

Slough Borough Council

Report To:	Licensing Committee
Date:	11 th February 2026
Subject:	Non-Executive (Licensing) Fees and Charges
Chief Officer:	Tessa Lindfield, Director of Public Health Pat Hayes, Executive Director, Regeneration, Housing & Environment
Contact Officer:	Russell Denney-Clarke – Trading Standards and Licensing Manager Kam Hothi – Network Lead – Parking, Highways & Streetworks
Ward(s):	All
Exempt:	NO
Appendices:	Appendix A – Non-executive fees and charges falling within the remit of the Licensing Committee Appendix B - Benchmarking Appendix C – Equality Impact Assessment

1. Summary and Recommendations

- 1.1 This report seeks approval of fees and charges for non-executive functions falling within the remit of the Licensing Committee where the council has the ability to levy a charge. These fees and charges have been correctly costed to ensure full cost recovery, or charged in accordance with the relevant legislation as set out in **Appendix A**.

Recommendation:

The Committee is recommended to:

Approve the fees for non-executive functions set out in Appendix A for the year 2026/27.

Reason: Fees and charges for non-executive functions falling within the remit of the Licensing Committee must be approved by the Licensing Committee and set for the coming 2026/27 financial year.

Commissioner Review

The income from fees and charges helps to manage demand and cover costs for providing services. Effective management of discretionary fees and charges will ensure that both the process and the fees themselves are transparent, fair, equitable and affordable. Price sensitivities of individuals and groups, supported by benchmarking where available, should be understood so that charges can be set appropriately to deliver the level of services necessary to achieve the council's agreed objectives.

2. Report

Introductory paragraph

- 2.1 This report outlines fees and charges which must be approved by the Licensing Committee. Fees and charges are set in accordance with the [Slough Fees and Charges Framework](#).

Options considered

Option 1 To seek formal approval of the Fees and Charges outlined in this report. **This is recommended.**

Option 2 To not approve the Fees and Charges outlined in this report. **This is not recommended.** It would mean that the costs of providing the services against which the charges are made are increasing in line with inflation, and the fees and charges applied are not, which would have a negative budgetary impact and lead to taxpayers funding part of the cost of the service.

3. Background

3.1 The existing framework sets out the following key principles for the setting of fees where fees and charges can be levied on service users and where permissible within relevant legislation:

- a) Users pay for services at full cost recovery, or charged in accordance with the relevant legislation;
- b) A strategic and informed approach to subsidy and concessions;
- c) Adopting a strategic approach to new charges;
- d) Appropriate communication and engagement with service users;
- e) Coherence with broader efficiency and framework objectives; and
- f) Fees and charges will be subject to systematic and in-depth review.

3.2 The approaches to setting fees and charges are described within the framework and summarised as follows:

- a) Full cost recovery, save where fees are charged in accordance with the relevant legislation. The council in most cases will adopt the Chartered Institute of Public Finance and Accountancy definition of total cost to calculate the fee or charge;
- b) Full cost recovery with concessionary discounts;
- c) Subsidised cost;
- d) Nominal – in that the service is provided and funded through general taxation; and
- e) Prescribed charging in that fees and charges are set nationally in accordance with appropriate legislation.

3.3 Whilst fees and charges are set annually, there is provision within the council's constitution to enable in year decisions taken by officers which are limited to inflation plus 3%.

3.4 The fees for non-executive functions should be set at the cost for providing the function, save where otherwise permitted or prescribed by legislation, and in some

cases, there are legislative provisions setting out the methodology and use that can be made of such fees. Some fees are set by central government, and these cannot be changed by the Licensing Committee. These charges and the legislative basis for charging are outlined within **Appendix A** and explained in further detail in the legal Implications section.

Changes to proposed fees and charges

- 3.5 For fees and charges that are nationally set, there is no increase in the current fees and charges set for the forthcoming financial year. For all other fees and charges, an increase is expected in order to recover the same at full cost recovery, as set out in the framework, rounded up to the nearest 10 pence where practical to do so. Legislation may also permit the council to set some charges on a different basis, eg, allowing the council to recover its “reasonable” costs. A full list of fees and charges can be seen in **Appendix A**.
- 3.6 In some cases increases are above 5% ($\pm 1\%$). This is necessary to ensure full cost recovery where changes in government guidance have increased the checks and balances required to ensure a correct and legal licence is issued or reviewed.
- 3.7 The next section provides a summary of proposed changes to fees and charges which are not statutory prescribed. See **Appendix A** for full proposal of changes.
- a) **Skip Licences** – charges set at full cost recovery and therefore a 10.00% increase is proposed;
 - b) **Cherry picker licence and crane licences** – charges set at full cost recovery and therefore a 10.00% fee increase is proposed;
 - c) **Hoarding and scaffolding licences** (residential)– charges set at full cost recovery and therefore a 10.00% fee increase is proposed;
 - d) **Sex establishments** - It is considered that there is already full cost recovery in place for Sex Establishments. As such no increase is proposed;
 - e) **Street trading** – Due to the imminent changes in the Town Centre with the demolition of the Queensmere, it has been decided to use this as an opportunity to review the fee structure for Street Trading Consents.
 - a. The proposal is to issue 1-year consents only and this fee to increase by 5.00% to £5250 across the borough for consented streets.
 - b. The non town centre fees, weekly, quarterly and half year fees are removed.
 - c. The Nonrefundable fee to increase by 400.00% to £2500. Although this is a significant increase, this does ensure full cost recovery. This is also reflective of the fact that generally new street trading applications go to a committee hearing. Therefore, a New Street Trading Consent in total will be £7750.
 - f) **Daily Charge** – for ad hoc events or market, the daily pitch fee to increase by 5.00% to £36.75 per pitch per day. This isn't an additional charge to an annual consent holder.
 - g) **Ice cream sellers** – It is proposed that the consent regime is changed to issue a 1-year consent only at a fee of £950. Due to the seasonality of this consent type, it will simplify the burden on business, i.e. apply once rather than monthly at £125 or 6 monthly at £600. This also removes the 1 month and 6 month fees.
 - h) **Ear piercing, electrolysis, tattooing and acupuncture** – Fees to increase by 5.00%.
 - i) **Scrap Metal** – Fees to increase by 5.00%

- j) **Driver licences and Vehicle plates** – In general a 5.00% increase has been proposed for all fees in this area. The following are proposed to be above 5%.
- a. Plate Display Exemption proposed increase by 201.00% to £155.00 and is full cost recovery.
 - b. New Vehicle Plate proposed increase by 21.29% to £376 to account for the rise in processing materials, equipment and additional checks and results in full cost recovery.
 - c. Plate Transfer proposed increase by 12.07% to £103 to be consistent with other amendments of this nature across the fee structure and is full cost recovery.

If there are increases in following years, these can then be adjusted by the council's preferred rate.

- k) **Private Hire Operators** – There has been a fundamental review of the fee setting in this area to ensure full cost recovery. The full breakdown is in **Appendix A.**

- a. New Operator Licence (any number of vehicles)
 - i. 1 year licence increase 292.16% to £600
 - ii. 5 year licence increase 146.50% to £1135
- b. Renewal Operator Licence (number of vehicles as applied at Grant)
The 1 vehicle licence is the base line cost, and the additional vehicles and duration are linked to each other to ensure fair and equitable parity.
 - i. 1 Vehicle, 1 year increase 258.50% to £548.50
 - ii. 1 Vehicle, 5 year increase 135.03% to £1083.50

This methodology has meant that a 1-year licence for 99 vehicles has a 26.96% decrease, and a 1-year for 45 vehicles only increases by 0.11See appendix A.

In future years, these can then be adjusted by the council's preferred rate

- l) **Paid for licencing advice** – the hourly charge has been set at a 5.00% increase to ensure full cost recovery and be in line with other service hourly rates e.g. Primary Authority.

4. Implications of the Recommendation

4.1 *Financial implications*

4.1.1 Financial implications have been set out in this report including the expectation that fees and charges must be set in accordance with the council's existing framework and where applicable on a full cost recovery basis so that it does not impact on the council taxpayer. Failure to review the fees will result in an increase in the gap between income and the costs incurred by the Authority. Where fees are nationally set there has been no change to budgets as national charges have not changed for 2026/27.

4.1.2 The overall Public Protection fees and charges budget for 2025/26 is £0.522m. There are multiple variables impacting on the potential income for 2026/27, most notably changes in demand following the revision of the fee and charges unit rates. If the proposed fees and charges delivered an overall 5% increase in income this

would equate to an indicative annual increase of £0.026m. This assumes, as in previous years, overall demand remains stable for 2026/27.

4.2 *Legal implications*

- 4.2.1 As noted earlier, a number of fees and charges are prescribed by statute (eg. Licensing Act 2003 (Fees) Regulations 2005) and are omitted from this report. For other fees and charges the relevant legislation may provide that a charge can be made for providing the service but the amount of the charge is discretionary, within the remit of the legislation, often limited to cost recovery only, or a reasonable amount, or within a range/maximum amount. The authority therefore sets the amount of the charge accordingly. These are noted as 'statutory discretionary' in Appendix A. Some of the regimes in Appendix A are covered by the European Services Directive and the Provision of Services Regulations 2009, which implements the Directive. This requires that fees charged in relation to authorisations must be reasonable and proportionate to the cost of the process, and the European Court of Justice ruling in the *R on the application of Hemming v Westminster City Council case [2017] UKSC 50* which confirmed that a fee covering the administration costs of processing an application should be charged separately from the charge (to successful applicants) for enforcing the regime. It is not possible to charge one fee at the outset and then refund unsuccessful applicants the enforcement part of the fee. The two must be charged separately. The Local Authorities (Functions & Responsibilities) Regulations 2000 sets out what fees and charges cannot be set by the Executive (i.e. Cabinet) as the functions to which they relate are non-Executive functions. The fees and charges in Appendix A are those that Council should set (through this Committee), with the exception of those which are prescribed, and therefore for information only.
- 4.2.2 Under Part 3.4 of the Council's Constitution (Responsibility for Council Functions), the Licensing Committee has responsibility to approve fees and charges for the following functions where they are not executive functions or reserved to Council: private hire and hackney carriages, the Licensing Act 2003, Gambling Act 2005, food safety and control, animal health, welfare, safety and control and other licensing and registration functions including caravan sites, markets, street trading, scrap yards, sports grounds, special treatments and sex establishments.

4.3 *Risk management implications*

- 4.3.1 There is a risk that increasing fees and charges in line with inflation may have a negative impact on service uptake. This will be monitored and reported on through the normal budget monitoring process. This risk must be balanced against the risks of an increasing budget gap as costs increase without a corresponding increase in fees.

4.4 *Environmental implications*

- 4.4.1 None

4.5 *Equality implications*

4.5.1 Section 149 of the Equality Act 2010 created the public sector equality duty. Section 149 states:-

(1) A public authority must, in the exercise of its functions, have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. An initial Equalities Impact Assessment (screening) has been conducted and has found no adverse impacts on any of the protected groups.

4.6 *Procurement implications*

4.6.1 None

4.7 *Workforce implications*

4.7.1 None

4.8 *Property implications*

4.8.1 None

5. Background Papers

None

Appendix A – List of current (2025/26) and proposed (2026/27) fees and charges

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Committee Decision?
Skip Licences	Skip Licence (weekly)	£75.00	£82.50	10.00%	Statutory Discretionary	Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Yes
Skip Licences	Skip Licence, (weekly) over 5m length & 2m width	£200.00	£220.00	10.00%	Statutory Discretionary		Yes
Skip Licences	Unauthorised Daily Charges	£100.00	£110.00	10.00%	Statutory Discretionary		Yes
Skip Licences	Emergency lamping and signing	£130.00	£143.00	10.00%	Statutory Discretionary		Yes
Skip Licences	Extensions (weekly)	£35.00	£38.50	10.00%	Statutory Discretionary		Yes
Skip Licences	Unauthorised Skips	£750.00	£750.00	0.00%	Statutory Discretionary		Yes
Cherry Picker Licence	Application	£307.50	£330.00	10.00%	Statutory Discretionary		Yes
Crane Licence	Application (weight below 60 Ton)	£500.00	£550.00	10.00%	Statutory Discretionary		Yes
Crane Licence (NEW)	Application (weight over 60 Ton)	Various	Various	10.00%	Statutory Discretionary		Yes
Hoarding/Scaffolding Licences	Commercial (up to 3 months) under 30 mtrs	£2000.00	£2000.00	0.00%	Statutory Discretionary	Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Yes
Hoarding/Scaffolding Licences	Commercial (up to 3 months) - over 30 mtrs	£5000.00	£5000.00	0.00%	Statutory Discretionary		Yes
Hoarding/Scaffolding Licences	Residential (up to 3 months)	£310.00	£340.00	10.00%	Statutory Discretionary		Yes
Hoarding/Scaffolding Licences	Residential extension (up to 3 months)	£100.00	£110.00	10.00%	Statutory Discretionary		Yes
Sex Establishments (cinema, shop, entertainment venue)	Annual / Variation	£2,606.00	£2,606.00	0.00%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19	£192.00 of fee is for enforcement / Yes
	Minor Variation or Transfer	£685.00	£685.00	0.00%	Statutory Discretionary		Yes
Street Trading - Town Centre-All Consented Streets	Annual	£5,000.00	£5,250.00	5.00%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s3 and Schedule 4, para 9	Yes
	Daily per Pitch Fee (ad hoc events / markets)	£35.00	£36.75	5.00%	Statutory Discretionary		Yes

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Committee Decision?
	Weekly	£130.00	£130.00	0.00%	Statutory Discretionary		Yes
	Monthly	£475.00	£475.00	0.00%	Statutory Discretionary		Yes
	Quarterly	£1,300.00	£1,300.00	0.00%	Statutory Discretionary		Yes
	6 monthly	£2,750.00	£2,750.00	0.00%	Statutory Discretionary		Yes
	Non-refundable deposit new applications + Annual Fee	£500.00	£2500.00	400.00%	Statutory Discretionary		Yes
Street Trading – All other areas	Annual	£3,675.00	£3,675.00	0.00%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s3 and Schedule 4, para 9	Yes
	Daily	£30.00	£30.00	0.00%	Statutory Discretionary		Yes
	Weekly	£100.00	£100.00	0.00%	Statutory Discretionary		Yes
	Monthly	£370.00	£370.00	0.00%	Statutory Discretionary		Yes
	Quarterly	£1,100.00	£1,100.00	0.00%	Statutory Discretionary		Yes
	6 monthly	£1,900.00	£1,900.00	0.00%	Statutory Discretionary		Yes
	Non-refundable deposit new applications	£500.00	£500.00	0.00%	Statutory Discretionary		Yes
Ice Cream Sellers	For 6 months	£600.00	£600.00	0.00%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s3 and Schedule 4, para 9	Yes
	For 1 month	£125.00	£125.00	0.00%	Statutory Discretionary		Yes
	Annual	NEW	£950.00	NEW	Statutory Discretionary		Yes
Ear Piercing, Electrolysis, Tattooing & Acupuncture	Application & Grant	£277.20	£291.10	5.00%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s15	Yes
	Amendments	£49.00	£51.50	5.00%	Statutory Discretionary		Yes
Scrap Metal Dealers	Site Licence - new	£479.00	£503.00	5.00%	Statutory Discretionary	Schedule 1, para 6 Scrap Metal Dealers Act 2013	£96.00 of fee is for enforcement / Yes
	Site Licence - renewal	£340.00	£357.00	5.00%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Committee Decision?
	Site Licence - variation	£208.50	£219.00	5.00%	Statutory Discretionary		Yes
	Collectors Licence - new	£293.50	£208.20	5.00%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Collectors Licence - renewal	£216.50	£227.40	5.00%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Collectors Licence - variation	£139.00	£146.00	5.00%	Statutory Discretionary		Yes
Hackney Carriage (HC) Private Hire (PH) Driver and Vehicle Licensing	PH & HC Driver - Renewal (1 year)	£317.00	£333.00	5.00%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	£96.00 of fee is for enforcement / Yes
	PH & HC Driver - New Application (3 year)	£460.00	£486.00	5.00%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	PH & HC Driver - Renewal (3 year)	£380.00	£399.00	5.00%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	PH & HC Driver - Replacement badge	£17.00	£18.00	5.88%	Statutory Discretionary		Yes
	PH & HC Driver - Replacement badge change of operator	£17.00	£18.00	5.88%	Statutory Discretionary		Yes
	PH & HC Driver - copy of paper licence	£17.00	£18.00	5.88%	Statutory Discretionary		Yes
	PH & HC Driver - Knowledge test	£49.00	£51.50	5.00%	Statutory Discretionary		Yes
	PH & HC Vehicle - New application	£310.00	£376.00	21.29%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	PH & HC Vehicle - Renewal application	£257.00	£272.00	5.84%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	PH & HC Vehicle - Transfer	£91.90	£103.00	12.07%	Statutory Discretionary		Yes
	PH & HC Vehicle - Change of vehicle	£257.00	£272.00	5.83%	Statutory Discretionary		Yes
	PH & HC Vehicle - Copy of paper licence	£17.00	£18.00	5.88%	Statutory Discretionary		Yes
	PH & HC Vehicle - Replacement plate	£26.00	£26.00	0.00%	Statutory Discretionary		Yes
	PH & HC Vehicle - Copy of certificate of compliance	£17.00	£18.00	5.88%	Statutory Discretionary		Yes
	PH Vehicle - Exemption	£51.50	£155.00	201.00%	Statutory Discretionary		Yes

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Committee Decision?
Combination Driver Licence (CD)	CDriver - Renewal (1 year)	£317.00	£333.00	5.00%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	£96.00 of fee is for enforcement / Yes
	CDriver - New application (3 year)	£460.00	£486.00	5.00%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	CDriver - Renewal (3 year)	£380.00	£399.00	5.00%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
Private Hire Operators (PHO)	New 1 year	£153.00	£600.00	292.16%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	£96.00 of fee is for enforcement / Yes
	Renewal 1 vehicle only, 1 year	£153.00	£548.50	258.50%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	£96.00 of fee is for enforcement / Yes
Private Hire Operators (PHO) 1 year renewal	Up to 5 vehicles	£309.00	£607.90	96.73%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	£96.00 of fee is for enforcement / Yes
	Up to 15 vehicle	£404.70	£756.50	86.93%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 25 vehicles	£668.00	£905.10	35.49%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 35 vehicles	£937.00	£1,053.70	12.45%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 45 vehicles	£1,201.00	£1,202.30	0.11%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 55 vehicles	£1,470.00	£1,350.90	-8.10%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 65 vehicles	£1,739.00	£1,499.50	-13.77%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 75 vehicles	£2,008.20	£1,648.10	-17.93%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 85 vehicles	£2,165.00	£1,796.70	-17.01%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 99 vehicles	£2,744.90	£2,004.80	-26.96%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	100 vehicles and over	£2,676.30	£2,019.60	-24.54%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
Private Hire Operators (PHO)	New 5 year	£461.00	£1,135.00	146.20%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	£96.00 of fee is for enforcement / Yes
	Renewal 1 vehicle only, 5 years	£461.00	£1,083.50	135.03%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes

Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Committee Decision?
Private Hire Operators (PHO) 5 year renewal	Up to 5 vehicles	£926.00	£1,389.70	49.10%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	£96.00 of fee is for enforcement / Yes
	Up to 15 vehicles	£1,212.00	£2,123.70	75.22%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 25 vehicles	£2,002.00	£2,866.70	43.19%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 35 vehicles	£2,811.00	£3,609.70	28.41%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 45 vehicles	£3,602.00	£4,352.70	20.84%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 55 vehicles	£4,409.00	£5,095.70	15.57%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 65 vehicles	£5,217.00	£5,838.70	11.92%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 75 vehicles	£6,025.00	£6,581.70	9.24%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 85 vehicles	£6,524.00	£7,324.70	12.27%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Up to 99 vehicles	£7,961.00	£8,364.90	5.07%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	100 vehicles and over	£8,028.00	£8,439.20	5.12%	Statutory Discretionary		£96.00 of fee is for enforcement / Yes
	Replacement Licence	£18.00	£18.00	0.00%	Statutory Discretionary		Yes
Paid for Licensing Advice	Pre-Application Advice (per hour)	£98.00	£103.00	5.00%	Statutory Discretionary	Yes	