

RUSHMOOR BOROUGH COUNCIL RECORD OF EXECUTIVE DECISION



Decision taken by individual Cabinet member (delete as appropriate)

(All sections must be completed (mark "N/A" as applicable))

DECISION MAKER JAMES DUGGIN - EXECUTIVE HEAD OF OPERATIONS
IN CONSULTATION WITH NEIGHBOURHOOD SERVICES PORTFOLIO HOLDER

DECISION AND THE REASON(S) FOR IT IN ACCORDANCE WITH OFFICER RECOMMENDATION AS PER REPORT WITH THE EXCEPTION OF ADDING A 4 VEHICLE ONLY OPERATORS FEE - NEW 1 YR £332.82, 3 YEAR £367.54, 5 YEAR £402.86 + RENEWAL £251.39 1 YR, £286.41 3 YR, £321.43 3 YEAR. DRIVER NEW 3 YEAR TO BE £325 & RENEWAL 3 YEAR TO BE £275. FOLLOWING FEEDBACK FROM TAXI TRADE BOARD MEETING, CALCULATION FOR 1 VEHICLE OPERATOR BASED ON VCC CHECKS + APPLICATION PROCESS ONLY. ALSO

TAKING INTO CONSIDERATION INTENTION TO AMEND DRIVER PROCESS TO REDUCE COSTS BELOW PROPOSED CALCULATION. IF NO SIGNIFICANT REPRESENTATION NEW FEES TO BE IMPLEMENTED FROM 1/4/26.
DATE DECISION TAKEN 18/02/26

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED
(Those examined by officers and generated by consultation, etc)
None

ANY CONFLICTS OF INTERESTS DECLARED
(conflict of interests of any executive member who is consulted by the officer which relates to the decision. A note of dispensation should be attached).

Signed _____ JAMES DUGGIN
(Decision maker)

Signed _____
(Cabinet member consultee where applicable)

Designation Neighbourhood Services Portfolio Holder.

Please send completed form to Chris Todd, Democracy and Community

2nd February 2026

REPORT NO. OS2606

KEY DECISION? NO

REVIEW OF TAXI LICENSING FEES

SUMMARY AND RECOMMENDATIONS:

This report outlines background and current fees and proposes a new fee scale for the taxi licensing regime.

Recommendation to the Executive Head of Operations, in consultation with the portfolio holder:

- commence consultation on the proposed new fees (or an alternative) for taxi licensing. If no significant representations are received, to agree that the proposed fees shall take effect from 1st April 2026.

1. INTRODUCTION

- 1.1. The purpose of this report is to seek the approval to consult on the proposed taxi licensing fees, and if there are no significant representations to implement the proposed fees from 1st April 2026. If significant representations are received, then a further report will be produced for them to be considered.

2. BACKGROUND

- 2.1. The Council is facing significant financial pressures in the upcoming financial year due to the impact of inflation on costs and uncertainty around interest rates and the wider UK economy.
- 2.2. In common with many other local authorities, the Council is also forecasting a funding gap over the Medium-Term Financial Strategy (MTFS) period. A Savings and Transformation Programme is already in place with the Council working on a number of cost reduction and income generation workstreams to mitigate the financial sustainability risk outlined in the MTFS.
- 2.3. In light of the financial pressures and the funding gap over the medium-term, services are expected to regularly review their services to ensure costs are minimised and income from fees and charges take into account issues of cost recovery. This report sets out the position on taxi licensing fees and should be seen in the wider context of strong budgetary control and robust financial management as a proportionate and balanced response.

3. DETAILS OF THE PROPOSALS

3.1. Under the Local Government (Miscellaneous Provisions) Act 1976, local authorities may only charge on a cost recovery basis for certain elements of taxi licensing. Fees were last reviewed in 2010. Given the length of time since the last review some of the proposed fees on a cost recovery basis result in a significant rise in fees. However, recent changes to vehicle plates would result in a reduction in cost in this area.

3.2. The proposed fees are as follows:

Licence Type	Duration	Fee
New Hackney Carriage Vehicle	1 year	£202.02
	6 months	£166.20
Temporary Replacement Hackney Carriage	1 month	£136.34
	2 months	£142.31
	3 months	£148.28
New Hackney Carriage Vehicle Plates	-	£21.80
Renewal Hackney Carriage Vehicle	1 year	£198.78
	6 months	£162.95
Renewal Hackney Carriage Plates	-	£19.49
New Private Hire Vehicle	1 year	£174.59
	6 months	£152.48
Temporary Replacement Private Hire Vehicle	1 month	£134.05
	2 months	£137.74
	3 months	£141.42
New Private Hire Vehicle Plates	-	£38.61
Hard Plate Exemption (with plate)	-	£19.33
Hard Plate Exemption (certificate only)	-	£9.44
Renewal Private Hire Vehicle	1 year	£171.34
	6 months	£149.23
Renewal Private Hire Plates	-	£19.49
New Private Hire Operator	1 year	£457.90
	3 years	£743.08
	5 years	£1028.26
Renewal Private Hire Operator	1 year	£376.47
	3 years	£661.65
	5 years	£946.83
New Driver	1 year	£262.10
	3 years	£414.29
Renewal Driver	1 year	£219.57
	3 years	£371.76
In house Test Session	-	£38.91
Upgrade / Licence Extension	-	£29.18
Replacement Driver's Badge	-	£9.73
Replacement External Vehicle Plate	-	£11.91
Replacement Internal Vehicle Plate	-	£9.89
Replacement Side Plates	-	£16.81

3.3. The current fees are as follows:

Licence Type	Duration	Fee
New Hackney Carriage Vehicle	1 year	£200.00
	6 months	£100.00
Temporary Replacement Hackney Carriage	1 month	£16.67
	2 months	£33.34
	3 months	£50.01
New Hackney Carriage Vehicle Plates	-	£31.00
Renewal Hackney Carriage Vehicle	1 year	£200.00
	6 months	£100.00
Renewal Hackney Carriage Plates	-	£23.00
New Private Hire Vehicle	1 year	£170.00
	6 months	£85.00
Temporary Replacement Private Hire Vehicle	1 month	£14.17
	2 months	£28.34
	3 months	£42.51
New Private Hire Vehicle Plates	-	£31.00
Hard Plate Exemption (with plate)	-	£10.00
Hard Plate Exemption (certificate only)	-	N/A
Renewal Private Hire Vehicle	1 year	£170.00
	6 months	£85.00
Renewal Private Hire Plates	-	£23.00
New Private Hire Operator	1 year	£215.00
	3 years	£350.00
	5 years	£417.50
Renewal Private Hire Operator	1 year	£215.00
	3 years	£350.00
	5 years	£417.50
New Driver	1 year	£70 / £80
	3 years	£200 / £225
Renewal Driver	1 year	£70 / £80
	3 years	£200 / £225
In house Test Session	-	£35.00
Upgrade / Licence Extension	-	£20.00
Replacement Driver's Badge	-	£20.00
Replacement External Vehicle Plate	-	£23.00
Replacement Internal Vehicle Plate	-	£10.00
Replacement Side Plates	-	£8.00

3.4. In addition to the above there are separate fees for any medical that needs to be referred to the Council's Medical Advisor, however in accordance with the Council's Taxi Licensing Policy, this is charged to the licence holder / applicant at the cost that the Medical Advisor charges for the referral.

- 3.5. The licensing authority also offer training courses for licence holders and applicants, however there are other providers of this service, and therefore payment to the authority is not required. The fees are set separately and based on the other providers fees, therefore they have not been included as part of this report.
- 3.6. Before varying changes to the vehicle and operators fees, the legislation requires local authorities to publish a notice in a local newspaper and at the Council Offices advertising the proposed changes and allowing representations for a period of 28 days, and if there are no significant representations received within this period, that the proposed fees are implemented with effect from 1st April 2026. If there are significant representations then a further report will be produced for them to be considered.
- 3.7. In addition, it is suggested that a meeting of the Taxi Trade Board is held to discuss the proposed fee changes. A Hackney Carriage Fares Review is also due to be undertaken, and informing the trade of any proposed uplift in fees would allow them to make an informed proposal for a fare review.

Benchmarking

- 3.8. The fees and charges for Rushmoor's immediate neighbouring authorities for those regimes where amended fees are proposed are given at **appendix A**.

Alternative Options

- 3.9. No change. Fees would remain unchanged and we would not recover the costs we are able to and would be open to challenge on the basis that costs are not based on cost recovery and haven't been reviewed recently.
- 3.10. For those fees where the proposed increase is a significant rise, a fee lower than the proposed fee could be implemented to enable better cost recovery than current, but reduce the impact of the increase on trade members, with a view of achieving full cost recovery over a period of 2 - 3 years to reduce the level of increase in one as a result of the prolonged period that fees have not been reviewed.

4. IMPLICATIONS

Risks

- 4.1. Applicants can choose to apply at any authority and operate in another authority's area provided they are carrying out pre-booked journeys. This brings difficulties in regulating vehicles and drivers working in the area, and where there was more incentive to licence elsewhere, could result in a lack of availability of taxis (particularly at taxi ranks, and of wheelchair accessible vehicles).

- 4.2. The Licensing Authority set the maximum fares that Hackney Carriages can charge. Taxi Fares are the trade's main source of income to recoup the costs of operating a taxi, which includes their licence fees. Therefore, a significant increase may affect any proposal from the taxi trade in respect of the upcoming Hackney Carriage Fares review, and impact the fares charged to customers.

Legal Implications

- 4.3. The Council is obliged to work within the relevant regulations to avoid any income over and above a cost recovery basis, the proposed fees are calculated on this basis. The Council has not reviewed its licence fees for many years. Given the length of time since the fees have been reviewed and the significant proposed increase in some areas because of this, there is an increased likelihood that the taxi trade may consider the fees unreasonable and seek to challenge them.

Financial and Resource Implications

- 4.4. If fees are not changed, cost recovery is not achieved and there will be a budgetary shortfall in some areas, and additional income in others. It has taken a significant amount of time to review the fees and charges that have not been updated for some time, and amending the fees so that they are correct will mean that an annual review will be less resource intensive going forward.

Equalities Impact Implications

- 4.5. There are no equalities implications arising from this report, the fees and charges apply to all applicants and licence holders regardless of any protected characteristics and are based on the cost recovery of providing the service.

Community Safety Implications

- 4.6. The risks identified at 4.1 could result in community safety implications if there are not licensed taxis available to carry vulnerable passengers safely to their destination.

5. CONCLUSIONS

- 5.1. Taxi fees and charges have been reviewed taking account of the costs of providing each service.
- The Executive Head of Operations, in consultation with the Portfolio Holder for Neighbourhood Services is recommended to commence consultation on the proposed new fees (or an alternative) for taxi licensing. If no significant representations are received, to agree that the proposed fees shall take effect from 1st April 2026.

BACKGROUND DOCUMENTS:

None

CONTACT DETAILS:

Report Author – Shelley Bowman - Licensing Manager

Head of Service – James Duggin – Head of Operations

Appendix A Fees from neighbouring authorities

Surrey Heath Borough Council

- private hire vehicle licence: £287
- transfer vehicle licence: £232
- change vehicle from private hire to Hackney Carriage licence: £55
- private hire plate exemption certificate: £157
- re-issue of vehicle plate with or without licence: £25
- Administration charge if refund given following cancellation £35
- private hire operators licence for more than one vehicle (five years): £865
- private hire operators licence for more than one vehicle (one year): £220
- private hire operators licence sole operator (5 year): £425
- private hire operators licence sole operator (1 year): £113
- Administration charge if refund given following cancellation £30
- private hire drivers licence (3 year): £325
- re-issue drivers licence and badge: £25
- private hire street electronic test: £60
- Administration charge if refund given following cancellation £35
- Specialist Independent Medical Advice £60
- Hackney Carriage drivers licence (3 year): £325
- re-issue drivers licence and badge: £25
- Hackney Carriage street electronic test: £60
- Administration charge if refund given following cancellation £35
- Specialist Independent Medical Advice £60
- Hackney Carriage vehicle licence: £322
- transfer vehicle licence: £232
- re-issue of vehicle plate with or without licence: £25
- Administration charge if refund given following cancellation £35

Hart District Council

Type	2025/26 (from 1 April 2025)
Vehicles	
Hackney carriages/private hire vehicle (new)	£284
Hackney carriage/private hire vehicle (renewal)	£284
Wheelchair accessible vehicles new/renewal (until 31/03/2025)	£0
100% electric vehicles (until 31/03/2025)	£0
Hackney carriage/private hire temporary vehicle licence (max 3 months)	£117
Hackney carriage/private hire vehicle replacement rear plate	£21
Change of licence type: private hire to hackney carriage hackney carriage to private hire	£109
Private hire transfer of vehicle ownership. Per vehicle.	£94
Hackney carriage transfer of vehicle ownership. Per vehicle.	£94
Private hire transfer of licence to new vehicle	£283
Hackney carriage transfer of licence to new vehicle	£283
Replacement paper licence	£23
Change of vehicle registration (private reg)	£46
Drivers	
Hackney carriage/private hire driver (new)	£324
Hackney carriage/private hire driver (renewal)	£280
Driver Awareness/knowledge test (DAT)	£36
DBS fee	£49.50
Medical advisor fee	£35
Replacement driver badge	£23

Type	2025/26 (from 1 April 2025)
Replacement paper licence	£23
Re-sitting knowledge test	£40
DBS appointment lapsed update service	£25
Pre-application meeting	£25
Operators	
Private hire operators - 5 year (5 vehicles or less)	£397
Private hire operators - 5 year (6 vehicles or more)	£691
Operators fee - second base	£63

Waverley Borough Council

Driver fees - Taxi (hackney carriage)/private hire

New drivers

Item	Cost (£)
New driver - 3 years	298.00
New driver 1 year (exceptional use only)	298.00

Driver renewals

Item	Cost (£)
Driver renewal - 3 years	191.00
Driver renewal - 1 year (exceptional use only)	191.00

Other fees for drivers

Item	Cost (£)
Replacement driver's badge	12.00
Change of address	12.00
Knowledge test re-sit or non-attendance fee	91.00
Transfer private hire to hackney carriage licence	116.00
Waverley doctor's consultation fee	33.37

Vehicle fees

Vehicle licence fees - taxi (hackney carriage)/private hire

Item	Cost (£)
Annual licence (includes one test)	317.00
2nd instalment for annual licence - if vehicle over 5 years old	114.00
Annual licence - disabled access vehicle	158.50
2nd instalment for disabled access annual licence - if vehicle over 5 years old	57.00
Private hire door stickers - 2 stickers (by exception only) - 1 sticker	20.00 (10.00)
Surrender and replacement of vehicle licences	152.00
Missed vehicle test	79.00
Vehicle failure retest	79.00
Replacement/lost plate and window pouch	23.00
Vehicle plate bracket only	12.00

Private hire operator fees

Item	Cost (£)
Private hire operator – new (not licensed driver)	315.00
Private hire operator – new (licensed driver)	204.00
Private hire operator – renewal	200.00

Guildford Borough Council

Private Hire Drivers	Fee for 2024/25
Private Hire Driver's Licence (new/renew)	£397.44
Convert from Private Hire Driver to Hackney Carriage Driver	£19.94
Private Hire Driver Replacement Badge	£14.62
Private Hire Vehicles	Fee for 2024/25
Private Hire Vehicle (new/renew)	£280.82
Private Hire Vehicle Change	£27.69
Private Hire temporary vehicle (3 months)	£118.00
Vehicle Licence Plates	£23.88
Private Hire Vehicle signs (pair)	£27.61
Vehicle Test	£58.00
Hackney Carriage Drivers	Fee for 2024/25
Hackney Carriage (new/renew)	£397.44
Convert from Private Hire Driver to Hackney Carriage Driver	£19.94
Hackney Carriage Replacement Badge	£14.62
Hackney Carriage Vehicles	Fee for 2024/25
Hackney Carriage Vehicle (new/renew)	£286.90
Hackney Licence Vehicle Change	£27.69
Hackney Carriage temporary vehicle (3 months)	£119.52
Vehicle Licence Plates	£23.88
Vehicle Test	£58.00
Private Hire Operators	Fee for 2024/25
Private Hire Operator (new/renew)	£2,378.72

Basingstoke & Deane Borough Council

Vehicles	Fees 2025/26 £
PH Vehicle (New)	166.00
HC Vehicle (New)	149.00
PH Vehicle (Renewal)	132.00
HC Vehicle (Renewal)	132.00
PH Exemption Vehicle - New	181.00
PH Exemption Vehicle - Renewal	144.00
PH Temporary Vehicle Licence	166.00
HC Temporary Vehicle Licence	149.00
PH/HC Replacement Rear Plate	29.00
Change of Licence Type PH to HC	83.00
Change of Licence Type HC to PH	83.00
PH Transfer of Vehicle Ownership. Per vehicle.	102.00
HC Transfer of Vehicle Ownership. Per vehicle.	102.00
PH Transfer of Licence to New Vehicle	102.00
HC Transfer of Licence to New Vehicle	102.00
Replacement Paper Licence	22.00
Change of Vehicle Registration (Private Reg)	83.00

Drivers	Fees 2025/26 £
PH Drivers - 3 Year - New	328.00
HC Drivers - 3 Year - New	328.00
PH Drivers - 3 Year - Renewal	209.00
HC Drivers - 3 Year - Renewal	209.00
Driver Awareness / Knowledge Test (DAT)	36.00
DBS Fee	49.50
Medical Advisor Fee	35.00
Replacement Driver Badge	22.00
Replacement Paper Licence	22.00
DBS Appointment Lapsed update service	25.00
Pre-Application Meeting	25.00

Operators	Fees 2025/26 £
PH Operators - 5 year - New 1 - 5 Vehicles	499.45
PH Operators - 5 year - New 6 -10 Vehicles	711.45
PH Operators - 5 year - New 11 -15 Vehicles	923.45
PH Operators - 5 year - New 16 - 25 Vehicles	1,135.45
PH Operators - 5 year - New 26 - 45 Vehicles	1,347.45
PH Operators - 5 year - New 46+ Vehicles	1,559.45
PH Operators - 5 year - Renewal 1 - 5 Vehicles	436.45
PH Operators - 5 year - Renewal 6 -10 Vehicles	648.45
PH Operators - 5 year - Renewal 11 -15 Vehicles	860.45
PH Operators - 5 year - Renewal 16 - 25 Vehicles	1,072.45
PH Operators - 5 year - Renewal 26 - 45 Vehicles	1,284.45
PH Operators - 5 year - Renewal 46+ Vehicles	1,496.45
PH Operators - each additional operator premises (multi bases)	53.00
Replacement Paper Licence	21.00
Transfer of Ownership	41.00