions or changing or deleting existing ones), following a review. Officers must notify the site owner of its interim decision (except in the case where it is deleting a condition) and consider any representations made by the site owner, before reaching a final decision. If the site owner is unhappy with the decision to alter, or not alter, the conditions, they will have a right of appeal to the First-tier Tribunal (Property Chamber).
- 3.8 There are no requirements for a site owner to make an application for a condition to be altered. Any costs involved with amending existing conditions, or adding new conditions to an entry, are factored into the application cost.

Site visits - Officer and travel time

- 3.9 Officer time can be considered as part of the fee, where site visits are required to ascertain whether or not site condition(s) are met. Travel time to and from the site, including fuel costs, can also be taken into account and could be calculated using a single value for travel costs which could be applied to all sites.

4. Payment of fees

- 4.1 As outlined above in paragraph 1.4, Reading Borough Council is not required to consider an application for entry on the register unless that application is accompanied by the correct fee. If the correct fee is not paid, the application will not be valid and the site owner could be in breach of the Regulations.
- 4.2 If Reading Borough Council decides not to approve an application the applicant is not entitled to a refund of the fee paid.

Appendix 1

Costs Associated with Fit and Proper Person	Time (hrs)	Rate	Total (£)
Pre-application Advice	0.5	LEO	12.85
Receipt of application and loaded onto Flare. Acknowledgement email sent	0.5	BSO	10.16
Check application is valid (correct, fee paid, supporting documents attached)	0.5	BSO	10.16
Review application and check documents and certificates. Make any enquiries deemed necessary.	1.5	LEO	38.54
Time for reviewing any representations from applicant or third parties, including reviews carried out by manager or legal.	1	SLEO	30.90
Application of any conditions (where deemed appropriate)	0.5	LEO	12.85
Grant of application (Final Notice) or serve Preliminary Notice	0.5	LEO	12.85
Add relevant person's details onto public register.	0.5	BSO	10.16
Review appeal paperwork (assume 1 every 10 applications) Produce appeal response and relevant notice, issue final decision	0.5	SLEO	15.45
Enforcement- removal from register or in relation to conditions (assume 1 every 10 applications)	0.5	LEO	12.85
Total Cost Per Application			£167

Project / Proposal Name or Reference:

Date:

Your Name:

APPENDIX RS-3

Caravan Site Licensing Fit & Proper Person Determination Policy Caravan Site Licensing Fit & Proper Person Fees Policy				
1. IMPACT ON CARBON EMISSIONS				
HOW WILL THIS PROJECT/PROPOSAL AFFECT:		CONSIDERATIONS <i>See guidance below on determining whether negative or positive impacts are High, Medium or Low</i>	IMPACT? <i>Use drop down list</i>	SUMMARISE HOW YOU PLAN TO MANAGE AND REDUCE ANY NEGATIVE IMPACTS
1	ENERGY USE	* More energy will be consumed or emissions generated (by RBC or others) = Negative Impact * No extra energy use is involved or any additional energy use will be met from renewable sources = Nil Impact * Energy use will be reduced or renewable energy sources will replace existing fossil fuel energy = Positive Impact	Nil	Consider: + Energy efficiency measures + Renewable energy + Reducing demand for energy It is not envisaged that, as a result of these policies, more energy will be consumed or emissions generated than there currently is.
2	WASTE GENERATION	* More waste will be generated (by RBC or others) = Negative Impact * No waste will be generated = Nil Impact * Less waste will be generated OR amount of waste that is reused/ recycled will be increased = Positive Impact	Nil	Consider: + Re-usable/recycled goods + Recycling facilities + Reducing/reusing resources It is not envisaged that, as a result of these policies, more waste will be generated than there currently is.
3	USE OF TRANSPORT	* RBC or others will need to travel more OR transport goods/people more often/further = Negative Impact * No extra transport will be necessary = Nil Impact * The need to travel, the use of transport and/or of fossil fuel-based transport will be reduced = Positive Impact	Nil	Consider: + Use of public transport + Reducing need to travel or transport goods + Alternative fuels/electric vehicles/walking and cycling It is not envisaged that, as a result of these policies, there will be any increase or decrease in the use of transport.
2. IMPACT ON RESILIENCE TO THE EFFECTS OF CLIMATE CHANGE				
HOW WILL THIS PROJECT/PROPOSAL AFFECT THE ABILITY OF READING TO WITHSTAND:		CONSIDERATIONS <i>See guidance below on determining whether negative or positive impacts are High, Medium or Low</i>	IMPACT? <i>Use drop down list</i>	SUMMARISE HOW YOU PLAN TO MANAGE AND REDUCE ANY NEGATIVE IMPACTS
4	HEATWAVES	* Increased exposure of vulnerable people and/or infrastructure to heat stress = Negative Impact * No increase in exposure to heat stress = Nil Impact Reduced exposure of vulnerable people and/or infrastructure to heat stress = Positive Impact	Nil	Greater need for cooling, ventilation, shading and hydration methods N/A
5	DROUGHT	* Water use will increase and/or no provision made for water management = Negative Impact * Levels of water use will not be changed = Nil Impact * Provision made for water management, water resources will be protected = Positive Impact	Nil	Greater need for water management and perhaps reserve supplies N/A
6	FLOODING	* Levels of surface water run-off will increase, no management of flood risk = Negative Impact * Levels of surface water run-off & flood risk are not affected = Nil Impact * Sustainable drainage measures incorporated, positive steps to reduce & manage flood risk = Positive Impact	Nil	Consider flood defence mechanisms or alternative arrangements (business continuity) N/A
7	HIGH WINDS / STORMS	* Exposure to higher wind speeds is increased or is not managed = Negative Impact * No change to existing level of exposure to higher wind speeds = Nil Impact * Exposure to higher wind speeds is being actively managed & reduced = Positive Impact	Nil	Greater need for stabilisation measures, robust structures resilient to high winds N/A
8	DISRUPTION TO SUPPLY CHAINS	* Exposure to supply chain disruption for key goods and services is increased = Negative Impact * No change in exposure to supply chain disruption for key goods and services = Nil Impact * Exposure to supply chain disruption for key goods and services is reduced = Positive Impact	Nil	Source key goods and services locally as it reduces exposure to supply chain disruption and boosts the local economy N/A
Weighing up the negative and positive impacts of your project, what is the overall rating you are assigning to your project?:			Net Nil	This overall rating is what you need to include in your report/ budget proposal, together with your explanation given below.

Guidance on Assessing the Degree of Negative and Positive Impacts:

Note: Not all of the considerations/ criteria listed below will necessarily be relevant to your project

Low Impact (L)	* No publicity
	* Relevant risks to the Council or community are Low or none
	* No impact on service or corporate performance
	* No impact on capital assets; or relates to minor capital assets (minor works)
Medium Impact (M)	* Local publicity (good or bad)
	* Relevant risks to the Council or community are Medium
	* Affects delivery of corporate commitments
	* Affects service performance (e.g.: energy use; waste generation, transport use) by more than c.10%
	* Relates to medium-sized capital assets (individual buildings or small projects)
High Impact (H)	* National publicity (good or bad)
	* Relevant risks to the Council or community are Significant or High
	* Affects delivery of regulatory commitments
	* Affects corporate performance (e.g.: energy, waste, transport use) by more than c.10%
	* Relates to major capital assets (larger buildings and infrastructure projects)

In the box below please summarise any relevant policy context, explain how the overall rating has been derived, highlight significant impacts (positive and negative) and explain actions being taken to mitigate negatives and increase positives. This text can be replicated in the 'Environment and Climate Impacts' section of your Committee Report, though please note you may need to supplement this climate impact

There are no specific environmental or climate implications to these policies. Applications for inclusion on the fit and proper person register will be sent, and payments made, electronically as will all correspondence sent from the Council.

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Agenda Item 5

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	LICENSING APPLICATIONS SUB-COMMITTEE 3		
DATE:	12 JULY 2022	AGENDA ITEM:	
TITLE:	REVISION OF HACKNEY CARRIAGE FARES FOR THE YEAR 2022/23		
LEAD COUNCILLOR:	Cllr Tony Page	PORTFOLIO:	
		CULTURE, SPORT AND CONSUMER SERVICES	
SERVICE:	PLANNING, DEVELOPMENT & REGULATORY SERVICES	WARDS:	BOROUGH WIDE
LEAD OFFICER:	CLYDE MASSON	TEL:	07710664077
JOB TITLE:	PRINCIPAL LICENSING & ENFORCEMENT OFFICER	E-MAIL:	clyde.masson@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 From time to time the hackney carriage trade requests that the Council increases the amount they can charge their customers for transportation to their desired destinations, the last of which was in February 2020. This report sets out the recent history of fare rises and current levels of fares in Reading.

2. RECOMMENDED ACTION

- 2.1 That you consider the contents of this report.
- 2.2 That, if you consider it appropriate to approve an increase in the hackney carriage fares, you recommend the appropriate increase to the Director of Planning, Development and Regulatory Services, subject to no objections being received as a result of advertising the proposed increase in a local newspaper
- 2.3 That, if you consider it appropriate to approve an increase in the soiling charge for cleaning taxis you recommend the appropriate increase to the Director of Planning, Development and Regulatory Services

3.0 POLICY CONTEXT

- 3.1 The Director of Planning, Development and Regulatory Services has delegated authority to approve and implement hackney carriage fare rises, having taken

into account any recommendations expressed by the Licensing Applications Committee or Licensing Applications Sub-Committee 3.

- 3.2 The Director of Planning, Development and Regulatory Services also has delegated authority to advertise hackney carriage fare rises in a local newspaper, in accordance with the requirements of the Local Government (Miscellaneous Provisions) Act 1976.
- 3.3 Currently in Reading hackney carriage fares are set by the Licensing Committee and all journeys taking place within Reading are paid in accordance with the fares set on the vehicle meter at the end of a journey.

4. THE PROPOSAL

4.1 Current Position

- 4.1.0 Hackney carriage fares were last reviewed by the Licensing Applications Sub-Committee 3 at their February 2020 meeting. The fare increase agreed at this meeting related to the yardage travelled as part of the fare calculated in line with the table of fares tariffs for daytime only. There was no increase in fare for the night-time tariff. The committee granted a reduction in the yardage for daytime fares to 133 yards for all day-time fares, no other charges were changed. The current table of fares tariff is attached in the background papers as Appendix 1.
- 4.1.1 The current charge available to drivers if a customer soils the taxi is £40 for the inside and £10 for the exterior. These charges have not changed for many years and do not reflect the clean up costs and time lost by drivers.
- 4.1.2 The chair of the Reading Taxi Association (RTA) has written to the licensing section requesting the fare rise as set out in Appendix II. The Taxi trade has also requested a change to the cost for cleaning their taxis when customers have soiled the taxi. A copy of this request is included as appendix II.
- 4.1.3 Attached as Appendix III is a copy of the National Fare table which is collated by the magazine Private Hire Taxi Monthly (PHTM), the table indicates fares charged in other local authorities and their position in terms of fares charged. The most up to date edition of PHTM places Reading's fares at number 11 in the National league tables. Any update to these tables will be provided to the committee at the time of the hearing.
- 4.1.4 The RAC provides a history of fuel pricing on their website which plots the rise of both diesel and petrol pricing since 2004 up to date. Their data shows the following increases. Any updates to these figures will be provided to the committee at the time of the hearing.

<https://www.racfoundation.org/data/uk-pump-prices-over-time>

	May 2019	Down	May 2020	Up	May 2021	Up	May 2022
Diesel	£1.35.47	-23.5p	£1.11.86	19.5p	£1.31.33	50p	£1.81.48
Petrol	£1.30.43	-23.5p	£1.06.69	22.5p	£1.28.96	40.5p	£1.69.52

4.2 Options Proposed

4.2.1 The RTA has proposed a fare increase on the flag drop rather than a decrease in yardage as in 2020. The Flag Drop is the standard hire fare a customer will pay before commencing their journey which includes the first 300 yards (274.32 meters) or 2 minutes 36 seconds of the journey. Thereafter the yardage is paid at £0.20p per 133 yards for the distance of journey travelled.

4.2.2 Option 1. To increase the flag drop by £1.00 on both daytime and night-time tariffs. Day tariff is currently £2.60 which would increase to £3.60 and the Night-time tariff is currently £3.60 which would increase to £4.60.

4.2.3 Soiling charges to rise to £70 for inside the taxi and £25 for the outside of the taxi.

4.3 Other options to be considered

4.3.1 Option 2. After taking into consideration the proposals as set out in this report the Licensing Applications Sub-Committee may request that officers provide a further report providing specified options for differing levels of percentage increase and soiling charges.

4.3.2 Option 3. Proposed by the trade if option 1 is not accepted. To increase the flag drop by £0.60p on both daytime and night-time tariffs. Daytime would increase from £2.60 to £3.20 and night-time tariff from £3.60 to £4.20. Soiling charges to rise to £70 for inside the taxi and £25 for the outside of the taxi.

4.3.3 Option 4. After taking into consideration the proposals the Licensing Applications Sub-Committee may decide not to recommend any changes to hackney carriage fares or soiling charges.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The hackney carriage trade provides a valuable service to the public by being available to transport customers throughout the borough on a 24-hour basis.

5.2 Equal Opportunities

The regulation of hackney carriage fares is one control, which the Council exercises over the use of hackney carriages in Reading. Such controls benefit all sections of the community. The hackney carriage trade provides a valuable service to disabled members of the community, particularly wheelchair users.

5.3 Sustainable Implications

The provision of an adequate number of controlled hackney carriages will encourage the economy of the town and hackney carriages form part of the integrated transport system for the borough. With the availability of an improved public transport system, there will be a reduced need for private motor vehicles, thereby contributing to an improved environment.

5.4 Community Safety Implications

The provision of high quality controlled hackney carriages, the drivers of which are vetted, allows the public to travel in safety. This reduces both the opportunity for crime and the fear of crime.

6. ENVIRONMENTAL AND CLIMATE IMPLICATIONS

6.1 There are no specific environmental or climate implications to this policy.

7. COMMUNITY ENGAGEMENT AND INFORMATION

7.1 Proposed changes to hackney carriage fares are legally required to be advertised in a local newspaper, allowing any person to object to the changes.

7.2 If objections are submitted these must be considered before any fare changes can be implemented.

8. EQUALITY IMPACT ASSESSMENT

8.1 An equality assessment is not required in respect of the increase of hackney carriage fares.

9. LEGAL IMPLICATIONS

9.1 Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 empowers the Council to vary the table of fares in connection with the hire of a hackney carriage. The Council is legally obliged to publicise in a local newspaper, details of any variation to the table of fares, and to consider any objections received by way of a further hearing, if they are not withdrawn.

10. FINANCIAL IMPLICATIONS

10.1 The cost of publishing the required notices is allowed for in existing budgets.

11. BACKGROUND PAPERS

- Appendix I - Current and proposed table of fares
- Appendix II - Letter from the chair Reading Taxi Association
- Appendix III - National fares table

LICENSED TAXI CABS - TABLE OF FARES

The driver must, unless he has reasonable excuse, accept any hiring if the destination is inside the Borough of Reading. If the hiring ends outside the Borough, you must be charged a fare based on this table unless a fare or rate of fare is agreed before the start of your journey.

FARE TABLE	
TARIFF 1 - (For hirings between 6.00am and 10.00pm each day)	
£2.60 (minimum charge shown on meter)	For the first 300 yards (274.32 metres) or 2 minutes 36 seconds
20p	For each additional 133 yards (121.61 metres) or 45 seconds, or part thereof of miles.
TARIFF 2 - (For hirings between 10.00pm and 6.00am each day)	
£3.60 (minimum charge shown on meter)	For the first 309 yards (282.55 metres) or 2 minutes 36 seconds
20p	For each additional 156 yards (142.65 metres) or 42 seconds, or part thereof for the next 2 miles
	For each additional 142 yards (129.85 metres) or 42 seconds or part thereof, for the next 2½ miles
	For each additional 135 yards (123.44 metres) or 42 seconds or part thereof, for the remaining distance

1. ADDITIONAL PASSENGERS - 20p per each <u>additional</u> person (ie excluding the hirer)	£1.00 max (manually added to final fare)
2. For any hiring beginning or ending within the following periods 6.00pm to midnight on CHRISTMAS EVE & NEW YEAR'S EVE. All of CHRISTMAS DAY, BOXING DAY, NEW YEAR'S DAY, and any other public holiday	Please note: A surcharge of 50% of the usual fare is <u>automatically</u> calculated and shown on the meter
3. Fouling of vehicle exterior £10.00 Fouling of vehicle interior £40.00	Both payable to driver immediately
4. Credit and debit cards - All major Debit and Credit Cards are accepted. No additional charge is made for this service.	
COMMENTS OR COMPLAINTS about your driver or cab should be sent to the Licensing Section, Civic Centre, Reading RG1 2LU with the number of the driver's badge, which the driver must be wearing and the licence plate number of the cab. You may also notify this office by telephone on 0118 937 3762 between 9.00am and 5.00pm Monday to Friday.	

ALL LOST PROPERTY enquiries should be made to Thames Valley Police, Reading Police Station, Castle Street, Reading on 0845 8505505



Frances Martin, Executive Director Economic Growth and Neighborhood Services - Sept 2020

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From: [RTA](#)
To: [Groves, Mark](#)
Cc: [Masson, Clyde](#)
Subject: Re: Fare Increase
Date: 11 May 2022 18:57:34
Attachments: [image001.jpg](#)

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Dear Mark

Thank you for your email.

I can confirm that we are seeking the following two options in terms of the fare increase:

Option 1:

Increase Tariff 1 starting rate from £2.60 to £3.60 and Tariff 2 starting rate from £3.60 to £4.60. The yardage drop on both tariffs to remain the same.

In essence a £1.00 increase per job.

Option 2:

Increase Tariff 1 starting rate from £2.60 to £3.20 and Tariff 2 starting rate from £3.60 to £4.20. The yardage drop on both tariffs to remain the same.

In essence a £0.60p increase per job.

Many thanks.

Asif

On Wed, 4 May 2022 at 10:52, Groves, Mark <Mark.Groves@reading.gov.uk> wrote:

Good morning Asif,

Thank you for your email unfortunately at this time we are unable to take this to committee due to the impending elections tomorrow and we will then have to wait for the committees to be formed. In an effort to try and speed things up when the committee's are up and running could you let us know what areas you would like the fares to increase and by how much.

Regards

Mark Groves

Senior Licensing & Enforcement Officer

Licensing | Directorate for Economic Growth and Neighbourhood Services

Reading Borough Council

Civic Offices, Bridge Street, Reading, RG1 2LU

Tel No: 01189372239

Reading Borough Council collects personal information when you contact us to help provide a service to you. We will not share your information with third parties for marketing purposes unless required to do so by law. For more information on how we protect and use your information please see our privacy notice at www.reading.gov.uk/dataprotection

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From: RTA <readingtaxiassociation@gmail.com>

Sent: 17 March 2022 16:48

To: Masson, Clyde <clyde.masson@reading.gov.uk>; Groves, Mark <Mark.Groves@reading.gov.uk>

Subject: Fare Increase

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Hi Clyde and Mark,

As you are all too aware the cost of living along with the record fuel prices are having a real impact upon us all.

We had a fare increase in September last year, although this was agreed by the Licensing Committee quite some time before.

Recently TfL have given the Hackney Carriage trade in London a fare increase of more than 5% plus an additional £5.20 per drop off to Heathrow Airport to cover Heathrow's £5.00 drop off charge.

In the last two weeks Uber has announced a fare increase of 20%.

We would request that you consider a fare increase for the Hackney Carriage trade in Reading, which should be implemented as soon as possible.

We are willing to agree with you the percentage increase before it goes to the Licensing Committee.

I would be grateful if you could look into this and come back to me as soon as you can.

Many thanks.

Asif

From: [RTA](#)
To: [Masson, Clyde](#)
Cc: [Groves, Mark](#)
Date: 05 June 2022 22:29:47

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Hi Clyde

Further to my email of 11 May 2022 requesting a fare increase, please find below additional information.

In 2019 the Licensing Committee granted the hackney carriage trade a fare increase of 4.08% (Tariff 1) 0% (Tariff 2), giving an overall fare increase of 2.04%. On 2 January 2019 it became a compulsory requirement for all hackney carriage vehicles to offer card payment facilities to passengers. Furthermore due to Government legislation we are unable to apply any additional fees for card payments, however we are still required to pay a processing fee to the card machine provider for each and every transaction. Typically, this varies from 1.69% to 3.99% per transaction. In effect, this has meant that we did not see any real change despite the fare increase.

In the past six months, fuel (diesel) prices have increased by more than 50p per litre, with small increases occurring almost on a daily basis. This has increased our costs considerably.

As such, we would request that only Option 1 in our previous email is put forward for the Licensing Committee's consideration. This would enable us to recover the costs of the fuel increases and card payment transaction fees.

If you require any further information, please contact me.

Many thanks.

Asif

From: [RTA](#)
To: [Masson, Clyde](#)
Cc: [Groves, Mark](#)
Subject: Re: Fare Increase
Date: 19 June 2022 19:46:09

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Hi Clyde

Further to my email of 5 June 2022, we request that the Licensing Committee also considers changes to the soiling charges at the same time as when the fare increase is considered.

Currently we are able to charge £40.00 for soiling inside of the vehicle and £10.00 for outside of the vehicle.

These charges have been effective for a very long time, and do not reflect the clean up costs/time lost by drivers.

As such, we propose that the soiling charges for inside of the vehicle is set at £70.00 and £25.00 for outside of the vehicle.

Many thanks.

Asif

On Mon, 6 Jun 2022 at 08:14, Masson, Clyde <clyde.masson@reading.gov.uk> wrote:

Thanks Asif, we'll add this into your submission for the report.

Thanks

Clyde Masson

Principal Licensing & Enforcement Officer

Licensing | Directorate for Economic Growth and Neighbourhood Services

Reading Borough Council

Civic Offices, Bridge Street, Reading, RG1 2LU

0118 937 2453

07710 664 077

PLEASE READ - IMPORTANT INFORMATION - NO MORE ENTITLEMENTS TO

DRIVE

From 01 February 2019 we implemented changes to the way private hire, hackney carriage and school transport driver licence renewal applications were processed, as approved by the Licensing Committee on 11 April 2018. In addition, you are no longer required to contact the DBS for a disclosure. Please follow the link below for full information

<http://www.reading.gov.uk/taxilicences>

Dear Customer, as you will all be aware, due to the Covid-19 virus (Coronavirus), the Civic Offices have been closed to the Public. Please send any queries you have by email to: licensing@reading.gov.uk where they will be responded to as quickly as we can.

We will endeavour to continue to provide our services as best we can and thank you for your patience at this time.

Reading Borough Council collects personal information when you contact us to help provide a service to you. We will not share your information with third parties for marketing purposes unless required to do so by law. For more information on how we protect and use your information please see our privacy notice at www.reading.gov.uk/dataprotection

[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)



From: RTA <readingtaxiassociation@gmail.com>
Sent: 05 June 2022 22:29
To: Masson, Clyde <clyde.masson@reading.gov.uk>
Cc: Groves, Mark <Mark.Groves@reading.gov.uk>
Subject:

This is an EXTERNAL EMAIL. STOP THINK before you CLICK links or OPEN attachments.

Hi Clyde

Further to my email of 11 May 2022 requesting a fare increase, please find below additional information.

In 2019 the Licensing Committee granted the hackney carriage trade a fare increase of 4.08% (Tariff 1) 0% (Tariff 2), giving an overall fare increase of 2.04%. On 2 January 2019 it became a compulsory requirement for all hackney carriage vehicles to offer card payment facilities to passengers. Furthermore due to Government legislation we are unable to apply any additional fees for card payments, however we are still required to pay a processing fee to the card machine provider for each and every transaction. Typically, this varies from 1.69% to 3.99% per transaction. In effect, this has meant that we did not see any real change despite the fare increase.

In the past six months, fuel (diesel) prices have increased by more than 50p per litre, with small increases occurring almost on a daily basis. This has increased our costs considerably.

As such, we would request that only Option 1 in our previous email is put forward for the Licensing Committee's consideration. This would enable us to recover the costs of the fuel increases and card payment transaction fees.

If you require any further information, please contact me.

Many thanks.

Asif

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The Bryan Roland Memorial

NATIONAL HACKNEY FARES TABLE JULY 2022

TABLE COLOUR CODE

RISE IN 2022

RISE IN 2021

RISE IN 2020

RISE IN 2019

RISE IN 2018

RISE IN 2017

RISE IN 2016

RISE IN 2015

RISE IN 2014

RISE IN 2013

RISE IN 2012

RISE IN 2011

RISE IN 2010

RISE IN 2009

RISE IN 2008

NO SET FARE

POSITION	TARIFF ONE COUNCIL/AIRPORT	TWO MILE FARE	POSITION	TARIFF ONE COUNCIL	TWO MILE FARE	POSITION	TARIFF ONE COUNCIL	TWO MILE FARE
1	LONDON (HEATHROW)	£13.40	66	COLCHESTER	£6.90	131	WORTHING	£6.50
2	GUILDFORD	£10.00	67	EASTBOURNE	£6.90	132	BASILDON	£6.40
3	EPSOM & EWELL	£9.80	68	VALE OF WHITE HORSE	£6.90	133	BRISTOL	£6.40
4	LONDON	£9.80	69	WORCESTER CITY	£6.90	134	CANTERBURY	£6.40
5	LUTON AIRPORT	£9.70	70	ADUR	£6.80	135	COUNTY OF HEREFORD	£6.40
6	WATFORD (x)	£8.40	71	CARMARTHENSHIRE	£6.80	136	CREWE & NANTWICH	£6.40
7	UTTLESFORD	£8.30	72	CARADON	£6.80	137	EAST HAMPSHIRE	£6.40
8	CARRICK	£8.20	73	EAST DEVON	£6.80	138	EAST RENFREW	£6.40
9	WOKINGHAM	£8.20	74	EAST LINDSEY	£6.80	139	HASTINGS	£6.40
10	BRECKLAND	£8.00	75	FIFE	£6.80	140	HINCKLEY & BOSWORTH	£6.40
11	READING	£8.00	76	GLASGOW	£6.80	141	IPSWICH	£6.40
12	TORRIDGE	£8.00	77	GLOUCESTER	£6.80	142	LEEDS	£6.40
13	TUNBRIDGE WELLS	£8.00	78	GRAVESHAM	£6.80	143	LINCOLN	£6.40
14	ISLE OF MAN	£7.90	79	HART (x)	£6.80	144	MALVERN HILLS	£6.40
15	RESTORMEL	£7.90	80	NORTH CORNWALL	£6.80	145	MELTON	£6.40
16	BRACKNELL FOREST	£7.80	81	NOTTINGHAM	£6.80	146	MID SUFFOLK	£6.40
17	BRIGHTON & HOVE	£7.80	82	SEDGEMOOR	£6.80	147	NORTH KESTEVEN	£6.40
18	SURREY HEATH	£7.80	83	SOMERSET WEST & TAUNTON	£6.80	148	SHROPSHIRE	£6.40
19	GUERNSEY	£7.70	84	SWALE	£6.80	149	SOUTHEND ON SEA	£6.40
20	WEALDON	£7.70	85	TENDRING	£6.80	150	TAMESIDE	£6.40
21	EAST AYRSHIRE	£7.60	86	VALE OF GLAMORGAN	£6.80	151	WAVERLEY	£6.40
22	BASINGSTOKE & DEANE	£7.60	87	WOLVERHAMPTON	£6.80	152	WEST LINDSEY	£6.40
23	KERRIER	£7.60	88	NUNEATON & BEDWORTH	£6.75	153	WINDSOR & MAIDENHEAD	£6.40
24	OXFORD CITY	£7.60	89	TORBAY	£6.75	154	WOKING	£6.40
25	RUSHMOOR	£7.60	90	ANGUS	£6.70	155	PERTH & KINROSS	£6.33
26	SOUTHAMPTON	£7.60	91	BRAINTREE	£6.70	156	NEWARK & SHERWOOD	£6.32
27	JERSEY	£7.43	92	CHESTER	£6.70	157	BLACKBURN	£6.30
28	CHELTENHAM	£7.40	93	CRAWLEY	£6.70	158	BURY	£6.30
29	HARROGATE	£7.40	94	EASTLEIGH	£6.70	159	COTSWOLD (y)	£6.30
30	MAIDSTONE	£7.40	95	FYLDE	£6.70	160	COVENTRY	£6.30
31	WEST BERKSHIRE	£7.40	96	NORTH SOMERSET	£6.70	161	DACORUM	£6.30
32	MID SUSSEX	£7.40	97	NORTH TYNESIDE	£6.70	162	DARLINGTON	£6.30
33	DARTFORD	£7.30	98	SHEFFIELD	£6.70	163	LEWES	£6.30
34	WEYMOUTH & PORTLAND	£7.30	99	SOUTH LAKELAND	£6.70	164	PEMBROKESHIRE	£6.30
35	ARUN	£ 7.20	100	SWINDON	£6.70	165	SOUTH HOLLAND	£6.30
36	BATH & NORTH EAST SOMERSET	£7.20	101	SOUTH HAMS	£6.66	166	SOUTH RIBBLE	£6.30
37	BCP	£7.20	102	BRENTWOOD	£6.60	167	DUNDEE CITY	£6.28
38	DORSET	£7.20	103	CAMBRIDGE CITY	£6.60	168	FOREST OF DEAN	£6.27
39	EAST NORTHANTS	£7.20	104	CARLISLE	£6.60	169	BABERGH	£6.26
40	NORTH EAST LINCOLNSHIRE	£7.20	105	DUDLEY	£6.60	170	REDDITCH	£6.25
41	SOUTH GLOUCESTER	£7.20	106	EAST SUFFOLK (NORTH)	£6.60	171	MIDLOTHIAN	£6.22
42	REIGATE & BANSTEAD	£7.20	107	EDEN	£6.60	172	THANET	£6.21
43	ROTHER	£7.20	108	EXETER	£6.60	173	BIRMINGHAM	£6.20
44	YORK	£7.20	109	HARLOW	£6.60	174	CHICHESTER	£6.20
45	ARGYLL & BUTE	£7.13	110	HAVANT	£6.60	175	DAVENTRY	£6.20
46	CHELMSFORD	£7.10	111	HIGH PEAK	£6.60	176	DERBY	£6.20
47	DOVER	£7.10	112	MEDWAY	£6.60	177	EAST CAMBRIDGESHIRE	£6.20
48	ISLE OF WIGHT	£7.10	113	MORAY (x)	£6.60	178	EAST SUFFOLK (SOUTH)	£6.20
49	MENDIP	£7.10	114	NORTH HERTS	£6.60	179	FENLAND	£6.20
50	MOLE VALLEY	£7.10	115	NORWICH	£6.60	180	FOLKESTONE & HYTHE	£6.20
51	PENWITH	£7.10	116	PLYMOUTH	£6.60	181	HORSHAM	£6.20
52	RUGBY	£7.10	117	RUNNYMEDE	£6.60	182	NEWCASTLE-UPON-TYNE	£6.20
53	HARBOROUGH	£7.09	118	SCARBOROUGH	£6.60	183	NORTHAMPTON	£6.20
54	SEVENOAKS	£7.06	119	SHETLAND ISLES	£6.60	184	NORTHUMBERLAND	£6.20
55	BROMSGROVE	£7.00	120	SOUTH CAMBRIDGE	£6.60	185	PORTSMOUTH UA	£6.20
56	EAST LOTHIAN	£7.00	121	TEIGNBRIDGE	£6.60	186	ROCHFORD	£6.20
57	EDINBURGH	£7.00	122	NORTH DEVON	£6.55	187	SOLIHULL	£6.20
58	HERTSMERE	£7.00	123	ASHFORD	£6.50	188	SPELTHORNE	£6.20
59	SLOUGH	£7.00	124	BASSETLAW	£6.50	189	ST ALBANS	£6.20
60	STEVENAGE	£7.00	125	CALDERDALE	£6.50	190	STRATFORD ON AVON	£6.20
61	STROUD	£7.00	126	DURHAM COUNTY COUNCIL	£6.50	191	SUNDERLAND	£6.20
62	TONBRIDGE & MALLING	£7.00	127	HUNTS DONSHIRE	£6.50	192	WEST OXFORD	£6.20
63	WELWYN HATFIELD	£7.00	128	LIVERPOOL	£6.50	193	WINCHESTER	£6.20
64	WILTSHIRE	£7.00	129	LUTON	£6.50	194	WYCHAVON	£6.20
65	SANDWELL	£6.92	130	SOUTH SOMERSET	£6.50	195	WYRE FOREST	£6.14

POSITION	TARIFF ONE COUNCIL	TWO MILE FARE	POSITION	TARIFF ONE COUNCIL	TWO MILE FARE	POSITION	TARIFF ONE COUNCIL	TWO MILE FARE
196	CENTRAL BEDFORDSHIRE	£6.13	261	SEFTON	£5.80	326	WEST LANCASHIRE	£5.20
197	ABERDEENSHIRE	£6.10	262	TRAFFORD	£5.80	327	CHORLEY	£5.10
198	CANNOCK CHASE	£6.10	263	WEST SUFFOLK	£5.80	328	CONGLETON	£5.10
199	CARDIFF	£6.10	264	WIGAN	£5.80	329	GATESHEAD	£5.10
200	CLACKMANNAN	£6.10	265	WYRE	£5.80	330	SOUTH STAFFORDSHIRE	£5.10
201	EAST HERTS	£6.10	266	YNS MON	£5.80	331	COPELAND	£5.00
202	ELMBRIDGE	£6.10	267	CHESTERFIELD	£5.75	332	KIRKLEES	£5.00
203	NEW FOREST	£6.10	268	DONCASTER	£5.75	333	ROCHDALE	£5.00
204	NORTH WARWICK	£6.10	269	NORTH EAST DERBYSHIRE	£5.75	334	ROSSENDALE	£5.00
205	SOUTH AYRSHIRE	£6.10	270	CAERPHILLY	£5.70	335	SOUTH NORTHANTS	£5.00
206	TAMWORTH	£6.10	271	GEDLING	£5.70	336	CORBY	£4.90
207	SELBY	£6.06	272	MID DEVON	£5.70	337	MIDDLESBROUGH	£4.90
208	CHARNWOOD	£6.05	273	MONMOUTHSHIRE	£5.70	338	TELFORD & WREKIN	£4.90
209	SCOTTISH BORDERS	£6.05	274	RENFREWSHIRE	£5.70	339	WELLINGBOROUGH	£4.90
210	ABERDEEN CITY	£6.00	275	STIRLING (x)	£5.70	340	WESTERN ISLES (x)	£4.85
211	BLACKPOOL	£6.00	276	SWANSEA	£5.70	341	ASHFIELD	£4.80
212	BOSTON	£6.00	277	WARRINGTON	£5.70	342	DERBYSHIRE DALES	£4.80
213	BROXTOWE	£6.00	278	BRADFORD	£5.60	343	HYNDBURN	£4.70
214	BUCKINGHAMSHIRE	£6.00	279	DENBIGHSHIRE	£5.60	344	BOLSOVER	£4.60
215	CASTLE POINT	£6.00	280	GOSPORT	£5.60	345	BURNLEY	£4.50
216	CONWY	£6.00	281	NEWPORT	£5.60	346	REDCAR & CLEVELAND	£4.50
217	SOUTH LANARKSHIRE (East Kilbride)	£6.00	282	NORTH LANARKSHIRE	£5.60	347	STOCKTON ON TEES	£4.50
218	EAST STAFFORDSHIRE	£6.00	283	RICHMONDSHIRE	£5.60	348	OADBY & WIGSTON	£4.40
219	GREAT YARMOUTH	£6.00	284	RUSHCLIFFE	£5.60	349	PENDLE	£4.40
220	GWYNEDD	£6.00	285	WEST LOTHIAN (x)	£5.60	350	MALDON	£
221	KETTERING	£6.00	286	WREXHAM	£5.60	351	RUTLAND	£
222	KINGS LYNN & WEST NORFOLK	£6.00	287	CHERWELL	£5.56	352	SOUTH DERBYSHIRE	£
223	KNOWSLEY	£6.00	288	NEWCASTLE-UNDER-LYME	£5.55	353	SOUTH NORFOLK	£
224	LANCASTER	£6.00	289	DUMFRIES & GALLOWAY	£5.50	354	SOUTH OXFORDSHIRE	£
225	MILTON KEYNES	£6.00	290	EAST DUNBARTONSHIRE	£5.50	355	WEST DEVON	£
226	NORTH WEST LEICESTER	£6.00	291	EPHING FOREST	£5.50			
227	PETERBOROUGH	£6.00	292	EREWASH	£5.50			
228	RYEDALE	£6.00	293	FALKIRK	£5.50			
229	SOUTH TYNESIDE	£6.00	294	HAMBLETON	£5.50			
230	STOCKPORT	£6.00	295	MERTHYR TYDFIL	£5.50			
231	TEST VALLEY (x)	£6.00	296	OLDHAM	£5.50			
232	THREE RIVERS	£6.00	297	TORFAEN	£5.50			
233	THURROCK	£6.00	298	CEREDIGION	£5.46			
234	WARWICK	£6.00	299	SALFORD	£5.46			
235	WIRRAL	£6.00	300	ALLERDALE	£5.45			
236	BROXBORNE	£5.90	301	CLYDEBANK	£5.40			
237	KINGSTON-UPON-HULL	£5.90	302	DUNBARTON & VALE OF LEVEN (x)	£5.40			
238	MANCHESTER	£5.90	303	ELLESMERE PORT	£5.40			
239	STAFFORD	£5.90	304	HARTLEPOOL	£5.40			
240	STOKE-ON-TRENT UA	£5.90	305	MACCLESFIELD	£5.40			
241	TANDBRIDGE	£5.90	306	POWYS	£5.40			
242	WALSALL	£5.90	307	PRESTON	£5.40			
243	EAST RIDING	£5.85	308	ROTHERHAM	£5.40			
244	TEWKESBURY	£5.85	309	MANSFIELD	£5.35			
245	BARNLEY	£5.80	310	INVERCLYDE	£5.34			
246	BARROW IN FURNESS	£5.80	311	CRAVEN (x)	£5.30			
247	BEDFORD	£5.80	312	NORTH AYRSHIRE	£5.30			
248	BRIDGEND	£5.80	313	RIBBLE VALLEY	£5.30			
249	FAREHAM	£5.80	314	SOUTH KESTEVEN	£5.30			
250	FLINTSHIRE	£5.80	315	SOUTH LANARKSHIRE (Clydesdale)	£5.30			
251	HALTON	£5.80	316	ST HELENS	£5.30			
252	HIGHLAND (x)	£5.80	317	VALE ROYAL	£5.30			
253	LEICESTER	£5.80	318	BLABY	£5.24			
254	LICHFIELD	£5.80	319	AMBER VALLEY	£5.20			
255	NEATH PORT TALBOT	£5.80	320	BLAENAU GWENT	£5.20			
256	NORTHERN IRELAND	£5.80	321	BOLTON	£5.20			
257	NORTH LINCOLNSHIRE	£5.80	322	HAMILTON (x)	£5.20			
258	NORTH NORFOLK	£5.80	323	RHONDDA CYNON TAFF	£5.20			
259	ORKNEY (x)	£5.80	324	STAFFS MOORLANDS	£5.20			
260	RUTHERGLEN (x)	£5.80	325	WAKEFIELD	£5.20			

TABLE COLOUR CODE

RISE IN 2022
RISE IN 2021
RISE IN 2020
RISE IN 2019
RISE IN 2018
RISE IN 2017
RISE IN 2016
RISE IN 2015
RISE IN 2014
RISE IN 2013
RISE IN 2012
RISE IN 2011
RISE IN 2010
RISE IN 2009
RISE IN 2008
NO SET FARE

The Bryan Roland Memorial NATIONAL HACKNEY FARES TABLE JULY 2022

Councils in positions 350-355 do not impose a tariff for their hackney carriages and instead the individual vehicle charges an agreed fare prior to the journey.

NATIONAL AVERAGE
TWO MILE HACKNEY FARE
TARIFF ONE
IS NOW £6.33

PLEASE NOTE

This month fare increases over the country have resulted in our average two-mile fare rising by 5p across the board. With new fares being updated daily it can't be long before we reach an average fare of £6.40 for two miles.

Where an (x) appears by a listing, a fare update has been passed by the council, but our fare has not increased.

In the case of Cotswold where a (y) appears alongside the listing, the (y) refers to a fare update but one in which the fare has decreased for a two-mile tariff.