

Agenda

General Purposes Licensing Committee

This meeting will be held on:

Date: **Monday 9 February 2026**

Time: **6.15 pm**

Place: **Long Room - Oxford Town Hall**

For further information please contact:

Hannah Carmody-Brown, Committee and Members Services Officer,
Committee Services Officer

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Members of the public can attend to observe this meeting and.

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Committee Membership

Councillors: Membership 15: Quorum 5: No substitutes are permitted.

Councillor Lois Muddiman (Chair)

Councillor Edward Mundy

Councillor Mary Clarkson

Councillor Mark Lygo

Councillor Simon Ottino

Councillor Louise Upton

Councillor Naomi Waite

Councillor Katherine Miles

Councillor Theodore Jupp

Councillor Jo Sandelson

Councillor Ian Yeatman

Councillor Ajaz Rehman (Vice-Chair)

Councillor Mohammed Azad

Councillor Rosie Rawle

Councillor James Taylor

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

Agenda

	Pages
1 Apologies for absence	
2 Declarations of interest	
3 Minutes of the previous meeting	7 - 12
Recommendation: to approve the minutes of the meeting held on 22 September 2025 as a true and accurate record.	
4 Addresses by members of the public	
Public addresses relating to matters of business for this agenda, up to five minutes is available for each public address.	
The request to speak accompanied by the full text of the address must be received by the Director of Law, Governance and Strategy by 5.00 pm on Tuesday 3 February 2026.	
5 Councillor addresses on any item for discussion	
Councillor addresses relating to matters of business for this agenda, up to five minutes is available for each address.	
The request should be received by the Director of Law, Governance and Strategy by 5.00 pm on Tuesday 3 February 2026.	
6 Miscellaneous Licensing Update Report	13 - 20
The Director of Planning and Regulation had submitted a report to review of feasibility study on smoke free pavement licensing as requested.	
Recommendation(s): That General Purposes Licensing Committee resolves to:	
1. Agree to retain the existing arrangements with regards to smokefree pavement licence conditions. A full smokefree	

pavement licensing condition is not recommended at this time due to the following factors:

- Significant enforcement and resource pressures,
- Forthcoming Local Government Reorganisation, and
- The risk of creating inconsistency and inequity for businesses
- That the current national-compliant arrangements remain proportionate, workable, and enforceable.

Please note that some appendices to this item will be published as a supplement.

7 Miscellaneous Licensing Fees and Charges for the financial year 2026/2027

21 - 26

The Director of Planning and Regulation had submitted a report to seek agreement of the licence fees for 2026/27 where the Council has discretion over the level of fee charged.

Recommendation(s): That General Purposes Licensing Committee resolves to:

1. **Recommend** to Full Council the Miscellaneous Licensing Fees and Charges for 2026/2027 as set out in Appendix 1.

Please note that some appendices to this item will be published as a supplement.

8 Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments Street Parties and Commercial Events: Licence Fees and Charges for the 2026/27 financial year

27 - 32

The Deputy Chief Executive for Citizens and City Services had submitted a report to seek agreement on the licence fees for 2026/27 where the council has discretion over the level of fee charged.

Recommendation(s): that the General Purposes Licensing Committee resolves to:

1. **Recommend** to Council to approve the Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments Street Parties and Commercial Events Licenses

Fees and Charges for 2026/27 as set out in Appendix 1.

Please note that some appendices to this item will be published as a supplement.

9 Dates of future meetings

The Committee will next meet on 27 May 2026 at 18.00.

Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Minutes of a meeting of the General Purposes Licensing Committee on Monday 22 September 2025

www.oxford.gov.uk



Committee members present:

Councillor Mundy

Councillor Ottino

Councillor Waite

Councillor Jupp

Councillor Yeatman

Councillor Taylor

Councillor Lygo

Councillor Upton

Councillor Miles

Councillor Muddiman (Chair)

Councillor Rehman (Vice-Chair)

Officers present for all or part of the meeting:

Hannah Carmody-Brown, Committee and Member Services Officer

Alison Daly, Legal Advisor

Jonathan Malton, Committee and Member Services Manager

Joshua Curnow, Licensing Team Manager

Katie Thorp, Supervising Senior Licensing Officer

Apologies:

Councillor(s) Clarkson, Sandelson and Rawle sent apologies.

22. Declarations of interest

The Chair reminded the Committee to declare any interests relating to communication or meetings with any member of the licensing trader or persons noted on the agenda.

Councillor Rehman declared that he had regularly spoken with members of COLTA to discuss their grievance but confirmed that he would approach this Committee meeting with a fair and open mind.

Councillor Taylor noted that he had been scheduled to meet with COLTA, however this was cancelled and did not take place. Councillor Taylor also confirmed that he would be attending this meeting with a fair and open mind.

Councillor Upton noted her communications with members of the licensing trade over recent years but confirmed that she would also be attending this meeting with a with a fair and open mind.

Councillor Mundy declared that he had historically met with COLTA but not in recent months. Councillor Mundy also confirmed that he would be attending this meeting with a with a fair and open mind.

Councillor Miles noted that she had spoken with members of COLTA socially at an Oxford City Council Christmas event but noted that they had not discussed the policy being considered at this meeting. Councillor Miles also confirmed that she would be attending this meeting with a with a fair and open mind.

23. Minutes of the previous meeting

The Licensing Committee resolved to **approve** the minutes of the meeting held on 21 May 2025 as a true and accurate record.

24. Addresses by members of the public

The Chair invited Mr. Bashir Ahmed to address the Committee, noting that he would be allocated five minutes to speak.

A copy of the address is published as a supplement to these minutes.

The Chair invited Mr. Jonathan Payne to address the Committee, noting that he would be allocated five minutes to speak.

A copy of the address is published as a supplement to these minutes.

The Chair thanked Mr. Ahmed and Mr. Payne for their addresses to the Committee.

25. Councillor addresses on any item for discussion

None.

26. Hackney Carriage Vehicle Emission Standards Amendment

The Deputy Chief Executive for Citizens and City Services had submitted a report to consider a delay to the final phase of emission standards for Hackney Carriage Vehicles licensed by this Authority.

The Licensing Team Manager introduced the report and provided a comprehensive summary.

The Chair invited questions from the Committee to officers.

Councillor Ottino firstly requested examples of other Councils that manage different taxi licensing regulations within different areas of their authority. Secondly, it was asked what differences there are between the regulations Oxford City Council applies to Hackney Carriage licences, in comparison to those applied by other councils, for example rules for disabled wheelchair access. Councillor Ottino expressed concern around how these differences are managed and the issues this may cause. The Licensing Team Manager noted Bath and North Somerset Council as an example of a unitary council that manages varying licensing regulations under one authority area and explained how the management of this could be approached if Oxford City Council were to be merged into a unitary council. In response to Councillor Ottino's second query, it was explained that Oxford City Council does require all Hackney Carriage Vehicles to be wheelchair accessible and provided details on the conditions for this alongside the vehicular models which meet the required standards.

Councillor Miles sought to clarify whether urban and rural variations have led to the difference in vehicle types available, or whether other root causes were responsible. The Licensing Team Manager explained that different policies exist between different authorities as variable devolution of powers to councils over many years has created discrepancies, alongside the requirements for councils to respond to varying local needs. In the case of Oxford specifically, the Committee heard that the Licensing Authority has been ahead of the rising national standards required and has therefore had to make fewer changes than other authorities.

Councillor Rehman noted a historic promise from Oxford City Council to install additional electric chargers in certain locations which has not been fulfilled. Councillor Rehman asked that by delaying the final phase of emission standards for Hackney Carriage Vehicles, whether there would be a benefit to those who do not yet have electric taxis, noting that he did not see what financial disadvantage there could be to those who already own the required electric vehicles. The Licensing Team Manager recommended that the Committee focused on the ongoing commitments of the Council to installing electric chargers in the future. In relation to Councillor Rehman's second question, it was noted that the suggestion of a disadvantage to those who have already invested in electric cabs if the adoption of the policy were to be delayed is a hypothetical suggestion made in the report; it was not possible for detail to provide on what this may be. Councillor Rehman and the Licensing Team Manager further

debated concerns relating to the installation of electric chargers in relation to decisions made at the committee in 2019.

Councillor Upton recognised the requirement of the Committee to consider what is fair for taxi drivers, and for residents and visitors to Oxford in relation to air quality. It was therefore asked what impact Uber's introduction has had, what licensing conditions could the council impose on Uber, and what impact this has had on local Hackney Carriage drivers and rules regarding disabled access, for example. The Licensing Team Manager confirmed that Oxford City Council's Licensing Authority had no control around the introduction of Uber and no input into their application to be a private hire operator given that they legally met all required conditions. On the impacts of Uber's arrival, it was confirmed that no additional public safety concerns have emerged and there has been a reduction in complaints relating to out-of-town vehicles in the city. Furthermore, the Committee heard that Uber's current business model is to only licence Private Hire Vehicles, and so Hackney Carriage Vehicles cannot work through Uber. Further detail on the conditions and reasons for this were explained to the Committee.

Councillor Mundy queried the operational costs of the two electric models listed in the report and asked whether the cost of maintenance had been included in the figure provided to the Committee. Secondly, it was asked whether more local support has been facilitated for the maintenance of electric taxi models to avoid license holders travelling long distances to maintain their vehicles. The Licensing Team Manager was not able to confirm whether maintenance costs had been incorporated to the report, but in regards to local maintenance support, it was explained that ODS has trained more qualified technicians for this purpose and it has not since be apparent that there is a shortfall in maintenance availability for ULEV vehicles. It was also confirmed that warranty repairs were being carried out by ODS. Finally, it was noted that there are very few purpose-built wheelchair accessible vehicles on the market in the UK and that LEVC is a main contender.

Councillor Miles noted a reference within COLTA's submission included in the report to attempts to de-regulate the Hackney trade and commented on the cap to the number of Hackney Carriages which Oxford facilitates. Councillor Miles expressed the view that Hackney Carriages are preferable for the easy wheelchair accessibility they provide and asked therefore, what the time frame for this proposed de-regulation is. The Licensing Team Manager confirmed that the report was withdrawn due to the need for more consultation to inform the recommendations it made. Since this took place, the state of the trade has changed significantly, including an increase in the private hire trade, and therefore the report will likely be brought forward again once more information is available following this period of change.

The Chair, in reference to the 40 drivers who have already invested in ULEVs, noted that the tariffs for charging vary significantly at different times and locations. She therefore asked whether these 40 licence holders have the ability to charge at home; this information was not available.

The Chair noted the slow uptake rate in conversion to electric taxis, noting that if the policy were to begin in January 2026, then few additional taxis would have converted than already exist now. The Licensing Team Manager confirmed that if the policy were installed from January 2026 any new applications or renewals would be required to meet the new ultra-low emission standards and would therefore need to convert to an electric vehicle. It was noted that some of the trade may chose not to convert and retire instead which could lower the numbers of Hackney Carriages in Oxford. The details of the renewals process and options were also outlined to the Committee. The Chair asked what impact this could have on public safety, to which the Licensing Team Manager commended the important role of Hackney Carriages in supporting public safety in Oxford and noted that a severe reduction in their number would not be beneficial.

The Chair invited the Committee to debate the options within the recommendations listed in the report.

Councillor Ottino stated his preference for the option to align the adoption of the policy with Local Government Reorganisation.

Councillor Rehman supported Councillor Ottino's proposal, noting the difficulties Hackney Carriage drivers have faced in Oxford in recent years, including the closure of the Botley Road and the introduction of Uber.

Councillor Taylor suggested the Committee move to vote on the recommendation.

Councillor Ottino formally proposed option C in the report. The Chair clarified the wording of the recommendation as being for the Committee to agree to align with Local Government Reorganisation to postpone the final phase until the establishment of the new unitary council in 2028, aligning the policy with wider structural changes and enabling consistent standards across the new licensing authority. Councillor Rehman seconded this.

When put to a vote, 8 members voted in favour, and 2 members voted against. The recommendation was agreed.

Councillor Lygo proposed that the Committee recommend to Council that the adoption of the Hackney Carriage Vehicle Emission Standards aligns with Local Government Reorganisation. Councillor Upton seconded. The Committee agreed.

The General Purposes Licensing Committee resolved to:

1. Consider

- the request made by City of Oxford Licenced Taxicab Association to delay the final phase of the hackney carriage emission standards
- the Environmental Sustainability Teams Affordability and Emissions Report
- the full contents of this report including the options presented:
 - i. Maintain the current policy
 - ii. Extend the deadline by one year
 - iii. Align with Local Government Reorganisation

2. **Agree** to align with Local Government Reorganisation to postpone the final phase that all Hackney Carriage vehicles must meet the ultra-low emission vehicle standard until the establishment of the new unitary council, aligning the policy with wider structural changes and enabling consistent standards across the new licensing authority.

3. **Recommend** to Council that the adoption of the Hackney Carriage Vehicle Emission Standards aligns with Local Government Reorganisation.

27. Dates of future meetings

The Committee noted the dates and times of future meetings.

The meeting started at 7.35 pm and ended at 8.38 pm

Chair
2026

Date: Monday 9 February

When decisions take effect:

Cabinet: after the call-in and review period has expired

Planning Committees: after the call-in and review period has expired and the formal decision notice is issued

All other committees: immediately.

Details are in the Council's Constitution.

To: General Purposes Licensing Committee
Date: Monday 9 February 2026
Report of: Director of Planning and Regulation
Title of Report: Miscellaneous Licensing Update Report

Summary and recommendations	
Decision being taken:	To review of feasibility study on smoke free pavement licensing as requested.
Key decision:	No
Cabinet Member	N/A
Corporate Priority:	Enable an Inclusive Economy; Support Thriving Communities
Policy Framework:	Pavement Licensing

Recommendation(s): That General Purposes Licensing Committee resolves to:
<p>1. Agree to retain the existing arrangements with regards to smokefree pavement licence conditions. A full smokefree pavement licensing condition is not recommended at this time due to the following factors:</p> <ul style="list-style-type: none">• Significant enforcement and resource pressures,• Forthcoming Local Government Reorganisation, and• The risk of creating inconsistency and inequity for businesses,• That the current national-compliant arrangements remain proportionate, workable, and enforceable.

Information Exempt from Publication
Not applicable

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Risk Register	No
Appendix 2	Equality Impact Assessment	No

Introduction and background

1. At the meeting of the General Purposes Licensing Committee in February 2025, the committee requested a report from officers outlining the feasibility of increasing restrictions to smoking in areas covered by a pavement licence.
2. This report is in response to that request.

Pavement Licensing

3. The Business and Planning Act 2020, as amended by the Levelling Up and Regeneration Act 2023, governs pavement licensing. Section 5 of the Act allows local authorities to impose conditions on licences, including those related to smoking.
4. The Act makes provision for National Conditions. The National Conditions require “reasonable provision” for smoke-free seating and allowing smoking seating. The aim being to provide greater choice and so both smokers and non-smokers can sit outside.
5. Oxford City Council currently requires signage and separation of smoking/non-smoking areas in line with the National Conditions.
6. There is scope to strengthen these National Conditions through a policy which goes beyond the National Conditions. The Business and Planning Act S5(1): “A pavement licence may be granted by a local authority subject to such conditions as it considers reasonable.” Section 5(2): “A local authority may publish conditions subject to which it proposes to grant pavement licences.”
7. Further, Section 5(8)(b) empowers the Secretary of State to specify national conditions and determine whether they apply in addition to or instead of local conditions. However, official guidance clarifies that local conditions take precedence where they cover the same subject matter:
8. Government Guidance to Pavement Licences state: Where a local authority sets a local condition that covers the same matter as set out in national conditions, then the locally set condition would take precedence over the national condition where there is reasonable justification to do so.

9. This means councils can go beyond the national requirement for “reasonable provision” of smokefree seating and instead mandate 100% smokefree seating as a local condition as part of a local licensing policy provided it is supported by evidence, such as public health data or/and consultation feedback. It must be applied consistently and clearly stated in the licensing policy/conditions.

Consultation Requirements

10. Whilst pavement licence applications are mandatorily consulted upon following application (S2(4-7)), no legally mandated consultation requirement exists for the Council when setting policy or local conditions, although any conditions should demonstrate reasonable justification and be supported by evidence. However, best practice encourages consultation to support defensibility.
11. Any consultation should involve relevant stakeholders, including: the current consultees on pavement licences, current pavement licence holders, smokefree officers at the local authority.

Public Health Pressures

12. Action on Smoking and Health (ASH), a lobby group which aims to reduce smoking as much as possible states as follows:
 - a. “Making seating entirely smokefree is clear, simple, easy to implement and enforce.”
 - b. “If smoking is not prohibited, pavement areas will not become family-friendly spaces.”
 - c. “59 - 60% of adults in England support banning smoking in outdoor seating areas of restaurants, pubs, and cafes”
13. The Local Government Association on making Pavement Licence areas 100% smoke free provides as follows:
 - a. “It will set a level playing field for hospitality venues across the country, ensure outdoor drinking and dining is a family friendly environment and have the added public health benefit of protecting people from unwanted second-hand smoke”
 - b. “Prohibiting smoking in an area where a pavement licence has been granted will also make the legislation clearer for businesses and easier for licensing authorities to enforce”

Benchmarking Other Councils

14. Councils that have implemented 100% smokefree pavement licence conditions include: Liverpool, Manchester, Newcastle, Durham, Northumberland, Middlesbrough, North Lincolnshire, Brent, Stevenage, South Tyneside and North Tyneside.

15. These are the only councils which have done so.

Smokefree during daylight hours only

16. An alternative to a full smoke-free policy is to restrict smoking in pavement licence areas only during daylight hours, reverting to the existing condition (which allows some smoking) during evenings and overnight. This possibility was discussed during the February meeting. I've not been able to discover any local authorities who have implemented limited-time restrictions.

Table of Potential Positive and Negatives of a Daylight Smokefree Policy

Positives	Negatives
Protects families and vulnerable groups during peak daytime hours	Complex enforcement due to time-based rules
Reinforces public health messaging when visibility is highest	Mixed messaging may undermine smokefree goals
Allows flexibility for businesses during quieter evening periods	Limited health impact during evening hours
May serve as a transitional step toward full smokefree policy	Requires clear signage and communication
Easier to monitor during daytime when officers are more available without out of hours work	Potential for disputes and confusion among patrons and staff

17. It is a more complex undertaking, and the moving definition of “daylight hours” would require elegant drafting to avoid enforcement complexity.

Implementation

18. Should the Committee choose to advance a smokefree policy the necessary steps should follow the following framework:

- a. Consultation, including stakeholders or other justifying evidence stimulating a policy update
 - b. Legal review
 - c. Stakeholder engagement and communication
 - d. New licences issued with smokefree conditions, existing licences varied upon renewal
 - e. Monitoring and enforcement
19. There is no mechanism to alter the conditions of a Pavement Licence once it has been issued unless there is an enforcement matter, or the holder voluntarily applies to alter the conditions.

Challenges

20. Balancing Interests: Public health vs. business concerns and loss of business.
- a. Conditions must be defensible
 - b. Resource allocation: enforcement may require additional capacity if it is to be effective
 - c. Must be applied universally but beer gardens and other areas to which pavement licensing doesn't apply will not be affected by it and smoking can continue. This may generate a perception of unfairness and confusion, and inequality between businesses who have and don't have outside areas on private land.

Alternative Options

21. The Tobacco and Vapes Bill specifically exclude hospitality venues from its scope having been initially included, the matter has therefore been considered by parliament. Hospitality venues are therefore not currently included in any national outdoor smoking ban.
22. Most local authorities retain a mixed smoking and non-smoking policy regarding pavement licences; there is no legislative requirement to ban smoking in pavement licence areas and the decision for this is left entirely to the discretion of the local authority.
23. The options are to either; begin the process of introducing a 100% smoking ban in pavement licence areas, or to maintain the current position. The conclusion to this report outlines some of the challenges associated with introducing a 100% smoking

ban, which may not be compatible with current available resources, or create a level playing field across the city's businesses.

Financial implications

24. The costs will have to be absorbed into existing budgets. There isn't currently additional resource available for an increase in enforcement capacity if that is desired.

Legal issues

25. The enforcement of legal requirements made under national legislation is subject to the Council's Corporate Enforcement Policy. Licensing officers have regard to this Policy for example in using education, encouragement, and enforcement to uphold statutory requirements and encourage good practice.

Equality impact

26. There are no adverse impacts anticipated on anyone with protected characteristics.

27. The Council has a Public Sector Equality Duty under the Equality Act 2010 to have due regard to the need to:

- a. Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
- b. Advance equality of opportunity between people who share a relevant protected characteristic and those who don't share it;
- c. Foster good relations between people who share a relevant protected characteristic and those who do not (which involves having due regard to the need to tackle prejudice and promote understanding).

28. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Carbon and Environmental Considerations

29. There are no environmental considerations arising directly from this report overall, though environmental impact and preventive measures form part of the Council's Street Trading Policy.

Conclusions

30. A full ban would require active monitoring and enforcement, for which no additional staffing or budget is available. Implementing such a condition without the capacity to enforce it consistently creates risk, inconsistency, and the potential for challenge.
31. The upcoming Local Government Reorganisation will place further pressure on resources and will benefit from policy stability; introducing a new, complex licensing condition now may lead to duplication of work or future re-alignment across the new authority.
32. Only a small number of councils nationally have adopted full bans, and applying a restriction solely to pavement licence holders—while smoking remains permitted in private outdoor areas—would create inequity and confusion for businesses.
33. Oxford's current policy already meets national requirements by providing separated smoking and non-smoking areas and is proportionate and workable within existing resources.
34. The Committee may instead wish to maintain the existing arrangements and review the matter again once the organisational landscape and resource position are more stable following reorganisation.

Report author	Nicholas Cox / Matt Stead
Job title	BRT Team Manager / Supervising Senior Licensing Officer
Service area or department	Business Regulation Team
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Background Papers:

1. GOV.UK Pavement licence guidance [Pavement licences: guidance - GOV.UK](#)
2. ASH Briefing for Local Authorities – June 2023: [ASH-Briefing-for-councils-on-smokefree-pavement-Licences-June2023-FINAL.pdf](#)
3. ASH briefing for Smokefree England [Smokefree-18-years-on-pdf.pdf](#)
4. Oxford Pavement Licence Conditions: [Microsoft Word - Standard Pavement Licence Conditions - FINAL 09.04.21](#)

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To: General Purposes Licensing Committee

Date: Monday 9 February 2026

Report of: Director of Planning and Regulation

Title of Report: Miscellaneous Licensing Fees and Charges for the financial year 2026/2027

Summary and recommendations	
Decision being taken:	To seek agreement of the licence fees for 2026/27 where the Council has discretion over the level of fee charged
Key decision:	No
Cabinet Member	N/A
Corporate Priority:	Enable an Inclusive Economy; Support Thriving Communities
Policy Framework:	Miscellaneous Licensing fees and charges 2026/2027

Recommendation(s): That General Purposes Licensing Committee resolves to:

1. **Recommend** to Full Council the Miscellaneous Licensing Fees and Charges for 2026/2027 as set out in Appendix 1.

Information Exempt from Publication
Not Applicable

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Miscellaneous Licensing Fees and Charges 2026-2027	No
Appendix 2	Risk Register	No
Appendix 3	Equality Impact Assessment	No

Introduction and background

1. The purpose of this report is to seek agreement to the licence fees and charges that should apply for 2026/27, for those activities where the Council has discretion. This report does not cover the fees for Licensing and Gambling Act activities, which are reported separately to the Licensing and Gambling Acts Committee.
2. The fees and charges detailed within this report and found at **Appendix 1** relate solely to the functions of the Business Regulation Team. A further report will be provided to Members in relation to the fees and charges related to the functions of the General Licensing Team.
3. The statutory principle in relation to the setting of fees is that they should be reasonable, proportionate, and not exceed the cost of the procedures and formalities of the relevant licensing scheme, including staffing, training, administration, testing, inspections, hearings, and regulation.
4. Licence fees set by the Council and administered in the Miscellaneous Licensing function within the Business Regulation Team comprise the following: Acupuncture, Ear Piercing, Electrolysis & Tattooing, Animal Boarding, Dangerous Wild Animals, Dog Breeding, Pavement Cafes, Pet Shops, Exhibiting Animals, Riding Establishments, Street Trading and Zoos.
5. Members are asked to note that the fees have been revised and increases applied in line with the department to cover the Authority costs in line with inflationary pressures.
6. The Council is responsible for collecting licence fees for these functions. Predicted income from licence fees is included in the Council's budget estimates for 2026/27.

Legal issues

7. The power to levy fees is contained in the legislation relevant to each function or in the Local Government Act 2003 in relation to discretionary services. Fees and charges should reasonably represent the costs of carrying out the function.

Equality Impact

8. There are no adverse impacts on anyone with protected characteristics, the assessment can be found at **Appendix 3**
9. The Council has a public sector equality duty under the equality Act 2010 to have due regard to the need to
- a) Eliminate discrimination harassment and victimisation and any other conduct that is prohibited by or under the act
 - b) Advance equality of opportunity between people who share a relevant protected characteristic and those who do not share it.
 - c) Foster good relationships to anyone would shares a relevant protected characteristic and those who do not, which involves due regard to the need to tackle prejudice and promote understanding.
 - d) The Street Trading Policy provides the framework for fees Section 16 and Conditions section 17.

Level of Risk

- 10.** Low risk, Negligible impact – currently full register of street traders and strong enquiry stream to the service, as seen at **Appendix 2**.

Report author	Nicholas Cox
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Appendix 1: Proposed Fees & Charges for 2025/2026 applicable to the Miscellaneous Licensing functions within the Business Regulation Team

Regulatory Services Fees and Charges 2025/26	2024/25 Charge	2025/26 Charge	2026/2027 Charge	Increase/ (Decrease)	Increase/ (Decrease)
	£	£	£	£	%
Street Trading Consents - subject to approval by General Purposes Licensing Committee					
City Centre & Late Night Traders					
Application Fee	378.00	416.00	458.00	42.00	10.10
Annual consent (Pro Rata for period of Consent)	8,715.00	9,587.00	10,546.00	959.00	10.00
Weekly Consent (Weekly Rota)	195.00	215.00	237.00	22.00	10.23
All other traders					
Application Fee	378.00	416.00	458.00	42.00	10.10
Annual consent (Pro Rata for period of Consent)	2,961.00	3,257.00	3,583.00	326.00	10.01
Peripatetic traders (mobile traders- e.g. icecream vans, sandwich vans)					
Application fee	132.00	145.00	160.00	15.00	10.34
Annual consent (Pro Rata for period of Consent)	1,538.00	1,692.00	1,861.00	169.00	9.99
General Charges					
Replacement Consent	39.00	43.00	47.00	4.00	9.30
Identification badge (per badge)	39.00	43.00	47.00	4.00	9.30
Events					
Street Trading at event for commercial benefit (up to 5 days) - per stall	36.50	40.00	44.00	4.00	10.00
Street Trading at event for commercial benefit (6-14 days) - per stall	58.00	64.00	70.00	6.00	9.38
Street Trading at event for community / charity benefit					
Street Café Licences - subject to approval by General Purposes Licensing Committee					
New Pavement License Fee as set by the Business and Planning Act 2020	100.00	500.00	500.00	0.00	0.00
Renewal Pavement License Fee as set by the Business and Planning Act 2020 (every two years)	not applicable	350.00	350.00		
Annual fees for Street Café Licences under the Highways Act 1980					
Up to 8 covers	168.00	185.00	204.00	19.00	10.27
9 to 20 covers	220.00	242.00	266.00	24.00	9.92
21 or more covers	273.00	300.00	330.00	30.00	10.00
Miscellaneous Licensing - subject to approval by General Purposes Licensing Committee					
Acupuncture, ear piercing, electrolysis & tattooing (only payable on first registration - person)	147.00	160.00	176.00	16.00	10.00
Acupuncture, ear piercing, electrolysis & tattooing (only payable on first registration - premises)	294.00	322.00	354.00	32.00	9.94
Boarding for cats and/or dogs	346.50 + vet fee	380 + vet fee	420 + vet fee	40.00	10.53
Hiring out horses	346.50 + vet fee	380 + vet fee	420 + vet fee	40.00	10.53
Breeding dogs	346.50 + vet fee	380 + vet fee	420 + vet fee	40.00	10.53
Selling animals as pets	346.50 + vet fee	380 + vet fee	420 + vet fee	40.00	10.53
Keeping or training animals for exhibition	315 + vet fee	345 + vet fee	380 + vet fee	35.00	10.14
Request for variation	151. + vet fee	165 + vet fee	165 + vet fee	20.00	12.12
Request for re-inspection	147 + vet fee	160 + vet fee	175 + vet fee	15.00	9.38
Dangerous Wild Animals	514.50 + vet fee	565 + vet fee	620 + vet fee	55.00	9.73
Zoo	514.50 + vet fee	565 + vet fee	620 + vet fee	55.00	9.73
Small Society Lotteries	0.00	40.00	44.00	4.00	10.00
Renewal Small Society Lotteries	0.00	20.00	22.00	2.00	10.00

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To: General Purposes Licensing Committee

Date: 9th February 2025

Report of: Deputy Chief Executive for Citizens and City Services

Title of Report: Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments Street Parties and Commercial Events: Licence Fees and Charges for the 2026/27 financial year

Summary and recommendations	
Decision being taken:	To seek agreement on the licence fees for 2026/27 where the council has discretion over the level of fee charged
Key decision:	No
Corporate Priority:	Strong, Fair Economy.
Policy Framework:	None.

Recommendation(s): That the General Purposes Licensing Committee resolves to:
1. Recommend to Council to approve the Hackney Carriage and Private Hire, Road Closure Orders, Scrap Metal Dealers, Sex Establishments Street Parties and Commercial Events Licences Fees and Charges for 2026/27 as set out in Appendix 1.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	General Purposes Licensing Fees and Charges 2026/27	No
Appendix 2	Risk Register	No
Appendix 3	Equality Impact Assessment	No

Introduction and background

1. The purpose of this report is to seek agreement on the licence fees and charges that should apply for 2026/27, for those activities where the Council has discretion.

This report does not cover the fees for Licensing and Gambling Act activities, which are reported separately to the Licensing and Gambling Acts Committee.

2. The fees and charges detailed within this report and found at **Appendix 1** relate solely to the functions of the General Licensing Team. A further report will be provided to Members in relation to the fees and charges related to the functions of the Miscellaneous Licensing Team.
3. The relevant legislation for the functions detailed in this report are Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, Scrap Metal Dealers Act 2013, Local Government (Miscellaneous Provisions) Act 1982.
4. The statutory principle in relation to the setting of fees is that they should be reasonable, proportionate and not exceed the cost of the procedures and formalities of the relevant licensing scheme, including staffing, training, administration, testing, inspections, hearings, and regulation.
5. Licence fees set by the Council and administered in the General Licensing function consist of Commercial Events, Hackney Carriage and Private Hire, Road Closure Orders (Street Parties), Scrap Metal Dealers and Sex Establishments.

Commercial Events and events with no commercial element (including Street Parties)

6. The making of Temporary Road Closure Orders under the Town Police Clauses Act 1847 is a discretionary service and the Council may make a charge for carrying it out, as long as the charge does not exceed the costs to the Authority.
7. Several Road Closure applications are made each year for events involving a commercial element, such as for Christmas Market, Little Clarendon Street Market, Art Market, North Parade Market, Christmas Light Festival etc.
8. It is important to note that where the application meets the test of being for a community or charitable event with no commercial gain the fee can be waived by the Authority, Executive Director, in support of such events.
9. Members are asked to note that the fees have been revised and a minor increase of approximately 4.3% has been applied to cover the Authority costs, due to inflationary pressures. The fees and charges can be found in **Appendix 1**.

Hackney Carriage and Private Hire Licence Fees and Charges

10. There are no substantial amendments to the fees and charges for this financial year, beyond administrative removal of outdated fees.
11. Members should also note that in support of licence holders, the Council does not propose any increase to the Hackney Carriage and Private Hire fees for the 2026/27 financial year.

Scrap Metal Dealers

1. The licensing of Scrap Metal Dealers and collectors is an executive function which is the responsibility of Cabinet. Therefore, the setting of fees does not fall to this

Committee. The fees for this function can be found in **Appendix 1** for Members to note.

Sex Establishments and Sexual entertainment venues

12. No amendment to Fees and charges for these functions have been proposed for the 2026/27 financial year.

Financial implications

13. The Council is responsible for collecting licence fees for these functions. Predicted income from licence fees is included in the Council's budget.

Legal issues

14. The power to levy fees is contained in the legislation relevant to each function or in the Local Government Act 2003 in relation to discretionary services. Licensing is not a revenue raising function and fees and charges should reasonably represent the costs of carrying out the function.

Equality Impact Assessment

15. The Council has a Public Sector Equality Duty under the Equality Act 2010 to have due regard to the need to:
 - a. Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;
 - b. Advance equality of opportunity between people who share a relevant protected characteristic and those who don't share it;
 - c. Foster good relations between people who share a relevant protected characteristic and those who do not (which involves having due regard, in particular, to the need to tackle prejudice and promote understanding.
16. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
17. There are no adverse impacts anticipated on any person with protected characteristics.

Environmental Considerations

18. There are no environmental considerations arising from this report.

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Background Papers:
1 <u>Local Government Act 2003</u>
2 <u>Town Police Clauses Act 1847</u>
3 <u>Local Government (Miscellaneous Provisions) Act 1976</u>
4 <u>Local Government (Miscellaneous Provisions) Act</u> 1982
5 <u>Scrap Metal Dealers Act 2013</u>

APPENDIX ONE

GPL Fees and Charges 2026/27

	2025/26 Charge £	2026/27 Charge £	Increase/ (Decrease) £	Increase/ Decrease %
Taxi Licensing				
Vehicles				
Hackney Carriage	472.00	472.00	0.00	0.00
Hackney Carriage (ULEV Standard Discount)	354.00	354.00	0.00	0.00
Hackney Transfer of Ownership	118.00	118.00	0.00	0.00
Hackney Change of Vehicle	118.00	118.00	0.00	0.00
Hackney Temporary Vehicle	87.00	87.00	0.00	0.00
Private Hire	309.00	309.00	0.00	0.00
Private Hire (Fully Electric Vehicle)	190.00	190.00	0.00	0.00
Private Hire (Wheelchair Accessible Vehicle (WAV))	112.00	112.00	0.00	0.00
Private Hire Transfer	118.00	118.00	0.00	0.00
Private Hire Change of Vehicle	118.00	118.00	0.00	0.00
Private Hire Temporary Vehicle	87.00	87.00	0.00	0.00
Drivers				
Hackney Combined (1 yr licence)	135.00	135.00	0.00	0.00
Hackney Combined (3 yr licence)	405.00	405.00	0.00	0.00
Hackney Combined for Oxfordshire Licensed drivers with 1 full year on current licence (3 yr licence only)	270.00	270.00	0.00	0.00
Hackney Combined for Oxfordshire Licensed drivers with 2 full years on current licence (3 yr licence only)	135.00	135.00	0.00	0.00
Private Hire (1 yr licence)	120.00	120.00	0.00	0.00
Private Hire (3 yr licence)	360.00	360.00	0.00	0.00
Private Hire for Oxfordshire Licensed drivers with 1 full year on their current licence (3 yr OCC licence only)	240.00	240.00	0.00	0.00
Private Hire for Oxfordshire Licensed drivers with 2 full years on their current licence(3 yr OCC licence only)	120.00	120.00	0.00	0.00
Additional Charges				
Mandatory Safeguarding and Disability Awareness Training - provided by Oxfordshire County Council	55.00	55.00	0.00	0.00
Local Knowledge & Safeguarding Test	87.00	87.00	0.00	0.00
DVLA check - for new applicants only, at cost	7.00	7.00	0.00	0.00
Trust ID - DBS & RTW check	14.00	14.00	0.00	0.00
Licence ID badge/replacement badge	12.00	12.00	0.00	0.00
Internal PHV Licence Plate	18.00	18.00	0.00	0.00
Internal HC Licence Plate	18.00	18.00	0.00	0.00
Replacement external plate	29.00	29.00	0.00	0.00
Exemption badge/replacement badge	29.00	29.00	0.00	0.00
Replacement approved fare chart	2.00	2.00	0.00	0.00
Duplicate paper licence (replacement)	6.00	6.00	0.00	0.00
Unpaid Cheque Charge	35.00	35.00	0.00	0.00
Amendments to Private Hire Operator Licence	118.00	118.00	0.00	0.00
Charge for Vehicle Exemption Notice	58.00	58.00	0.00	0.00
Operator's Licence				
Vehicle 3 & under (1 YEAR LICENCE)	577.00	577.00	0.00	0.00
Vehicle 4 & over (1 YEAR LICENCE)	1,154.00	1,154.00	0.00	0.00
Vehicle 3 & under (5 YEAR LICENCE)	2,886.00	2,886.00	0.00	0.00
Vehicle 4 & over (5 YEAR LICENCE)	5,772.00	5,772.00	0.00	0.00
Motor Salvage Operators				
Scrap Metal Dealers (replaces Motor Salvage Operators)				
New Site Licence	1,437.00	1,437.00	0.00	0.00
Renewal Site Licence	1,437.00	1,437.00	0.00	0.00
Variation Site Licence	354.00	354.00	0.00	0.00
New Mobile Collector Licence	713.00	713.00	0.00	0.00
Renewal Mobile Collector Licence	713.00	713.00	0.00	0.00
Variation Mobile Collector Licence	354.00	354.00	0.00	0.00
Sex Establishments				

GPL Fees and Charges 2026/27

	2025/26 Charge	2026/27 Charge	Increase/ (Decrease)	Increase/ Decrease
	£	£	£	%
Sex establishment (Sex Shop or Sex Cinema)- New	2,954.00	2,954.00	0.00	0.00
Sex establishment (Sex Shop or Sex Cinema)- Renewal	2,954.00	2,954.00	0.00	0.00
Sex establishment (Sex Shop or Sex Cinema)- Variation/ transfer	1,381.00	1,381.00	0.00	0.00
Sexual entertainment venues new	6,930.00	6,930.00	0.00	0.00
Sexual entertainment venues renewal	6,930.00	6,930.00	0.00	0.00
Sexual entertainment variation/ transfer	1,381.00	1,381.00	0.00	0.00
Road Closures				
Commercial Event Road Closures- Events (under 500 people)	130.00	135.00	5.00	3.85
Commercial Event Road Closures- Market and Street Fairs	312.00	324.00	12.00	3.85
Commercial Event Road Closures- Events (500 or more people)	374.00	390.00	16.00	4.28
Road Closure with no commercial element inc Street Parties	19.00	20.00	1.00	5.26