

Minute

Licensing Committee

Thursday, 5 March 2026, 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 and Owen Tierney.

Present via remote link (Microsoft Teams)

Councillor Gwenda M Shearer.

Clerk

- Katy Russell-Duff, Committees Officer.

In Attendance

- Gavin Mitchell, Head of Corporate Governance.
- Karen Bevilacqua, Service Manager (Legal Services).
- Pat Robinson, Service Manager (Accounting).
- Lillian Rendall, Legal Clerk.
- Lindsay Whitten, Licensing Officer.

In Attendance via remote link (Microsoft Teams)

Police Scotland:

- Sergeant Sarah Paterson.

Declaration of Interest

- Councillor Rachael A King – Item 2.

Chair

- Councillor Duncan A Tullock.

1. Review of Maximum Fares and Charges in respect of Taxi Services on Mainland Area of Orkney

After consideration of a report by the Chief Executive, copies of which had been circulated, and after hearing a report from the Service Manager (Legal Services), the Committee:

Resolved, in terms of delegated powers, that the 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 2026.

2. Review of Licensing Fees

Councillor Rachael A King declared an interest in this item, in 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 Chief Executive and the Director of Infrastructure and Organisational Development, copies of which had been circulated, and after hearing a report from the Service Manager (Legal Services), the Committee:

Resolved, in terms of delegated powers, that, where the Council had discretion, licensing fees be increased by a minimum of 3.8%, with effect from 1 April 2026, resulting in the fee levels detailed in Appendices 2 and 3 to this Minute.

3. Conclusion of Meeting

At 14:42 the Chair declared the meeting concluded.

Signed: Duncan A Tullock.



ORKNEY
ISLANDS COUNCIL

Scales of Maximum Fares and Charges in respect of all Taxi Services in the Mainland Area of Orkney and Linked South Isles 2026/27.

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.		

Extras.	
(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.	
Car Fouling.	
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.	
Touring Rate.	
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.	
Agreed:	
Effective From: 1 May 2026.	

Council Licensing Fees (Various) – Fees effective from 1 April 2026.

Licensing Fees.	£.
Animal boarding for 1 year.	199.00.
Breeding of dogs for 1 year.	199.00.
Caravan sites for 5 years (other than holiday sites).	1072.00.
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).	205.00.
Cinemas for 1 year (capacity over 100 persons).	403.00.
Dangerous wild animals for 1 year.	199.00.
Houses in multiple occupation for 3 years (capacity up to 9 occupants). 20% below STL of nearest capacity banding.	348.00
Houses in multiple occupation for 3 years (capacity for 10 or more occupants). 20% below STL of nearest capacity banding.	465.00
*Indoor sports entertainment for 1 year.	190.00.
Indoor sports entertainment for 3 years.	505.00.
*Knife dealers for 1 year.	162.00.
Knife dealers for 3 years.	427.00.
*Late hours catering for 1 year.	242.00.
Late hours catering for 3 years.	640.00.
*Market operators for 1 year.	366.00.
Market operators for 3 years.	632.00.
*Metal dealers for 1 year.	190.00.
Metal dealers for 3 years.	505.00.
Performing animals for life of animal.	193.00.
Performing animals – additional – for life of animal.	50% of fee current at time.
Pet shop for 1 year.	199.00.
*Public entertainment for 1 year.	205.00.
Public entertainment for 3 years.	532.00.
Raised structures.	121.00.
Riding establishments for 1 year.	199.00.
*Second hand dealers for 1 year.	190.00.
Second hand dealers for 3 years.	505.00.

Licensing Fees.	£.
Sex shops for 1 year.	2819.00.
*Skin piercing and tattooing for 1 year.	317.00.
Skin piercing and tattooing for 3 years.	834.00.
*Street traders for 1 year including ID badges.	191.00.
Street traders for 3 years including ID badges.	505.00.
*Taxi and private hire car booking offices for 1 year.	206.00.
Taxi and private hire car booking offices for 3 years.	555.00.
*Taxi or private hire car licences for 1 year including plates.	343.00.
Taxi or private hire car licences for 3 years including plates.	903.00.
Taxi or private hire car licence plate – external.	51.50.
Taxi or private hire car licence plate – internal.	25.80.
*Taxi or private hire car drivers for 1 year including ID badges.	96.00.
Taxi or private hire car drivers for 3 years including ID badges.	243.00.
Venison dealers for 3 years.	144.00.
*Window cleaners for 1 year including ID badges.	96.00.
Window cleaners for 3 years including ID badges.	251.00.
Zoos for 4 years.	681.00.
General	
Replacement / copy licence.	42.70.
ID Badge including replacement.	42.70.

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.

Short Term Let Licensing Fees – Fees effective from 1 April 2026.

Licensing Fees	Mainland and Linked Isles Fees	Ferry linked isles Fees
Secondary Letting:	£	£
Short-term let for 3 years (capacity up to 4 occupants)	354.00	266.00
Short-term let for 3 years (capacity 5 - 9 occupants)	434.00	326.00
Short-term let for 3 years (capacity for 10 or more occupants)	583.00	437.00
Home Sharing and Home Letting:		
Short-term let for 3 years (capacity up to 4 occupants)	275.00	206.00
Short-term let for 3 years (capacity 5 - 9 occupants)	343.00	257.00
Short-term let for 3 years (capacity for 10 or more occupants)	457.00	343.00
Material change in premises – Secondary Letting:		
Capacity up to 4 occupants	354.00	266.00
Capacity 5 – 9 occupants	434.00	326.00
Capacity for 10 or more occupants	583.00	437.00
Material change in premises – Home Sharing and Home Letting:		
Capacity up to 4 occupants	275.00	206.00
Capacity 5 - 9 occupants	343.00	257.00
Capacity for 10 or more occupants	457.00	343.00
General:		
Temporary licence for short-term let (which cannot exceed 6 weeks).	275.00	206.00
Material change of circumstances.	86.00	86.00
Material change of circumstances – name change only.	34.30	34.30
Formal legally certified duplicate or true copy licences or a true copy of an entry in the register of licences.	138.00	138.00
Simple replacement or copy licences or information about an entry in the register of licences.	34.30	34.30

Licensing Fees	Mainland and Linked Isles Fees	Ferry linked isles fees
	£	£
Transfer of short-term let licence (for remaining portion of current licence).	138.00	103.00
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

Information:

The first £275 of licence fees for each individual application is non-refundable.