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To: Councillor Al-Samarai, Convener; and Councillors Delaney, Henrickson, Lawrence and McLeod.

Town House,
ABERDEEN 18 November 2025

LICENSING SUB COMMITTEE

The Members of the **LICENSING SUB COMMITTEE** are requested to meet in **Committee Room 2 - Town House on FRIDAY, 28 NOVEMBER 2025 at 10.00 am**. This is a hybrid meeting and Members may also attend remotely.

The meeting will be webcast and a live stream can be viewed on the Council's website.
<https://aberdeen.public-i.tv/core/portal/home>

JENNI LAWSON
CHIEF OFFICER – GOVERNANCE

B U S I N E S S

- 1.1. Declarations of Interest and Transparency Statements

DEPUTATIONS

- 2.1. Deputations

COMMITTEE REPORTS

- 3.1. Private Hire Meter Policy - CORS/25/279 (Pages 3 - 8)

APPLICATIONS FOR LICENCES

- 4.1. Late Hours Catering (Grant) - Tim Hortons, Craigshaw House, Craigshaw Road (Pages 9 - 10)

Integrated Impact Assessments related to reports on this agenda can be viewed [here](#)

To access the Service Updates for this Committee please click [here](#)

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Should you require any further information about this agenda, please contact Mark Masson, tel 01224 067556 or email mmasson@aberdeencity.gov.uk

ABERDEEN CITY COUNCIL

COMMITTEE	Licensing Sub-Committee
DATE	28 November 2025
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Private Hire Meter Policy
REPORT NUMBER	CORS/25/279
EXECUTIVE DIRECTOR	Andy MacDonald
CHIEF OFFICER	Jenni Lawson
REPORT AUTHOR	Sandy Munro
TERMS OF REFERENCE	17.3

1. PURPOSE OF REPORT

- 1.1 To amend the policy and licence conditions relating to meters in private hire vehicles to align with current practice and the legal position.

2. RECOMMENDATION

That the Sub-Committee:-

- 2.1 Approve the amendments to the Taxi & Private Hire policy and Private Hire Car licence conditions as detailed in Appendix 1

3. CURRENT SITUATION

- 3.1 By law a private hire vehicle may have a meter fitted but does not require to have one fitted. The current policy states that if a meter is fitted when a vehicle is licensed, the meter cannot be removed and similarly, if a meter is not fitted when the vehicle is licensed a meter cannot be installed. That is incongruous with the legal position and accordingly it is recommended that those stipulations are removed.
- 3.2 In order to ensure accuracy any meter must be tested and then sealed by the licensing authority. Accordingly it is suggested that it is made a condition that where a meter is fitted to a private hire vehicle after it has been licensed that vehicle must not be operated for hire until the meter has been examined and sealed by the licensing authority.
- 3.3 Section 21 of the Civic Government (Scotland) Act 1982 states that it is an offence for a person to charge a fare in excess of the tariff set by the licensing authority for the hire of a private hire vehicle which is fitted with a meter. Accordingly, to prevent this scenario it is recommended that the policy remains

that a private hire vehicle fitted with a meter must use the meter to calculate the maximum fare for all journeys within the licensing authority boundaries.

- 3.4 In the interests of clarity it is suggested that the policy be amended to state that where a private hire vehicle does not have a meter fitted the fare for the journey must be agreed in advance with the passenger and that fare must not be altered unless the journey is altered at the request of the passenger.
- 3.5 The proposed amended policy and relevant licensing condition are attached as Appendix 1 to this report.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

- 5.1 Approving the recommendation will align the policy and conditions with the legal position in this area.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 There are no direct environmental implications arising from the recommendations of this report.

7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H) <small>*taking into account controls/control actions</small>	*Does Target Risk Level Match Appetite Set?
Strategic Risk	N/A			Yes
Compliance	N/A			Yes
Operational	N/A			Yes
Financial	N/A			Yes
Reputational	N/A			Yes
Environment / Climate	N/A			Yes

8. OUTCOMES

8.1 The proposals in this report have no impact on the Council Delivery Plan.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	I confirm this has been discussed and agreed with Jenni Lawson, Chief Officer Governance on 11 November 2025.
Data Protection Impact Assessment	Not required
Other	N/A

10. BACKGROUND PAPERS

10.1 None

11. APPENDICES

11.1 Amended policy and conditions.

12. REPORT AUTHOR CONTACT DETAILS

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Title	Licensing Team Leader
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Proposed amended policy:

5.2.5 Taxi Meter

Private Hire Cars may but need not have a meter fitted. Private Hire Cars fitted with a meter must have an approved taxi meter meeting the standards required by the Measuring Instruments [Taximeters] Regulations 2016 fitted in a position authorised by the licensing authority. The meter must be sealed by the licensing authority and the seal may only be removed either by the licensing authority or for the purpose of an update to the meter software as approved by the licensing authority.

If a Private Hire Car has a meter fitted, the meter must be used to calculate the maximum fare for all journeys within the licensing authority boundaries.

If a Private Hire Car does not have a meter fitted then the fare for the journey must be agreed in advance with the passenger and must not be changed unless the journey is changed at the request of the passenger.

Proposed amended licensing condition:

23. The holder of this licence shall if his private hire car is fitted with a taximeter, within two working days inform the licensing authority of the removal of the taximeter from his private hire car.

The holder of this licence shall, if a meter is fitted or refitted to the private hire car after the vehicle has been licensed, ensure that the vehicle is not operated until the meter has been tested and sealed by the licensing authority.

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LICENSING COMMITTEE INFORMATION SHEET

28 NOVEMBER 2025

TYPE OF APPLICATION: Application for the Grant of a Late Hours Catering Licence

APPLICANT: TH UK & Ireland Limited

Address: Tim Hortons, Craigshaw House, Craigshaw Road, Aberdeen

DESCRIPTION

- Application submitted 19/03/2025
- Determination Date: 18/12/2025

An application has been submitted for a Late Hours Catering Licence with operating hours of 23:00 – 05:00.

This is out-with committee policy for Late Hours Catering Licences which has a maximum closing time of midnight Monday to Sunday for all premises out-with the City Centre and Beach Area (except 24 Hour Superstores and Petrol Stations). The premises are outwith the City Centre.

CONSULTEES

- Environmental Health
- Police Scotland

OBJECTIONS/REPRESENTATIONS

N/A

GROUND FOR REFUSAL

A licensing authority shall refuse an application to grant or renew a licence if, in their opinion—

(a) the applicant or, where the applicant is not a natural person, any director of it or partner in it or any other person responsible for its management, is either—

(i) for the time being disqualified from holding a licence, or

(ii) not a fit and proper person to be the holder of the licence;

(b) the activity to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant or renewal of such a licence if he made the application himself;

(c) where the licence applied for relates to an activity consisting of or including the use of premises or a vehicle or vessel, those premises are not or, as the case may be, that vehicle or vessel is not suitable or convenient for the conduct of the activity having regard to—

(i) the location, character or condition of the premises or the character or condition of the vehicle or vessel;

(ii) the nature and extent of the proposed activity;

(iii) the kind of persons likely to be in the premises, vehicle or vessel;

(iv)the possibility of undue public nuisance; or
(v)public order or public safety; or
(d)there is other good reason for refusing the application;
and otherwise shall grant the application.