

# Minute

## Licensing Committee

Thursday, 13 March 2025, 14:30.

Council Chamber, Council Offices, School Place, Kirkwall.



## Present

Councillors Duncan A Tullock, Kristopher D Leask, Alexander G Cowie, David Dawson, Steven B Heddle, Rachael A King, Gwenda M Shearer and Owen Tierney.

## Clerk

- Katy Russell-Duff, Committees Officer.

## In Attendance

- Gavin Barr, Interim Head of Planning and Regulatory Services.
- Erik Knight, Head of Finance.
- Gavin Mitchell, Head of Legal and Governance.
- Lillian Rendall, Legal Clerk.

## Declaration of Interest

- Councillor Rachael A King – Item 2.

## Chair

- Councillor Duncan A Tullock.

## 1. Review of Maximum Fares and Charges for Taxi Services on Mainland Area of Orkney

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, and after hearing a report from the Head of Legal and Governance, the Committee:

Resolved, in terms of delegated powers, that the new scales for maximum fares and charges for all taxi services within the mainland area of Orkney, including the linked south isles, attached as Appendix 1 to this Minute, be approved, to take effect from 1 May 2025.

## **2. Review of Fees for Short-term Let Licences**

Councillor Rachael A King declared an interest in this item, her connection being that she was a short-term let licence holder, and was not present during discussion of this item.

After consideration of a joint report by the Corporate Director for Strategy, Performance and Business Solutions and the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Legal and Governance, the Committee:

Resolved, in terms of delegated powers:

**2.1.** That fees for licences for short-term lets, including renewals, be increased by 10% from those approved on 1 September 2022, as detailed in Appendix 2 to this Minute, with effect from 1 April 2025.

**2.2.** That, where an application for a short-term let licence was unsuccessful and a licence refused, the non-refundable element of the application fee be increased by 10% to £264, with effect from 1 April 2025.

## **3. Review of Licensing Fees**

After consideration of a joint report by the Corporate Director for Strategy, Performance and Business Solutions and the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Legal and Governance, the Committee:

Resolved, in terms of delegated powers, that, where the Council had discretion, with effect from 1 April 2025, licensing fees be increased by a minimum of 10%, resulting in the fee levels detailed in Appendix 3 to this Minute.

## **4. Exclusion of Public**

On the motion of Councillor Duncan A Tullock, seconded by Councillor Kristopher D Leask, the Committee resolved that the public be excluded for the remainder of the meeting, as the business to be considered involved the disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **5. Application for Grant of Taxi Licence**

The applicant was present during discussion of this item.

A representative from Police Scotland was present, via Microsoft Teams, during consideration of this item.

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 6 and 14 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, and after hearing a report from the Head of Legal and Governance, the Committee:

Resolved, in terms of delegated powers, what action should be taken with regard to an application for grant of a taxi licence.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **6. Conclusion of Meeting**

At 14:52 the Chair declared the meeting concluded.

Signed: Duncan A Tullock



## **Scales of Maximum Fares and Charges in respect of all Taxi Services in the Mainland Area of Orkney and Linked South Isles 2025/26.**

Description.			
First mile.	Tariff 1. £6.50.	Tariff 2. £7.50.	Tariff 3. £8.50.
For each mile thereafter.	Tariff 1. £2.50.	Tariff 2. £3.00.	Tariff 3. £3.50.
Extras – all tariffs.		£3.00.	
Waiting time – all tariffs.		£50.00 per hour.	
Additional.			
Car fouling – all tariffs.		£150.00.	
Touring rate – all tariffs – vehicles licensed to carry up to 4 passengers.		£60.00 per hour.	
Touring rate – all tariffs – vehicles licensed to carry more than 4 passengers (maximum of 8 passengers).		£90.00 per hour.	
Vehicles carrying more than 4 passengers (maximum of 8 passengers).		All tariffs multiplied by 1.5.	
Tariff Information.			
Tariff 1.	normal operating times – 07:00 to 20:59 daily except as otherwise stated herein.		
Tariff 2.	21:00 to 06:59 daily. 21:00 Saturday until 06:59 Monday. 07:00 to 20:59 County Show Day.		
Tariff 3.	County Show Day 21:00 to 06:59 the next day. Christmas holiday 19:00 on 24 December to 06:59 on 27 December. New Year holiday 19:00 on 31 December to 06:59 on 3 January.		

<b>Extras.</b>	
(a)	carriage of animals (excluding assistance dogs).
(b)	journeys to and from Airport.
(c)	Journeys through areas restricted to 20 mph not related to schools and school hours.
A limit of £3.00 for extras will apply.	
In addition, provision has been made for a supplementary booking charge of up to a maximum of £30.00 to compensate for the cost of the outward journey for hires which commence 3 miles or more away from the taxi or taxi base (whichever is the nearer) and the customer wishes to travel further away. This charge may only be demanded if the customer is informed of the amount of the charge at the time of booking.	
When a taxi (or a private hire car fitted with a taxi meter) is called but not used, a charge shall be allowed as if it had been occupied from the time it left the stance or garage.	
<b>Car Fouling.</b>	
Maximum of £150.00 payable by an offending passenger, where a vehicle requires to be removed from service for cleaning in order for it to be restored to a usable state and condition.	
<b>Touring Rate.</b>	
Vehicles licensed to carry up to 4 passengers – minimum charge of £60.00.	
Vehicles licensed to carry more than 4 passengers (maximum of 8 passengers) – minimum charge of £90.00.	
<b>Agreed:</b>	
<b>Effective From:</b> 1 May 2025.	

Licensing Fees	Fee	Non linked isles fee
	£	£
<b>Secondary Letting:</b>		
Short-term let for 3 years (capacity up to 4 occupants)	341.00	255.75
Short-term let for 3 years (capacity 5 - 9 occupants)	418.00	313.50
Short-term let for 3 years (capacity for 10 or more occupants)	561.00	420.75
<b>Home Sharing and Home Letting:</b>		
Short-term let for 3 years (capacity up to 4 occupants)	264.00	198.00
Short-term let for 3 years (capacity 5 - 9 occupants)	330.00	247.50
Short-term let for 3 years (capacity for 10 or more occupants)	440.00	330.00
<b>Material change in premises – Secondary Letting:</b>		
Capacity up to 4 occupants	341.00	255.75
Capacity 5 – 9 occupants	418.00	313.50
Capacity for 10 or more occupants	561.00	420.75
<b>Material change in premises – Home Sharing and Home Letting:</b>		
Capacity up to 4 occupants	264.00	198.00
Capacity 5 - 9 occupants	330.00	247.50
Capacity for 10 or more occupants	440.00	330.00
<b>General:</b>		
Temporary licence for short-term let (which cannot exceed 6 weeks).	264.00	198.00
Material change of circumstances.	82.50	82.50
Material change of circumstances – name change only.	33.00	33.00

Licensing Fees	Fee	Non linked isles fee
	£	£
Formal legally certified duplicate or true copy licences or a true copy of an entry in the register of licences.	132.00	132.00
Simple replacement or copy licences or information about an entry in the register of licences.	33.00	33.00
Transfer of short-term let licence (for remaining portion of current licence).	132.00	99.00
Provisional short-term let licence.	20% of applicable fee	20% of the 25% discounted applicable fee
Confirmation of short-term let licence.	80% of applicable fee	80% of the 25% discounted applicable fee

**Licences, Approvals, Registrations and Permits.**

<b>Licensing Fees.</b>	<b>Fee £.</b>
Animal boarding for 1 year.	191.00.
Breeding of dogs for 1 year.	191.00
Caravan sites for 5 years (other than holiday sites).	1032.00.
Caravan sites renewal for 5 years (other than holiday sites).	50% of fee current at time.
Cinemas for 1 year (capacity up to 100 persons).	198.00.
Cinemas for 1 year (capacity over 100 persons).	389.00.
Dangerous wild animals for 1 year.	191.00.
Houses in multiple occupation for 3 years (capacity up to 9 occupants).	20% below STL of nearest capacity banding.
Houses in multiple occupation for 3 years (capacity for 10 or more occupants).	20% below STL of nearest capacity banding.
*Indoor sports entertainment for 1 year.	184.00.
Indoor sports entertainment for 3 years.	486.00.
*Knife dealers for 1 year.	157.00.
Knife dealers for 3 years.	412.00.
*Late hours catering for 1 year.	234.00.
Late hours catering for 3 years.	616.00.
*Market operators for 1 year.	352.00.
Market operators for 3 years.	608.00.
*Metal dealers for 1 year.	184.00.
Metal dealers for 3 years.	486.00.
Performing animals for life of animal.	185.00.
Performing animals – additional – for life of animal.	50% of fee current at time.
Pet shop for 1 year.	191.00.
*Public entertainment for 1 year.	198.00.
Public entertainment for 3 years.	512.00.
Raised structures.	117.00.
Riding establishments for 1 year.	191.00.
*Second hand dealers for 1 year.	184.00.
Second hand dealers for 3 years.	486.00.
Sex shops for 1 year.	2715.00.
*Skin piercing and tattooing for 1 year.	305.00.
Skin piercing and tattooing for 3 years.	803.00.
*Street traders for 1 year including ID badges.	184.00.
Street traders for 3 years including ID badges.	486.00.
*Taxi and private hire car booking offices for 1 year.	198.00.
Taxi and private hire car booking offices for 3 years.	534.00.



<b>Licensing Fees.</b>	<b>Fee £.</b>
*Taxi or private hire car licences for 1 year including plates.	330.00.
Taxi or private hire car licences for 3 years including plates.	869.00.
Taxi or private hire car licence plate – external.	49.40.
Taxi or private hire car licence plate – internal.	24.80.
*Taxi or private hire car drivers for 1 year including ID badges.	92.00.
Taxi or private hire car drivers for 3 years including ID badges.	234.00.
Venison dealers for 3 years.	138.00.
*Window cleaners for 1 year including ID badges.	92.00.
Window cleaners for 3 years including ID badges.	241.00.
Zoos for 4 years.	656.00.
<b>General</b>	
Replacement / copy licence.	41.10.
ID Badge including replacement.	41.10.

**Information:**

Licence fees are non-refundable.

Advertisement costs and third-party costs with related administration are met directly by applicants or licence holders.

\*The fee payable in respect of the substitution or variation to any type of licence so marked, together with the following matters, are the same as the fee for the appropriate licence type for one year:

- Temporary licences (which cannot exceed 6 weeks).
- Certified duplicate or true copy licences.
- Consideration of any material change of circumstances, including premises, vehicles or vessels.