

LICENSING COMMITTEE

**Minutes of a meeting of the Licensing Committee held on Wednesday
23 March 2016 at 6.00 pm at Addenbrooke House, Ironmasters Way, Telford**

PRESENT

Councillors H Rhodes (Chair), M Boylan, G Cook, J Francis, M Hosken, R T Kiernan (substitute for I Fletcher), C Mason, S J Reynolds, J Seymour and M Smith

Officers in attendance: I Ross (Solicitor), H Rea (Legal Assistant) and P Smith (Democratic Services Team Leader)

LC-29 APOLOGIES FOR ABSENCE

Councillor I Fletcher

LC-30 DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared. Councillor Boylan stated that his parents lived at Priorslee, but had no direct involvement in agenda item 4 – Village Green Application at Priorslee

LC-31 MINUTES

RESOLVED – that the minutes of the meeting held on 4 February 2016 be confirmed and signed by the Chair.

LC-32 VILLAGE GREEN APPLICATION AT PRIORSLEE

The Legal Assistant presented the report of the Assistant Director: Legal, Procurement & Commissioning concerning an application made by St Georges & Priorslee Parish Council to register land between Priorslee Avenue and Derwent Drive, Priorslee as a Village Green.

The application was originally submitted in February 2010 prior to the introduction of new rules brought in as part of the Growth & Infrastructure Act 2013. The application was appended to the report, and met the requirements of the Commons (Registration of Town or Village Greens) (Interim Arrangements) (England) Regulations 2007. The applicants subsequently decided to alter the boundary of the land being claimed as a village green, and a map showing the reduced application site area was appended to the report. There had been a delay in processing the application, partly due to locating the owner of the application site. The majority of the site was unregistered, but was believed to be owned either by the Homes & Communities Agency (HCA) or Telford & Wrekin Council. A small area of the site was registered to HCA. It was stressed that the lack of ownership did not prevent the Council from registering the land as a village green.

Consultation was carried out with various parties including the possible landowners, and notices were erected on the site. No objections to the application had been received, and it was therefore being considered as an uncontested application. The Committee were asked to consider the evidence that had been submitted and determine on the balance of probabilities whether the case had been proven for registration of the land as a Village Green. This included the requirement that there should be satisfactory evidence that a significant number of local inhabitants had indulged as or right in lawful sports and pastimes on the land for a period of at least 20 years and they continued to do so at the time of the application.

During the ensuing discussion, some concern was expressed that the ownership of the majority of the land in question was not known. The Legal Assistant stated that the HCA had indicated that they had transferred the majority of the land to Telford & Wrekin Council, but could not produce a deed or any other evidence to prove that. This was an unusual situation, but did not prevent determination of the application.

Having considered all the evidence provided with the application, Members were satisfied that the criteria for a village green had been met. It was also noted that there had been no objections to the application.

RESOLVED – that sufficient evidence has been provided by the applicants, and that the case has been proved for registration of the land between Priorslee Avenue and Derwent Drive, Priorslee as a Village Green.

The meeting closed at 6.12pm.

Chairman:

Date:

Telford & Wrekin Council**Licensing Committee 19th July 2016****Licence Fees****Report of: Service Delivery Manager - Public Protection****1. Purpose**

- 1.1 For Members to consider proposed level of Licence Fees and charges affecting the Hackney Carriage, Private Hire trades, Gambling and other licences.

2. Recommendations

- 2.1 It is recommended that Members
- 2.1.1 Approve that the level of fees remain the same for the current Financial Year.
- 2.1.2. Approve the level of proposed fees to come into force on 1st September 2016 subject to any consultation responses received.

3. Summary

- 3.1 The level of fees and other charges for Hackney Carriage, Private Hire, Gambling and General Licences were last reviewed in 2014/15 and implemented on 1st June 2015 and for Scrap Metal Licences on 1st November 2015.

4. Previous Minutes

- 4.1 LC-9 – Licensing Committee 24th March 2015
CB – 44 – Cabinet 15th October 2015

5 Information**5.1 Background**

- 5.1.1 The current level of fees and other charges for Hackney Carriage, Private Hire, Gambling and General Licences were implemented by the Licensing Authority on 1st June 2015.
- 5.1.2 A local authority may recover the costs of administering Hackney Carriage/Private Hire, Gambling and other licences. When setting fees the Council must have regard to the impact that any increase may have upon the livelihood of licence

holders. However, it is also important not to subsidise this service area to the detriment of front line services that are in line with other Council priorities. However, the Licensing Team owe it to licensees that its service is as efficient and effective as it can be to reduce the burden on business in these difficult economic times.

- 5.1.3 The Licensing Service is not able to fully recover the costs of delivering the Licensing Service. Only certain statutorily defined costs can be recovered, for example the service cannot recover the costs of enforcement except in relation to Hackney Carriage/Private Hire Vehicle Licensing, Cinema Licensing or Gambling Licensing.
- 5.1.4 There are also permits, registrations and licences where the level of fees are either set by statute or statutory instrument and many of these have not historically recovered the Council's cost of administering the service..
- 5.1.5 Following the review in 2014/2015 a report was considered by Members of the Council's Licensing Committee on 24th March 2015 and the proposed level of licence fees was implemented on 1st June 2015.
- 5.1.6 During 2015 the Council's Licensing Service transferred the administration of licences to a new licensing software system. Also in 2015 the Licensing Service's telephones were transferred to the new Council Contact Centre. These two items have brought about new licensing processes and a new way of working for the Licensing Service.
- 5.1.7 The Public Protection Service Delivery Manager has reviewed the fees and in light of paragraph 5.1.6 above, it is recommended that the proposed level of fees for the remainder of the current financial year should remain the same. A further review will be carried out towards the end of this financial year when it will be better known what effect on costs these administrative changes have had. The proposed fees are attached at **Appendix A**.

5.2 Equal Opportunities

- 5.2.1 Adequate local taxi services are considered an important and legitimate part of the transport system. The licence holders will pay the same fee for the remainder of this year, which could have a positive impact on the community should this benefit of no increase in licence fees be passed on to the customers.

5.3 Environmental Impact

- 5.3.1 Not applicable for the purposes of this report.

5.4 Legal Comment

- 5.4.1 The Committee's responsibilities are set out in the Council's Constitution and include setting and reviewing licensing fees other than those set by statute.
- 5.4.2 The power to levy fees is contained in the legislation relevant to each function or otherwise in the Local Government Act 2003 in relation to discretionary services.

5.4.3 Licensing is not a revenue raising function and licensing fees should cover the costs associated with the licensing process but not generate a profit.

5.4.4 The EU Services Directive requires non-discriminatory, justified, proportionate, clear, objective, public, transparent and accessible process for the setting of fees.

5.5 Links with Corporate Priorities

5.5.1 This report has links to the following priorities :

Protect and Support our Vulnerable Children and Adults
Protect and create jobs as a “Business Supporting, Business Winning Council”

5.6 Financial Comment

5.6.1 The charges set out in Appendix A have been calculated on a cost recovery basis and contribute to the licensing income target of £193k for 2016/17. In 2015/16 there was a shortfall of £5k against this target however this was offset by under spends across staffing and supplies & services. Any variations against this budget in 2016/17 will be reported through the financial monitoring process.
MLB 15.06.16

5.7 Risks and Opportunities

5.7.1 The following key risks and opportunities associated with this report have been identified and assessed and arrangements will be put in place to manage them.

- The level of fees set being unreasonable arising to a challenge by judicial review.

6. Ward Implications

6.1 This report has Borough wide Implications

7. Background Papers

- 7.1 Local Government (Miscellaneous Provisions) Act 1976
- 7.2 Local Government (Miscellaneous Provisions) Act 1982
- 7.3 Town Police Clauses Act 1847
- 7.4 Transport Act 1981
- 7.5 Gambling Act 2005
- 7.6 Animal Boarding Establishments Act 1963
- 7.7 Breeding of Dogs Act 1973
- 7.8 Pet Animals Act 1951
- 7.9 Performing Animal's (regulation) Act 1925
- 7.10 Dangerous Wild Animals Act 1976
- 7.11 Zoo Licensing Act 1981
- 7.12 Riding Establishments Act 1970

Report prepared by, Suzanne Fisher, Principal Licensing Officer, Licensing Services, Darby House - For further information please telephone 01952-381818 or email Licensing@telford.gov.uk

Appendix A – Proposed Licence Fees

Private Hire/Hackney Carriage

	B	C
Licence	Current Licence Fee £	Proposed Licence Fees for Financial Year 2016/17 £
Driver (HC&PH) 3yr licence – New Application	188	188
Driver (HC&PH) 3yr licence – Renewal Application	162	162
Street Knowledge Repeat Test	128.00	128.00
Private Hire Vehicle/Hackney Carriage (12mth licence) – New Application	110	110
Private Hire Vehicle/Hackney Carriage (12mth licence) – Renewal Application	77	77
Vehicle Transfer	46	46
Private Hire Operator 5yr licence - New Application	316	316
Private Hire Operator 5yr licence – Renewal Application	201	201
Hackney Carriage Compliance Test	62	62
Hackney Carriage Retest	0	0
Private Hire Vehicle Compliance Test	49	49
Private Hire Vehicle Retest	0	0

Gambling Licences

Classes Premises Licence		Fee in respect of Provisional Statement Premises £	Fee in respect of other Premises £	First Annual Fee (Payable within 30 Days of Issue of Licence) £	Annual Fee £	Fee for Application to Vary a Licence £	Fee for Application to Transfer a Licence £	Fee for Application for Reinstatement of a Licence £
Regional Casino Premises Licence	Current	6,960	13,050	9,790	13,050	6,530	5,660	5,660
	Proposed 2016/17	6,960	13,050	9,790	13,050	6,530	5,660	5,660
Large Casino Premises Licence	Current	4,350	8,700	6,530	8,700	4,350	1,870	1,870
	Proposed 2016/17	4,350	8,700	6,530	8,700	4,350	870	1,870
Small Casino Premises Licence	Current	2,610	6,960	3,260	4,350	3,480	1,570	1,570
	Proposed 2016/17	2,610	6,960	3,260	4,350	3,480	1,570	1,570
Bingo Premises Licence	Current	337	589	119	119	316	274	274
	Proposed 2016/17	337	589	119	119	316	274	274
Adult Gaming Centre Premises Licence	Current	337	463	98	98	232	232	232
	Proposed 2016/7	337	463	98	98	232	232	232
Betting Premises (Track) Licence	Current	337	505	119	119	274	274	274
	Proposed 2016/17	337	505	119	119	274	274	274
Family Entertainment Centre Premises Licence	Current	337	463	98	98	232	232	232
	Proposed 2016/17	337	463	98	98	232	232	232
Betting Premises (other) Licence	Current	337	505	98	98	274	274	274
	Proposed 2016/17	337	505	98	98	274	274	274

Gambling Act 2005 – Other Fees

Application type	Current Licence Fee £	Proposed Licence Fee for Financial Year 2016/17 £	Maximum Licence Fee (Statutory) £
Notification of Change - All Premises	46	46	50
Copy Of Licence - All Premises	21	21	25

General Licences

Licence Type	Current Licence Fee £	Proposed Licence Fee for Financial Year 2016/17 £
Animal Boarding – New Application	307	307
Animal Boarding – Renewal Application	139	139
Dangerous Wild Animals – New Application (2yrs licence)	251 plus Vet's Fee (2yrs)	251 plus Vet's Fee (2yrs)
Dangerous Wild Animals – Renewal Application (2yr licence)	209 plus Vet's Fee (2yrs)	209 plus Vet's Fee (2yrs)
Dog Breeding – New Application	293	293
Dog Breeding – Renewal Application	125	125
Performing Animal Registration (for life of animal, i.e. no renewal)	209 (Life)	209 (Life)
Pet Shop – New Application	319	319
Pet Shop – Renewal Application	151	151
Pleasure Boats – New Application	214	214
Pleasure Boats – Renewal Application	100	100
Riding Establishment – New Application	209 plus Vet's Fee	209 plus Vet's Fee
Riding Establishment – Renewal	209 plus Vet's Fee	209 plus Vet's Fee
Sex Establishment – New Application	1161	1161

Sex Establishment –Renewal Application	462	462
Licence Type	Current Licence Fee £	Proposed Licence Fee for Financial Year 2016/17 £
Sex Establishment -Transfer	674	674
Scrap Metal Site Licence – New Application	342	342
Scrap Metal Site Licence – Renewal Application	248	248
Scrap Metal Site Licence – Variation Application	189	189
Scrap Metal Collector’s Licence – New Application	233	233
Scrap Metal Collector’s Licence – Renewal Application	139	139
Scrap Metal Collector’s Licence – Variation Application	139	139
Street Trading Consent – New Application (12mths)	319	319
Street Trading Consent – Renewal Application (12mths)	185	185
Street Trading Day Consent	60 plus £18 per day (up to 7 days)	60 plus £18 per day (up to 7 days)
Street Trading Day Consent (Umbrella for 5 Traders)	137	137
Zoo – New Application including 4 inspections by Council officer during the 4yrs of the licence	1,624 plus Zoo Inspector’s Fee (4yrs)	1,624 plus Zoo Inspector’s Fee (4yrs)
Zoo – Renewal Application including 6 inspections by Council officer during the 6yrs of the licence	1,961plus Zoo Inspector’s Fee (6yrs)	1,961 plus Zoo Inspector’s Fee (6yrs)

Change of Details on a Licence	26	26
Transfer of a Licence	46	46

Telford & Wrekin Council**Licensing Committee – 19th July 2016****Review of the Council's Hackney Carriage and Private Hire Licence Policies and Conditions****Report of the Service Delivery Manager, Public Protection****1. Purpose**

- 1.1 For Members to consider, and approve consultation on, a revision to the Council's Hackney Carriage and Private Hire Vehicle Licensing Policies and Licence Conditions.

2. Recommendations

Having considered all relevant information, for Members to approve :

- 2.1 A twelve week consultation on the amendments to the policies and conditions of licence with the Hackney Carriage and Private Hire trade, Partners and Stakeholders.
- 2.2 That the Chair of the Licensing Committee and the Principal Licensing Officer consider and determine the results of the consultation. However, if there are any adverse comments as a result of the consultation a further report will be brought before Members for determination.

3. Summary

- 3.1 Sections 47(1), 48(2) and 55(3) of the Local Government (Miscellaneous Provisions) Act 1976 [LG(MP)A 1976] allows licensing authorities to attach to the grant of Private Hire and Hackney Carriage Licences certain conditions that they consider reasonably necessary.
- 3.2 A comprehensive review of Telford & Wrekin Council's Hackney Carriage and Private Hire policies and conditions of licence has been undertaken and are now ready to go out to consultation with key stakeholders prior to their implementation.

4. Previous Minutes

- 4.1 LC-38 26th March 2013
LC-04 26th June 2013
LC-08 18th September 2013

5. Information

5.1 Background

- 5.1.1 Telford & Wrekin Council has responsibility for licensing Hackney Carriage and Private Hire Vehicles, Drivers and Operators within the borough of Telford & Wrekin.
- 5.1.2 The purpose of licensing Hackney Carriages and Private Hire Vehicles, Drivers and Operators is for the provision of a safe and accessible service to the public, which includes the protection of children and vulnerable people. The recommendations from the Council's recently published Scrutiny Committee Report on Child Sexual Exploitation have been considered in the preparation of this review of licensing policies and where appropriate they have been incorporated.
- 5.1.3 Section 47 (1) of the Local Government (Miscellaneous Provisions) Act 1976 [LG(MP)A 1976] allows licensing authorities to attach to the grant of Hackney Carriage Licences, section 48(2) allows licensing authorities to attach to the grant of Private Hire Vehicle Licences, section 51(2) allows licensing authorities to attach to the grant of Private Hire Driver Licences and section 55(3) allows a licensing authority to impose on a Private Hire Operator Licence, any conditions that it considers reasonably necessary.
- 5.1.4 Telford & Wrekin Council has traditionally, in accordance with the above, attached conditions to Hackney Carriage and Private Hire Licences.
- 5.1.5 A comprehensive review of the Conditions and Policies was carried out in 2013. A further review has now been carried out in accordance with best practice.
- 5.1.6 All proposed amendments to the Council's policies and conditions of licence are highlighted in red in the Appendices and will be the subject of consultation with key stakeholders. 'Comment boxes' can also be found throughout the policies helping Licensing Members to understand why the changes are being proposed.
- 5.1.7 There are a number of issues for Members to consider. To assist, the following itemises what the Licensing Service wishes to consult upon. To aid the reader the numbers listed against each of the changes reflect the paragraph and location within the respective documents. The proposed changes are as follows:-

Proposed Amendments to the Licensing Policy, Hackney Carriage and Private Hire

4. ***Retention of Personal Details*** - New paragraph to include the Council's policy on data retention.
8. ***Licensing Process & Delegation of Functions*** - New sentence to include the review of licences under delegated powers.
10. ***Working in Partnership*** - Addition of the UK Border Agency, Shropshire Council and other local authorities and Children's and Adult Safeguarding to the partnership list.
11. ***The Introduction*** has been expanded to include more detail regarding the existing application process for both new and renewal applications.
12. ***Drivers***

Appointments - Removal of the administration fee for missed appointments following the introduction of a new way of working.

- 12.2 ***Fit and Proper Person*** – To include checks on the Council's Personal Safety Precautions Register and on personal information held on other relevant local authorities' systems, directly with West Mercia Police (and other relevant police forces where appropriate, or with any other appropriate organisation, agency or person

More detail about what information will be considered when assessing the fitness and propriety of a person to hold a driver licence and that an additional DBS may be required where a driver licence is reviewed.

- 12.3 ***New Applications*** – The requirement for applicants to provide two references is removed. A new applicant will be required to submit a proof of a Right to Work in the UK. Returning drivers who have previously been licensed by Telford & Wrekin Council must attend Driver Awareness Training which includes child sexual exploitation training and pass the Council's Driving Standards Assessment. Returning drivers will be required to sit a knowledge test if it has been more than 3 years since they were licensed with Telford & Wrekin Council.

More detail on the Driving Standards Assessments including if an applicant fails the test 3 times, he/she must

wait 3 months before submitting a further application. This is consistent with requirements for the Council's knowledge test.

Detail regarding the medical requirements has also been updated to reflect changes introduced to the Group 2 medical.

It is a new requirement that applicants and existing drivers are expected to provide details of all warnings, driving endorsements/disqualification periods relating to minor traffic offences fixed penalties, penalty charge notices and any other similar sanctions, together with any charges or arrests that they are the subject of in connection with criminal offences, whether or not actually charged with the offence, and details of any allegations of involvement in criminal activity or where they have been questioned in connection with any alleged criminal activity or inappropriate/ unacceptable behaviour or any other relevant pending matter.

. 13 Hackney Carriages

13.2 Use of Vehicles – Applications received where the primary use of the vehicle is outside the Borough will be amended to read *may* be referred to the Licensing Sub Committee to allow applications to be determined by delegated authority. Previously this was an automatic referral.

13.4 Criminal Record Disclosures - Introduce a Basic criminal record check for hackney carriage proprietors.

13.4.1 Applications for a Vehicle Licence – the applicant must be the registered keeper of the vehicle and have a Right to Work in the UK.

13.5.2 Testing of Vehicles – Improved content confirming the reasons why a compliance test is more stringent than an MOT test.

14 Private Hire Vehicles

14.3 Criminal Record Disclosures - Introduce a Basic criminal record check for private hire vehicle proprietors.

14.3.1 Applications for a Vehicle Licence – the applicant must be the registered keeper of the vehicle and have a Right to Work in the UK.

14.5.2 Testing of Vehicles – Improved content confirming the reasons why a compliance test is more stringent than an MOT test.

14.6.1 Novelty Vehicles, Stretched Limousines and Vintage Vehicles – Additional requirement to confirm the numbers of passenger seats on V5 form

15 Private Hire Operators

15.3.1 Application Process – the applicant must have a Right to Work in the UK.

15.7 Safeguarding – Private Hire Operators will be expected to employ a suitable trained Designated Person, in line with the recommendations from the Scrutiny Committee's Report on Child Sexual Exploitation

Dual Driver Conditions

1. General.

1.1.2 The Disclosure and Barring Service no longer send a copy of the Certificate to the Licensing Authority. It is therefore proposed that it is made a condition of licence that drivers must contact the Licensing Service upon receipt of their Certificate.

2. Medical Fitness and Medical Examination –

2.1.4 A further medical may be requested by an authorised officer if the Council has reason to believe that a driver is medically unfit to drive for hire and reward.

4. Disclosure and Barring Service Checks and Conviction Notification

4.1 Drivers must notify the Licensing Authority of Warnings.

7. Training

7.1 In order to be more flexible, amend applicants *will to may* be required to undertake up to two days training per annum and remove list of what the training will include.

7.1.1 Amend the direct costs of the training from *will* to *may* be borne by the Council.

7.2 Existing drivers to undertake a qualification in transporting passengers within 12 months of their licence being renewed.

7.3 In case of dispute, introduce a choice to drivers of where they undertake the Driving Standards Assessment.

9. ***Conduct of Driver***

9.1.5 Introduce no vaping or smoking in a licensed vehicle.

14 ***Roofsigns*** - It is proposed to remove the requirement for a roof sign on private hire vehicles (and replace with either door or bonnet stickers).

17. ***Parking and Plying for Hire***

17.1 It is proposed to replace the requirement for drivers to return to base or approved parking areas and replace with the requirement for a driver to return to a suitably safe place to park.

17.2 Drivers of private hire vehicles **must not** take unbooked fares.

20. ***Driver's Responsibilities***

20.1 & 20.2 It is proposed to remove these conditions requiring a fire extinguisher and first aid kit to be carried in the vehicle.

Hackney Carriage Conditions

2. ***Type of Vehicle***

2.1 Update to safety crash test standards of vehicles.

2.2 Add multi purpose vehicles and remove 1600cc minimum engine size. (The size of vehicles is monitored by the Council's Approved List of Hackney Carriage Vehicles.) This is proposed in order to try and encourage and increase the number of Hackney Carriages within Telford & Wrekin.

2.6 Include an age limit of 10 year on multi purpose vehicles.

- 2.10** Change of wording regarding the colour of vehicles to be one of the manufacturers' colours, other colours must be approved by the Council.

4. *Fire Extinguisher and First Aid Kit*

- 4.1 & 4.2** It is proposed to remove the requirement to carry a Fire Extinguisher and First Aid Equipment in the vehicle. Schedule 7 Construction and Use Regulations relates to Mini Buses and not taxis. Drivers are not necessarily trained in fire fighting or administering first aid. If a driver wishes to continue to carry a fire extinguisher or first aid kit for his own use or feels suitably confident to help others, then he/she can do so but at his/her own risk.

- 5. *Child Safety Seats*** - Safety standards have been updated.

10 *Taximeters*

- 10.1** Add a requirement that taxi meters should be automatic tariff changing rather than changed manually.

14. *Convictions*

- 14.1** Add a requirement that vehicle proprietors must report convictions, charges, cautions or warnings and have a criminal record check every 3 years.

Private Hire Vehicle Conditions

2. *Roofsigns*

This requirement will be removed and replaced with a requirement to have door/bonnet stickers saying "Advanced Bookings Only" with the Company name and phone number. These stickers are commonly seen within major cities and will remind customers of the requirement to pre-book their Private Hire Vehicle.

3. *Types of Vehicle*

- 3.1** Change the minimum size of engine capacity from 1600cc to 1400cc..
- 3.6** Remove the wording "or for purpose built or adapted minibuses" as it is superfluous.

5. *Limousines*

- 5.6** Add a condition regarding side facing seats which will not be permitted to carry passengers under 16years of age

7. *Fire Extinguisher & First Aid Kit*

- 7.1** Remove this as a requirement.
- 7.2** Remove this as a requirement.

15 *Convictions*

- 15.1** Add a requirement for vehicle proprietors to have a criminal record check.

Private Hire Operator Conditions

1. *General Requirements*

- 1.1** Remove new applicants being subject to a criminal record check as it is already contained within the policy. (All licence holders are subject to a DBS check every 3 years.) However, add the requirement for licence holder to notify the Council of convictions, cautions, warnings or charges.
- 1.3** It is proposed to remove the condition relating to approved parking areas and in its place add a new condition regarding plying for hire (see no. 17 of the Council's Dual Driver conditions.). *The Operator must ensure that all private hire drivers and employees are aware of the meaning of plying for hire and that private hire drivers are not permitted to ply for hire under any circumstances.*
- 1.4** Add a new condition relating to touting. *The Operator must ensure that all licensed drivers and employees are made aware of the provisions of section 167 of the Criminal Justice and Public Order Act 1994 with respect to touting and that subject to certain provisions, it is an offence in a public place to tout people to hire their vehicles in order to carry them as passengers.*

2. *LGMPAct 1976 - Conditions Attached To Licence*

- 2.1** Remove the requirement for a copy of the Act to be displayed. Keep condition that Operator, Driver and Vehicle conditions are available if asked for by customers.

3. Records of Vehicles and Drivers

- 3.4** Remove the requirement for the Operator to notify the licensing authority of change of driver and vehicle proprietor details and replace with *The Operator shall notify the Council within 7 days when a driver or vehicle ceases to operate under this licence.*
- 3.5** Change the requirement to submit lists of vehicles and drivers from 4 times a year to annually at the start of the calendar year and upon renewal of the 5yr licence.
- 4.0** **Roof signs** – The requirement to have roof signs will be removed and replaced with a requirement to have door/bonnet stickers. Proposed new conditions regarding these stickers and the responsibilities of the Operator are detailed.

- 6. Child Safety Seats** – Updated to reflect most recent Safety Standards

8. Employment of Private Hire Drivers and Other Staff

- 8.5** Introduce a requirement for Private Hire Operators to display Child Sexual Exploitation information to their staff in a clearly visible place.

Taxi (Hackney Carriage) and Private Hire Licensing Criminal Convictions' Policy

Introduction – More information has been added relating to the purpose of the policy.

General Policy – The definition of a *fit and proper person* has been expanded as this is key to protect public safety.

Consideration of Disclosed Criminal History – This has been expanded. This is to assist when determining applications or when reviewing a license.

The wording *Circumstances of the individual concerned* has been removed. (The sole deciding factor should be the safety of the travelling public.)

Applicant's age at the time of conviction has been added.

Pattern of unacceptable behaviour added.

Patterns of Behaviour - Information relating to this has been expanded. This is to assist when determining applications or when reviewing a license.

Non-conviction Information – The Notifiable Occupation Scheme no longer exists. Replaced with Protection of Freedoms Act.

Licensing Offences – Information added that licences will be reviewed having regard to Council's policies.

Appendix 1 :

Minor Traffic Offences – A licence *may be reviewed by the Council's Licensing Sub Committee* has been replaced with the wording *will be reviewed by the Council* to allow for determinations under delegated powers.

The wording *Causing or permitting offences* has been added to this category.

Serious Road Traffic Offences

It is proposed to incorporate the Council's policy for the offence of *driving without due care and attention* to all offences in this category.

The wording *Inciting Offences* has been added to this category.

In relation to a driving offence resulting in a loss of life, it is proposed to replace the wording *7 years free of conviction* with *11 years free of conviction* which is the length of time codes CD40 to CD70 stay on a driving record.

The list of offences in this category have been updated.

Drink Driving/Driving under the Influence of Drugs

It is proposed to bring *3 years free of conviction* for drink or drug driving in line with proposed period for drugs convictions of *5 years free of conviction*.

Drunkness to become Drunkenness/Drugs

It is proposed to amend drunkenness related offences so that they are consistent with drug related offences.

It is proposed to bring the current policy of *3 years free of convictions* in line with the period of time in the current policy an *applicant should show evidence of being free from drug taking of 5 years*.

Alcohol added to *drugs use, misuse or dependency*

Sexual Offences

The policies adopted by English councils tend to be similar to each other because they were all based on the Home Office Circular issued in 1992. There is widespread recognition now that the Circular's references to sexual misconduct are excessively lenient. It is therefore proposed to increase the *period free of conviction from 3 to 5 years to 5 to 10 years*.

Amended the wording *will automatically be put before the Council's Licensing Sub Committee for determination to may be put before the Council's Licensing Sub Committee for determination* to allow for determination under delegated authority.

Violence

The policy taken by the Council for the offences of *grievous bodily harm, wounding or assault* to be expanded to all convictions in this category.

The wording *3 years free of such convictions* to become *5 year free of such convictions*.

The offence of Drunk and Disorderly to be moved to Drunkenness/Drugs category.

Dishonesty

Offence of *Aggravated Taking of a Vehicle* to be moved to *Serious Road Traffic Offences*

Manual of Inspection Standards for Licensed Vehicle Testing and Compliance Standards

Suggested amendments are a repeat of the proposed amendments made to the Licensing Policy, Hackney Carriage and Private Hire and Conditions of Licence.

The suggested amendments to the ***Summary of Items to be Tested*** on page 13 are an update of items taken from the Driver and Vehicle Standards Agency MoT Inspection Manual.

- 5.1.19 Members should note that in reviewing the Council's policies and conditions of licence for Hackney Carriage and Private Hire Licensing, the main consideration of the Licensing Service has been to ensure that public safety has been a priority at all times. It is the opinion of the Service that the matters requiring consultation will not undermine this important objective.

5.2 Equal Opportunities

- 5.2.2 Every effort will be made to ensure that the consultation engages the whole community, including user groups.
- 5.2.3 An equality impact assessment has been carried out on the new policies and conditions of licence.

5.3 Environmental Impact

- 5.3.1 There is no environmental impact arising from this report.

5.4 Legal Comment

- 5.4.1 The Council has a duty to provide for the licensing of hackney carriages under the Town Police Clauses Act 1847 and under the relevant adopted provisions of the Local Government (Miscellaneous Provisions) Act 1976. In addition, the adopted provisions of the 1976 Act mean that the Council must provide for the licensing of private hire drivers, vehicles and operators.
- 5.4.2 There is no legal requirement for a policy, however it is best practice and the policy documents serve to outline for drivers and operators the Council's licensing powers under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.
- 5.4.2 Before issuing any policy or amendments the authority has an implied duty, and it is good practice to do so in line with the Department for Transport's 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance' (March 2010) to consult all relevant parties. A licensing policy must be reasonable and proportionate. However, the proposed policy cannot fetter the Council's discretion and each application of enforcement matter will be judged on its own merits whilst having regard to the policy ensuring a transparent and consistent approach to licensing that would reduce the opportunity for challenge through the Courts.

5.5 Links with Corporate Priorities

This report has links to the following Corporate Priorities:

- Protect and Create Jobs as a Business Winning Council
- Protect and support our vulnerable children and adults

5.6 Opportunities and Risks

- 5.6.1 In proposing this action the Corporate Risk Management Methodology has been complied with.
- 5.6.2 The following key risks and opportunities associated with this action have been identified and assessed and arrangements will be put in place to manage them.
 - (i) The Financial risks to the Council in the event of a legal challenge to the change in Policy and or Conditions.

5.7 Financial Implications

- 5.7.1 Any costs arising from the amendments will either be borne directly by the applicant to the third party during the application process, or it will be incorporated into the licence fee which covers the cost of administering the licence.
- 5.7.2 Any financial implications arising from the 12 week consultation regarding the amendments to the policies and conditions of licence with the Hackney Carriage and Private Hire trade will be considered in the future report.
- 5.7.3 The risk of any legal challenge should be managed by consulting widely prior to implementation and ensuring (as far as is possible) that amendments and changes to policy fall within what is allowed by Statute. These actions should provide sufficient mitigation to the risk identified but any costs that do arise would have to be met by the service and may result in a pressure on their budget.
ER 31.5.16

6. Ward Implications

- 6.1.1 This report has implications for all wards in the Borough.

7. Background Papers

- 7.1.1 Local Government (Miscellaneous Provisions) Act 1976.
- 7.1.2 Town Police Clauses Act 1847
- 7.1.3 Conditions of Licence for Hackney Carriages - Telford & Wrekin Council
- 7.1.4 Conditions of Licence for Private Hire Operators - Telford & Wrekin Council
- 7.1.5 Conditions of Licence for Private Hire Vehicles - Telford & Wrekin Council
- 7.1.6 Conditions of Licence for Dual Driver Licences - Telford & Wrekin Council
- 7.1.7 Licensing Policy, Hackney Carriage & Private Hire - Telford & Wrekin Council

- 7.1.8 Taxi and PHV Licensing Criminal Convictions Policy - Telford & Wrekin Council
- 7.1.9 Manual of Inspection Standards for Licensed Vehicle Testing and Compliance Standards - Telford & Wrekin Council
- 7.1.10 Hackney Carriage and Private Hire Vehicle National Inspection Standards - Public Authority Transport Network
- 7.1.11 Taxi and PHV Licensing Councillors' Handbook (England and Wales) - Local Government Association
- 7.1.12 Taxi and Private Hire Vehicle Licensing Best Practice Guidance - Department for Transport
- 7.1.13 Private Hire Vehicle Licensing - A note for guidance from the Department for Transport
- 7.1.14 Hackney Carriage and Private Hire Licensing Policy 2015-2019 - Shropshire Council

Report prepared by Suzanne Fisher, Principal Licensing Officer. For further information please telephone 01952-381818 or email licensing@telford.gov.uk.



Telford & Wrekin
COUNCIL

Manual of Inspection Standards For Licensed Vehicle Testing and Compliance Standards

Telford & Wrekin Council
Licensing Service
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TF3 4JA

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Page 27	Exception Criteria for Hackney Carriages <i>(to be added to final document)</i> .

Preface to Telford & Wrekin Council's Manual of Inspection Standards

This manual provides a guide for those who prepare vehicles for/or carry out the statutory tests on Hackney Carriage and Private Hire Vehicles. It also provides vehicle owners with the compulsory requirements that enable a vehicle to be licenced.

The vehicle must comply with the requirements of any Legislation or Regulations relating to motor vehicles in force at the time of licensing. The contents of the manual should not be regarded as a substitute for the relevant statutory provisions and regulations.

The vehicle will be tested in accordance with the current Driver and Vehicle Standards Agency (DVSA) MOT Inspection Manual for Class 3, 4, 5 and 7 including Notes on the Statutory Provisions and Regulations for testing vehicles, under section 45 of the Road Traffic Act 1988 and also in accordance with Telford & Wrekin Council's Policy and Conditions of Licence.

Hackney Carriages and private hire vehicles are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore in the interests of passenger and other road user's safety, a more stringent maintenance and testing regime is required. The purpose of the Council's Compliance Test is to confirm vehicles meet these more stringent standards. The test and inspection includes a number of items in addition to the normal MOT test. These elements have been deemed reasonable and necessary in order to protect the public using licensed vehicles. It is not intended that the test be used in lieu of a regular preventative maintenance programme. In assessing the mechanical condition of a vehicle, it is likely that an item which would ordinarily pass an MOT test with an advisory note, could fail the Council's compliance test. .

Any owner wishing to alter or modify his Hackney Carriage or Private Hire Vehicle including the fitting of extras or alternative parts to those supplied by the manufacturer must consult the Licensing Team at Telford & Wrekin Council before incurring any expense. Only approved fittings may be attached to or carried upon the inside or outside of the vehicle and a Certificate of Vehicle Type Approval from the DVSA must be submitted to the Licensing Service.

If any unsuitable features arise following the period of any licence issued and, if any defects are found, the owner will be issued with a notice prohibiting the use of the vehicle for hire and reward until the effect has been rectified.

Telford & Wrekin Council Compliance Standards For Hackney Carriages

Type of Vehicle

All vehicles submitted to the council for licensing as Hackney Carriages shall meet the safety standards of **one of the following ; M1 Category European Whole Vehicle Type Approval; British National Type approval; or British Single Vehicle Approval (before 29 April 2009); or Individual Vehicle Approval (from 29 April 2009).** The proprietor shall ensure that the Hackney Carriage vehicle shall only be of the type approved for Hackney Carriage use by the Council, namely a purpose-built/**multi purpose** vehicle built to carry up to eight passengers with factory fitted seatbelts and an engine capacity not less than 1600cc. subject to the following:

Comment [e1]: In accordance with DfT Best Practice Guidance, it is proposed to broaden the type of vehicle the Council will licence as a hackney carriage, whilst maintaining the requirement for the vehicle to be accessible.

Hackney Carriage vehicles are approved by way of a list that will specify as many different types of vehicles as possible.

The age limit for purpose built Hackney Carriage vehicles is twelve years **and for multi purpose vehicles is ten years.** The Council may waive the age restriction in the case of individual purpose built vehicles where an application is made and the Council considers that the vehicle is of "exceptional condition". Where vehicles are of "exceptional condition" and continue to be licensed over the 12 year age limit, the vehicle will be subject to 6 monthly compliance tests. **Multi purpose vehicles over 5yrs of age will be subject to 6 monthly compliance tests.**

Comment [e2]: This is consistent with Private Hire Vehicles which are not purpose built.

Comment [FS3]: This is consistent with the requirements of PHVs.

Condition of Vehicle

There shall be no non-standard unauthorised alterations or modifications carried out to the vehicle or to the engine.

The exterior colour of the taxi shall be **one of the manufacturer's colours. Vehicles which are of a colour other than that of the manufacturer must be approved by the Council**

The Hackney Carriage shall be maintained in a sound mechanical and structural condition at all times and be capable of satisfying the Council's mechanical and structural inspection at any time during the continuance of the vehicle's license.

The interior and exterior of the Hackney Carriage shall be maintained in a clean, safe condition.

Wheel Chair Accessibility

The vehicle must have provision for a minimum of at least one wheelchair.

A certificate should be produced showing all of the fittings used to secure wheelchairs to the floor of the vehicle are to Department of Transport specifications.

The appropriate ramps and associated equipment for loading wheelchairs into the vehicle in the approved manner must be carried and used at all times.

Wheels

All Hackney Carriages must be fitted with manufacturers approved tyres of the same size and type including the spare wheel.

Privacy Windows

The Council shall refuse any vehicle submitted for licensing which is fitted with tinted windows to the rear of the driver which are not factory fitted options at the time of the manufacture of the vehicle.

Fire Extinguisher - Road Vehicle (Construction & Use) Regs. 1986 – Schedule 7

A fire extinguisher shall be carried on the vehicle at all times. The fire extinguisher must be suitable to the risk and is to be carried in the vehicle at all times and securely fixed in the approved manner and in such a position as to be readily available in any emergency.

First Aid Kit - Road Vehicle (Construction & Use) Regs. 1986 – Schedule 7

A standard size and type of first aid equipment which complies with the requirements laid down by the Department of Transport for taxis and minibuses in accordance with regulation 43 and must be carried on the vehicle at all times.

Comment [e4]: It is proposed to remove the requirement to carry a Fire Extinguisher. Schedule 7 Construction and Use Regulations relates to Mini Buses and not taxis. Drivers are not necessarily trained in fire fighting. If a driver wishes to continue to carry a fire extinguisher for his own use or feels suitably confident to help others, then he/she can do so but at his/her own risk.

Comment [e5]: It is proposed to remove the requirement for Fire Extinguishers and First Aid Kits to be carried, similarly to the above comment. Drivers are not necessarily trained medics..

Other Equipment

All Hackney Carriages being compliance tested for a new licence must carry a warning triangle and a set of spare bulbs.

Identification Plates

Once the vehicle is licenced, the external identification plate issued by the Council shall at all times be fixed to the outside rear of the Hackney Carriage to the place provided by the manufacturer or by a Council approved fixing kit.

Hackney Carriage Vehicles should display a replica Hackney Carriage Licence plate issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.

Signage

Once a vehicle is licenced, a copy of the approved table of fares shall be displayed in a clearly visible position.

The following signs and notices will be displayed on licensed Hackney Carriages during the currency of the Licence:

- A sign stating 'Seat Belt Regulations – Seat Belts must be worn'.
- A sign bearing the words 'First Aid Kit Carried' fixed to the rear bodywork of the vehicle.
- A sign on both rear doors of the vehicle regarding No Smoking.
- A sign (the nationally recognised symbol) confirming that the taxi is wheelchair accessible and caters for the needs of the disabled.
- A sign (if applicable) confirming that the driver of the vehicle accepts travel tokens

Comment [e6]: See above comment.

Taximeters

The vehicle shall to be fitted with an automatic taximeter approved by the Council and it shall be located within the vehicle in accordance with the reasonable instructions of an Authorised Officer of the Council.

Comment [e7]: It is proposed to make it a condition that all taximeters are automated to calendar changes so that the correct tariff rate is automatically applied.

Any meter fitted shall be technically capable of accepting any restrictions or fare scales that the Council wishes to programme into that meter.

The meter shall be tested and sealed by an Authorised Officer of the Council. Any Hackney Carriage fitted with a meter must be equipped with the standard size tyres as approved by the manufacturer of the vehicle.

Retro-fitted low profile tyres which will affect the performance and accuracy of a meter are not acceptable if fitted after the meter has been tested and sealed. Any such tyres of a low profile type must be fitted before the meter is tested. Any contravention of this condition will result in the immediate suspension of a Hackney Carriage Licence.

Light Trailers

All trailers will be subject to a Compliance Standards check and if found to be satisfactory, issued with a one year certificate.

If the unladen weight of any trailer submitted for testing exceeds 200kgs, a prescribed Ministry Plate must be fitted to the nearside of the trailer except where said trailer is fitted with parking brakes and brakes that act automatically on the overrun of the trailer. In any case all trailers shall meet the braking requirements in accordance with the type and size of said trailer.

All such trailers shall not exceed the gross weight limit of 3,500kgs but in all cases the proprietor should consult the vehicle handbook regarding manufacturer's recommendations particularly where unbraked trailers may be in use.

The trailer shall be fitted with a rigid hard top and shall be sealed against rain and water to protect luggage and goods.

Telford & Wrekin Council

Compliance Standards For Private Hire Vehicles

Type of Vehicle

All vehicles submitted to the Council for licensing as Private Hire Vehicles shall meet the safety standards of **one of the following ; M1 Category European Whole Vehicle Type Approval; British National Type approval; or British Single Vehicle Approval (before 29 April 2009); or Individual Vehicle Approval (from 29 April 2009).** and will comply with all current and statutory requirements, inc Road Vehicles (Construction and Use) Regulations 1986, the Motor Vehicle (Wearing of Seatbelts) Regulations 1993 & Motor Vehicle (Wearing of Seatbelts by Children in Front Seats) Regulations 1993.

Private Hire Vehicles shall only be of the type approved for Private Hire by the Council. This is detailed by a list specifying as many different types of vehicle as possible or a range of general criteria which allow the trade to put forward vehicles of choice that meet the criteria and by way of a list of designated vehicles that will specify as many different types of vehicle as possible which allow the trade to put forward vehicles of choice that meet the criteria for wheelchair accessibility. The vehicle shall be a motor car or a multi- purpose vehicle built to carry up to eight passengers with factory fitted seatbelts and an engine capacity not less than **1600cc, or a Mini-Bus** or similar purpose built vehicle designed to carry up to eight passengers.

Comment [e8]: Is this still appropriate in light of improved engineering of motor vehicles or is a minimum engine capacity of 1400cc more appropriate?

The Council will only license suitable vehicles which do not exceed that age limit for motor cars and Multi Purpose Vehicles ~~(or for purpose built or adapted minibuses)~~ of ten years. Vehicles to be tested every six months from five years of age in line with best practice guidance.

All vehicles will be considered on their own merits so long as they comply with all current and statutory requirements, inc Road Vehicles (Construction and Use) Regulations 1986, the Motor Vehicle (Wearing of Seatbelts) Regulations 1993 & Motor Vehicle (Wearing of Seatbelts by Children in Front Seats) Regulations 1993.

Condition of Vehicle

The Private Hire vehicle should be maintained in a sound mechanical electrical and structural condition at all times and be capable of satisfying the council's mechanical electrical and structural inspection at any time during the duration of the vehicle licence.

The interior and exterior of the vehicle shall be maintained in a clean safe condition by the proprietor.

Privacy Windows

The Council shall refuse any vehicle submitted for licence which is fitted with tinted windows to the rear of the driver which are not factory fitted options at

the time of the manufacture of the vehicle.

Roof Signs

Roof signs shall be of a type and size approved by the Council and shall at all times be affixed to the roof of the Private Hire vehicle to the place recommended by the manufacturer or in accordance with reasonable instructions of an Authorised Officer of the Council. The roof sign should be fitted in such a manner as to be easily removable by such Officer or Police Constable.

All roof signs on Private Hire Vehicles shall be connected to the vehicle electrical wiring system and will be illuminated when the vehicle is in service during lighting up times and /or adverse weather conditions.

Roof signs must be maintained and kept in such a condition that the information contained is clearly visible to public view at all times.

For whatever reason, when a Private Hire Vehicle licence is suspended the licence plate and the roof sign shall be removed by an authorised officer of the Council. The roof sign shall be kept in the custody of the Operator until such time as the vehicle is made fit again for service and the suspension lifted by the Council. Only at that point will the roof sign be returned to the vehicle proprietor/driver by the Operator.

Identification Plates

Once licensed, the external identification plates issued by the Council should be fixed to the outside front and rear of the Private Hire Vehicle by means of Council approved fixing kit.

Private Hire Vehicles should display a replica Private Hire Vehicles Licence plate issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.

The internal identification plates (two in number) for Executive Vehicle licences issued by the Council shall be affixed by the proprietor of the vehicle one on the nearside/left hand side of the front windscreen and one on the nearside/left hand side of the rear windscreen in a distinctly visible position that does not interfere with the drivers view of the road.

Tyres

Restrictions as per Manufacturers' standards.

Fire Extinguisher Construction & Use Regulations – Schedule 7

All Private Hire Vehicles must carry a fire extinguisher. The fire extinguisher must be suitable to the risk and should be carried in the vehicle at all times.

Comment [e9]: It is proposed to remove the requirement for roofsigns in accordance with the DfT Best Practice and replace with magnetic door signs which shall read "Advance Bookings Only" and the Company's name and telephone number.

Comment [e10]: It is proposed to remove the requirement to carry a Fire Extinguisher. Schedule 7 Construction and Use Regulations relates to Mini Buses and not taxis. Drivers are not necessarily trained in fire fighting. If a driver wishes to continue to carry a fire extinguisher for his own use or feels suitably confident to help others, then he/she can do so but at his/her own risk.

First Aid Kit–Road Vehicles Construction & Use Regulations 1986 Schedule 7

A standard size and type of first aid equipment, which complies with the requirements, laid down by the Department of Transport for mini-buses, in accordance with regulation 43 must be carried on the vehicle.

Comment [e11]: It is proposed to remove this requirement to carry a First Aid Kit for similar reasons to the above comment. Drivers are not necessarily trained medics.

Other Equipment

All Private Hire Vehicles must carry at all times a warning triangle and an appropriate set of vehicle spares (e.g. spare bulbs etc).

Signage

The following signs and notices will be displayed on licensed Private Hire Vehicles during the currency of the Licence:

A sign stating 'Seat Belt Regulations – Seat Belts must be worn'.

A sign bearing the words 'First Aid Kit Carried' fixed to the rear bodywork of the vehicle.

Comment [e12]: See above comment

A sign on both rear passenger windows of the vehicle regarding No Smoking.

Meters

Where meters are fitted to a Private Hire Vehicle, the meter shall be maintained in a sound electrical and mechanical condition at all times.

Any meter affixed to the vehicle may be inspected and tested by an Authorised Officer of the Council.

Any Private Hire vehicle so fitted with a meter must be equipped with the standard size tyres as approved by the manufacturer of the vehicle. Retrofitted low profile tyres which will affect the performance and accuracy of a meter are not acceptable if fitted after the meter has been tested and sealed. Any such tyres of a low profile type must be fitted before the meter is tested

Light Trailers

All trailers will be subjected to a Compliance Standards check and if found to be satisfactory, issued with a one-year certificate.

All trailers must be of a design such that when close coupled to the prime mover (the vehicle towing it) it does not interfere in any way whatsoever with the operation of any rear door, emergency exits or wheelchair access ramps etc.

If the unladen weight of any Trailer submitted for testing exceeds 1,200kgs, a prescribed Ministry Plate must be fitted to the nearside of the Trailer except

where said Trailer is fitted with parking brakes and brakes that act automatically on the overrun of the Trailer. In any case all Trailers shall meet the braking requirements in accordance with the type and size of said Trailer.

All such trailers shall not exceed the gross weight limit of 3,500kgs but in all cases the proprietor should consult the vehicle handbook regarding manufacturer's recommendations particularly where unbraked trailers may be in use.

The trailer shall be fitted with a rigid hard top and shall be sealed against rain and water to protect luggage and goods.

Wheel Chair Facilities For Licensed Hackney Carriages And Private Hire Vehicles

1. Where a vehicle has been converted it must be approved by the Council.
2. Approved ramps must be securely installed.
3. The ramps must be free from damage, sharp edges or corners.
4. Check, as applicable, the non-slip provision and locating dowel pins.
5. Check condition and operation of wheelchair restraints.
6. Check disabled person's seat belt.

Summary of Items to be Tested

This is a summary of testable items, but the list is not exhaustive.

Front & Rear Lamps, Reflectors and Electrical Equipment

~~Headlamps~~ Front and Rear Position Lamps, End Outline Marker Lamps, Registration

~~Plate Lamps~~

~~Headlamp Aim~~

Stop Lamps

Rear Fog Lamps

Direction Indicators and Hazard Warning Lamps

Rear ~~Reflections~~ Reflectors

~~Direction Indicators~~ Audible Warning (Horn)

~~Hazard Lamps~~ Headlamp Aim

Steering & Suspension

Steering control

Steering ~~mechanism~~/System

Power steering

~~Transmission shafts~~ Drive Shafts

Wheel bearings front and rear

Front suspension

Rear suspension

Shock absorbers

Brakes

Controls ABS warning system

Condition of service brake system

Condition of parking brake system

Service brake performance

Parking brake performance

Tyres & Wheels

Tyre type

Tyre condition

Road wheels

Seat Belts

Mountings

Condition

Windscreen Wipers & Washers

~~Horn~~

Exhaust system

Exhaust emissions

Vehicle structure

~~First aid kit~~

~~Fire extinguisher~~

Internal lights

Information/warning markings
Exterior body condition
Luggage compartment
Meter calibration
Meter seal
Oil leaks
Seating
[Ramps](#)

Taxi Buses

Fuel cut off device
Grab rails & vanity covers
Access to exits
Rear seat belts
[Ramps/Tail Lifts](#)



Licensing Policy

Hackney Carriage and Private Hire



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Part 1 - Introduction

1. General Information

1.1 A hackney carriage is a taxi with a meter which is licensed for up to 8 passengers. It can be hired from a taxi rank and hailed in the street within the district where it is licensed or **booked in advance**.

A private hire vehicle is licensed for up to 8 passengers. It is not licensed to collect passengers from ranks or to be hailed in the street, but is licensed only to be hired by prior arrangement through a licensed Private Hire Operator.

1.2 The primary legislation relating to Hackney Carriage and Private Hire Licensing is contained in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.

1.3 The aim of this policy is to ensure the safety and welfare of the public who live, work and visit in Telford & Wrekin, while recognising the importance of thriving Hackney Carriage and Private Hire businesses to the local economy. Telford and Wrekin are particularly concerned to ensure:

- The safeguarding of children, young persons and vulnerable adults
- That any person who applies to operate, drive or own a hackney carriage or private hire vehicle is a suitable person and does not pose a threat (in any form) to the public
- That the public are safeguarded from dishonest persons ; and
- That vehicles used to convey passengers are safe and fit for the purpose for which they are licensed

1.4 This policy will provide guidance to any person with an interest in Hackney Carriage and Private hire licensing; in particular, but not restricted to:

- Persons who wish to apply for hackney carriage and private hire vehicle, drivers or operators licences; and their representatives
- Persons who hold existing licences, including those that are the subject of review; and their representatives
- The Council, in its capacity as the licensing authority, including licensing officers, members of the relevant licensing committees
- Magistrates and judges hearing relevant cases

1.5 This policy should be read in conjunction with Telford & Wrekin Council conditions of licence for Hackney Carriage and Private Hire (Dual) Drivers, Hackney Carriages, Private Hire Vehicles and Operators, **Taxi and Private Hire Vehicle Licensing Criminal Convictions Policy and the Manual of Inspection Standards for Licensed Vehicle Testing and Compliance Standards**.

2. Consultation

2.1 In determining this Licensing Policy, Telford & Wrekin Council has consulted widely as set out in **Appendix (To be attached to final policy document)**.

2.2. The views of all the appropriate bodies and organisations have been taken into consideration.

3. Review of the Licensing Policy

3.1 This policy will be subject to continuous evaluation and may be reviewed at anytime. At the time of the review all interested parties, partners and stakeholders will again be consulted.

4. Personal Data

4.1 Personal Data held by the Licensing Service :

- Name
- Address
- Date of birth
- Telephone number and email address (if supplied)
- DVLA or driving licence
- Photographs
- Certificate of good conduct (where required)
- Proof of identification
- Proof of right to work in UK
- Driving Standards Assessment Form
- Certificate – Qualification in Transporting Passengers or similar
- Completed medical forms and any supporting medical information from GPs, Opticians or other medical specialists
- Vehicle registrations
- Outcomes of Criminal Records Bureau (DBS) checks
- Details of traffic offences
- Complaints made about drivers or operators

4.2 The retention period for personal data relating to taxi and private hire vehicles (i.e. vehicle registration marks and details of registered keepers) is in all but exceptional circumstances seven years after a licence expires.

4.3 How to access your personal data:

You can submit a [subject access request](#) for a copy of your full file (there is a £10 fee), however if you need a copy of a specific document, we may be able to provide this for free upon receipt of a written request. To request personal data held by Telford & Wrekin Council's Licensing Service, please write to:

Principal Licensing Officer
Telford & Wrekin Council
Darby House

Lawn Central
Telford
TF3 4JA

DRAFT

Part 2 – Licensing Principles, Process and Delegation

5. Introduction

5.1 Telford & Wrekin Council (the Council) has adopted Part II of the Local Government (Miscellaneous Provisions) Act 1976 as amended. Together with the provisions contained in the Town Police Clauses Act 1847, the Council carries out the licensing of hackney carriage drivers and vehicles and private hire drivers, vehicles and operators.

5.2 This part of the policy will focus on the principles the Council will follow when administering licence applications, **reviewing licences**, reviewing conditions, setting fees and setting the table of fares. It explains the roles and duties of the Licensing Committee and officers. **The Policy and associated conditions do not address health and safety at work requirements. Drivers and operators are required to ensure all relevant health and safety at work provisions are satisfied.**

6. Licensing Principles

6.1 The Licensing Authority aims to provide a clear consistent service to Licence Holders, Members of the Public and other Stakeholders. We will look to balance the needs of the applicant against the **over-riding duty that the Council has to protect the safety and welfare of the public.**

6.2 All licence applications will be considered and determined on their own merits.

6.3 **As well as the authority to grant licences the Council has the authority to refuse to grant or to renew licences and also to suspend and/or revoke licences in accordance with relevant legislation. The Council may also choose to make written [warnings](#).**

7. Licensing Committee

7.1 Telford & Wrekin Council's Licensing Committee is made up of 10 members of the council. The Licensing Committee will deal with policy issues, conditions of licence, the setting of fees and charges and hackney carriage fares. **A Licensing Sub-Committee, made up of a minimum of 5 members of the Licensing Committee, will deal with applications for and reviews of licences.**

7.2 The public must be able to see that the Licensing Committee acts in a fair and reasonable manner at all times.

7.3 Members when determining applications for a licence, renewals or reviews of a licence, will have regard to the Council's Taxi and Private Hire Licensing Criminal Convictions Policy, this Licensing Policy, the Council's Manual of Inspection Standards for Licensed Vehicle Testing and Compliance Standards, the Department for Transport Taxi and Private Hire Vehicle

Licensing Best Practice Guidance, Road Traffic Act 1988, the Human Rights Act 1998, the Equality Act 2010 and relevant Case Law.

8. The Licensing Process & Delegation of Functions

- 8.1 The Council has delegated its licensing function to the Council's Licensing Committee who in turn has delegated authority to the Council's Principal Licensing Officer. The Principal Licensing Officer will determine all applications in accordance with the Council's licensing policies and each application will be determined on its own merit. **Where appropriate the Principal Licensing Officer will review licences in accordance with the Council's licensing policies and the Council's Public Protection Enforcement Policy.**
- 8.2 Where an application is referred to the Licensing **Sub-Committee** by the Principal Licensing Officer, the application will be determined at the earliest convenience on its own merits. Members of the Committee will take into consideration the facts of the application and hear the representations of the Applicant.

9. Decisions

- 9.1 Following the determination of an application by the Council the applicant will receive a copy of the decision in writing. This written decision will be delivered as soon as possible after the decision has been made. This will include information on the right of appeal where appropriate.
- 9.2 Parties aggrieved by a decision of the Licensing Authority have a right of appeal. This should be lodged with the relevant Court in accordance with the statutory provisions. **The Council strongly advises parties to promptly seek appropriate independent legal advice in such circumstances.**

10. Working in Partnership

- 10.1 The Council aims to work in partnership when dealing with Hackney Carriage and Private Hire Licensing issues. Such partnerships will include (but are not restricted to) West Mercia Police, Driver and Vehicle Standards (DVSA) Agency, **UK Border Agency**, Safer Communities, Telford Hackney Carriage Association, Telford Private Hire Operators Association, Telford Private Hire Drivers Association, **Shropshire Council**, **other local authorities**, and **other Council service areas such as Children's and Adult Safeguarding**, consumer groups and all licence holders.

Part 3 – Licensable Activities

11. Introduction

11.1 This part of the Policy will focus on the licensable activities and the necessary steps required to obtain and hold such a licence. These steps will include the standards required and the conditions that applicants and licence holders will be required to attain. The scope of this policy covers Hackney Carriage and Private Hire Drivers and Vehicles, and Private Hire Operators.

11.2 The following are applicable to all licence types:

- The application form must be fully completed and include all relevant information. If any part of the application form is not complete, the applicant will be required to provide all the required information before the application can be accepted for processing.
- In the event that an application for a licence is paid by cheque. In the event that the cheque does not clear and the licence has been issued, the Council will seek to suspend the licence until such time as full payment has been received.
- Where an applicant has failed to declare relevant information or provided false information the application is likely to be refused; where this relates to an existing licence, the licence is likely to be revoked. Applicants are reminded that it is an offence to knowingly or recklessly make a false declaration or omit any material particularly when giving information required by the application for a licence.
- Where a licence has been surrendered or revoked a new application must be submitted in accordance with the relevant new licence procedures before the Council will consider the application.
- When a licence lapses, the Council will not permit any 'periods of grace' for the submission of a renewal application unless there is satisfactory evidence of exceptional circumstances that are accepted by the Council.

11.3 The Council follows the current Disclosure and Barring (DBS) Code of Practice for Registered Persons and Other Recipients of Disclosure Information and abides by the handling of DBS certificate information requirements on the secure storage, handling, use, retention, and disposal of disclosure certificates and certificate information. All DBS disclosures will be required at the maximum level set by legislation. Drivers who undertake work on Telford & Wrekin transport contracts are advised to contact the department of the Council which provides the contracts in order to ascertain what standard of criminal record disclosure is required.

12. Drivers

12.1 Summary

- Any person who drives a Hackney Carriage must hold the appropriate vehicle driver's licence. Hackney Carriage Vehicle drivers licences are issued in accordance with section 46 of the Town Police Clauses Act 1847.
- Any person who drives a Private Hire Vehicle must hold the appropriate vehicle driver's licence. Private Hire Vehicle drivers licences are issued in accordance with section 51 of the Local Government (Miscellaneous Provisions) Act 1976.

12.2 Fit and Proper Person

12.2.1 Licensed drivers provide a public service. The Council will not licence anyone to drive a Hackney Carriage or Private Hire vehicle unless it is satisfied that they are a "fit and proper" person.

12.2.2 In considering the fit and proper person test and in order to ensure the Council is in a position to make as accurate an assessment of the applicant's fitness to hold a licence as is reasonably practicable, all drivers must complete a Disclosure and Barring Service check (DBS) and satisfactory medical examination upon initial application and on renewal at three yearly intervals thereafter. Further checks may be carried out if the Council has reason to believe that a person's medical circumstances have changed or if the person has been convicted of an offence since they were last licensed.

12.2.3 Telford & Wrekin Council will also make additional checks on the Council's Personal Safety Precautions Register, on your personal information held on other relevant local authorities' systems; with West Mercia Police (and other relevant police forces where appropriate); or with any other appropriate organisation, agency or person.

12.2.4 Where Telford & Wrekin Council has concerns regarding your suitability to drive a taxi, the Council will share your relevant personal information with other external organisations.

12.2.5 When assessing the fitness of an applicant to hold a driver licence, the Council will consider the applicants criminal history as a whole, together with all other relevant information and intelligence including their history (e.g. complaints and positive comments from the public, compliance with licensing conditions and willingness to co-operate with licensing officers) whilst holding a licence from the Council or any other licensing authority. Particular attention will be given to patterns of behaviour, irrespective of the time scales over which they have occurred, both in terms of proven criminal behaviour/conduct

that may indicate the safety and welfare of the public may be at risk from the applicant.

12.2.6 With specific reference to existing licence holders, where there is any cause for a licence to be reviewed, the Council may request the licence holder to consent to a further DBS check, the cost of which lies with the licence holder. Where a licence holder refuses to consent to a further check the Council will take this into consideration in determining their continuing fitness to hold a licence.

12.3 New Applications

12.3.1 On initial application, before a licence is granted, applicants are required to:

- Submit a completed application form
- Submit proof of a Right to Work in the UK
- Receive a satisfactory enhanced Disclosure & Barring Service Check (DBS) via the Council's approved process ([details on the Council's website](#)).
- Attend the Council's driver awareness training including disability awareness training (responsibilities under the provisions of the Equality Act 2010.) and Child Sexual Exploitation awareness training.
- Pass the Council's knowledge test
- Pass the Road Safety Driver Assessment for Dual Drivers
- Pass a Group 2 medical examination with a doctor who has sight of your medical records
- Hold a DVLA/EC/EEA full category B driving Licence and must have held such a licence for not less than three years prior to applying for the licence.
- Complete a DVLA data protection mandate

12.3.2 Telford & Wrekin Council are mindful that a number of drivers have licensed with a neighbouring authority and have relinquished their driver badges. In order to possibly encourage drivers to be licensed with this authority, we will introduce a 'fast-track' application process for such drivers. The process for such individuals previously licensed with Telford & Wrekin Council will be as follows:-

- Submit a completed application form and Proof of a Right to Work in the UK
- Provide a photograph endorsed to Passport standards
Receive a satisfactory enhanced Disclosure & Barring Service (DBS) Check. If drivers can submit a DBS certificate less than 3 months old, the Licensing Service will accept the certificate. DBS certificates older than 3 months will require a new certificate
- Attend Driver Awareness Training to include Child Sexual Exploitation (CSE) training.

Comment [FS1]: It is an existing requirement that new drivers attend Driver Awareness Training during the application process.

- No knowledge test will be required for drivers whose Telford & Wrekin Council driver licence expired less than 3 years prior to a new application being submitted to Telford & Wrekin Council. Pass a Group 2 medical examination. However, all medicals have a three year expiry date. Providing that driver's medical held on file has not expired, we will not require a medical until such time that the 3 years has lapsed.
- Complete a DVLA data protection mandate
- Pass the Council's Driving Standards Assessment (DSA) or, as authorised by the Principal Licensing Officer, submit a satisfactory Certificate for the Driving Standards Agency Taxi Test
- Pay the Council's licence fee.

Comment [FS2]: It is already a condition of licence that existing drivers take this driving test upon renewal of their Dual Driver Licence (unless they have already taken and passed the test).

12.3.3 Where an application has expired, been surrendered or revoked a new application must be submitted in accordance with the relevant new licence procedures;

12.3.4 Telford & Wrekin Council runs an appointment system. Applicants and licence holders will not be seen without an appointment.

12.3.5 An applicant must complete an application form, DVLA mandate, provide proof of the Right to Work in the UK, a DBS disclosure application (and/or Certificate of Good Conduct) and submit a photograph. The approved application process is explained on the Council's website.

12.3.6 The applicant should complete the application process within 3 months. If the applicant fails to do so, the application process must be started again.

12.4 Criminal History

12.4.1 Due to the nature of the occupation, Hackney Carriage and Private Hire Vehicle Drivers are an exempt occupation under the provisions of the Rehabilitation of Offenders Act 1974. As a result, convictions are deemed never to be spent. When considering convictions and endorsements, the Council will only take into consideration such convictions deemed to be relevant.

12.4.2 A criminal record does not automatically bar an applicant from holding a Licence to drive Hackney Carriage and Private Hire Vehicles. Criminal convictions will be considered in light of the [Council's Taxi and Private Hire Licensing Criminal Convictions Policy](#).

12.4.3 On the return of a DBS check where convictions have been disclosed, the Principal Licensing Officer will consider the convictions and either determine the application under delegated authority or may refer the application to the Council's Licensing Sub-

Committee for determination. In addition to conviction/caution information applicants and existing drivers are expected to provide details of all warnings, driving endorsements/disqualification periods relating to minor traffic offences fixed penalties, penalty charge notices and any other similar sanctions, together with any charges or arrests that they are the subject of in connection with criminal offences, whether or not actually charged with the offence, and details of any allegations of involvement in criminal activity or where they have been questioned in connection with any alleged criminal activity or inappropriate/ unacceptable behaviour or any other relevant pending matter.

12.4.4 Persons who have not been resident within the United Kingdom for the five years prior to submitting an application, will be required to produce a certificate of good conduct or equivalent document issued by the relevant Embassy or High Commission. The certificate should be authenticated, translated and sealed by the embassy/consulate. The Council may contact the relevant Embassy or appropriate body to verify any documents provided. Proof of a right to work in the United Kingdom will also be required. Find contact details for embassies and High Commissions in the UK on the [Foreign & Commonwealth Office \(FCO\) website](#). You can also contact FCO General Enquiries on Tel 020 7008 1500

12.5 Knowledge Test

12.5.1 Applicants for a licence to drive a Hackney Carriage or Private Hire Vehicle will be required to pass the Council's Knowledge Test. Details of what is required in the Knowledge Test is included [on the Council's website](#).

12.5.2 Normal examination conditions will apply during the Knowledge Test. Any person found to be using unfair means during the test will be excluded from the test and will be required to take a fresh test and pay the appropriate fee. This may also affect their fitness and propriety to be granted a licence.

12.5.3 There is no charge for the initial Knowledge Test. If an applicant fails the initial Knowledge Test, there will be a retest charge for every subsequent test and every missed test.

12.5.4 If an applicant fails the Knowledge Test 3 times, they must wait 3 months before being able to start the application process again.

12.6 Driving Standards Assessment

Comment [FS3]: This is not a new requirement for drivers. In order to assist applicants, It is proposed to add this more detailed information regarding the driving to this document.

12.6.1 Applicants for a licence to drive a Hackney Carriage or Private Hire Vehicle will be required to pass the Council's approved Driving Standards Assessment.

12.6.2 At the time of your driving assessment, you will need to bring with you:

- Fee for the Driving Assessment
- A vehicle in good working order. This can be any vehicle, hired or your own.
- Valid MOT Certificate for the Vehicle you use.
- Valid Insurance.
- Valid Driving Licence

12.6.3 If an applicant fails the Driving Assessment 3 times, they must wait 3 months before being able to start the application process again.

12.7 Medical Requirements

12.7.1 All applicants for a Hackney Carriage or Private Hire Vehicle Drivers Licence are required to undertake a Group 2 medical examination by a doctor who has seen the applicant's medical records. Details of where to obtain your medical are on the [Council's website](#). The medical examination includes a vision assessment that must be completed by a doctor or optician/optometrist. Some doctors will be able to fill in both the vision and medical assessment sections of the report. If the doctor is unable to fully answer all the questions on the vision assessment you must have it filled in by an optician or optometrist.

Comment [FS4]: This is an amendment to the Group 2 medical introduced in 2015 by the DVLA.

12.7.2 Should an authorised officer have reason to believe that a licensed Hackney Carriage or Private Hire Vehicle Driver has a medical condition which renders them unfit to drive, a further medical examination will be requested by the Council in accordance with the approved process. If it is deemed necessary to do so, the licence may be suspended or revoked in the interests of protecting the public until the further medical examination has been carried out.

12.8 English Speaking

12.8.1 Applicants will need to be able to converse in English to a standard that would be reasonably expected of a person undertaking a role as a private hire or a hackney carriage driver.

12.9 Duration of Licence

Driver licences (Dual) will normally be issued for a period of 3 years or for a lesser period as the Council thinks appropriate in the

circumstances of the case. Licences will not be issued for a period any longer than the length of a person's permission to live and work in the UK.

12.10 DVSA and Other Relevant Driving Licences

12.10.1 A person applying for a Dual licence must have a minimum of three years' driving experience on a full UK/EC/EEA licence.

12.10.2 Applicants will be required to produce the original DVSA photocard driving licence. Copies will not be accepted.

12.11 Renewal of licence

12.11.1 A licence must be renewed before it reaches its expiry date to allow continued driving of a licensed vehicle. Once a licence expires, is revoked or surrendered, it ceases to exist. Only in exceptional circumstances would an application for renewal be entertained after expiry, otherwise a new application will be required.

12.11.2 If a licence has lapsed, surrendered or revoked, then in all cases a new application must be completed in full as outlined in 12.3.2 above before the applicant will be re-licensed.

12.12 Licence Conditions

12.12.1 When a driver is issued with a licence the driver will be asked to sign for his licence and the attached conditions.

12.12.2 If a driver is found to be in breach of the conditions of licence, the driver's licence will be reviewed in accordance with the Council's [Public Protection Enforcement Policy](#).

12.12.2 A copy of the Council's Dual Driver Licence conditions is attached at **Appendix A**.

13 Hackney Carriages

13.1 Summary

13.1.1 Hackney Carriage or Public Hire Vehicles are licensed in accordance with the provisions contained in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.

13.1.2 Commonly known as Taxis, Hackney Carriages are licensed to stand for hire at a taxi rank or can be hailed in the street in the area of the council with which it is licensed and may also undertake pre-booked journeys anywhere in the country.

13.2 Use of Vehicles

13.2.1 A person applying for a licence for a Hackney Carriage should do so with the intention of using the vehicle in the controlled district of Telford & Wrekin. Where the intention is to use a licensed vehicle in another district for advanced bookings, then the applicant should apply to the said district for an appropriate licence.

13.2.2 In accordance with section 57 of the Local Government (Miscellaneous Provisions) Act 1976 a person applying for a licence will need to indicate whether the vehicle will be used primarily within the Borough of Telford and Wrekin or outside the Borough. Details will be required as to the proportion of business to be carried out both within the Borough and outside it. In addition details of the location of business carried on outside the Borough will be required. Applications received where the primary use of the vehicle is outside the Borough **may** be referred to the Licensing Sub Committee.

13.3 Duration of Licence

13.3.1 Vehicle licences will be issued for 12 months.

13.4 Application Process

13.4.1 Licences are issued in the interests of public safety. The application process is the same for a new or renewal application. The applicant for a vehicle licence must be a person who is the registered keeper of the vehicle concerned. In addition to completing an application form, a person wishing to license a hackney carriage will need to submit a proof of a Right to Work in the UK, a basic criminal record disclosure from [Disclosure Scotland](#) telephone 0870 609 6006, a valid certificate of insurance for public hire, the V5 registration form, a Telford & Wrekin Council compliance certificate and the licence fee.

13.4.2 The Council accepts that a full V5 registration form in the new owner's name is not always available upon first licence; however, the V5/2 green section of the V5 form must be produced. Where the green section has been produced on first licensing the vehicle, a full V5 form in the new owner's name must be produced at the earliest opportunity and in any case upon renewal of a licence. A V5 form or proof of purchase must be produced upon transfer of a vehicle licence.

13.5 Testing of Vehicles

13.5.1 Vehicles licensed to carry persons for hire and reward must be fit, safe, comfortable and suitable for the purpose for which they are licensed. Vehicles will be tested and inspected at the council's approved testing station by a Driver and Vehicle Standards (DVSA) Agency authorised MOT examiner.

13.5.2 Hackney Carriages are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore in the interests of passenger and other road user's safety, a more stringent maintenance and testing regime is required. The purpose of the Council's Compliance Test is to confirm vehicles meet these more stringent standards. The test and inspection includes a number of items in addition to the normal MOT test. These elements have been deemed reasonable and necessary in order to protect the public using licensed vehicles. It is not intended that the test be used in lieu of a regular preventative maintenance programme. In assessing the mechanical condition of a vehicle, it is likely that an item which would ordinarily pass an MOT test with an advisory note, could fail the Council's compliance test. .

Comment [F55]: This is not a new requirement. For clarification purposes, it is more detailed information now included in this document.

13.5.3 The Council's Manual of Inspection Standards for Licensed Vehicle Testing provides a guide for those who prepare vehicles for/or carry out the statutory tests on Hackney Carriages. It also provides vehicle owners with the compulsory requirements that enable a vehicle to be licensed. On satisfactory completion of the test, a Certificate of Compliance will be issued

13.5.4 To ensure that vehicles licensed within the controlled district of Telford & Wrekin meet these criteria, the Council has determined that vehicles will be subjected to a test to a frequency specified in the Council's conditions of licence. See **Appendix B**.

13.5.5 If the Council's Authorised Officer or Police Constable when inspecting a vehicle is not satisfied as to the fitness of the vehicle or the accuracy of the meter, he may give written notice to the Proprietor to make the Hackney Carriage and/ taxi meter available for further inspection and testing at such reasonable time and place as may be specified and the vehicle licence may be suspended until the Authorised Officer or Police Constable is satisfied as to the vehicle's fitness or as to the accuracy of the taxi meter.

13.5.6 The Certificate of Compliance once issued is only valid in conjunction with a valid Hackney Carriage Licence.

13.5.7 If a vehicle has been off the road for more than a month it must undergo a compliance test before it can return to work in the controlled district of Telford & Wrekin.

13.6 Roof Signs

13.6.1 All Hackney Carriages shall be fitted with a roof sign. The roof sign shall display the wording "TAXI" or "For Hire" on the front of the sign. The rear of the sign can be used to display the company or telephone number of the business, or the wording "TAXI" or "For Hire". Roof signs shall not be blank.

13.7 Advertising

13.7.1 Proprietors may advertise on Hackney Carriages in accordance with the conditions of licence and subject to written approval from the Licensing Authority.

13.8 Closed Circuit Television (CCTV)

13.8.1 Hackney Carriage Vehicles may be fitted with closed circuit television (CCTV) systems in accordance with the council's CCTV policy.

13.9 Hackney Carriage Ranks

13.9.1 Hackney Carriage Ranks/Stands are provided in accordance with the Local Government (Miscellaneous Provisions) Act 1976. The Council will work with the Taxi trade, Highways and West Mercia Police to determine where ranks/stands should be situated.

13.9.2 Drivers should use the ranks available to them. Where a driver is standing plying for hire and is illegally parked if, in the opinion of an Authorised Officer of the council or police constable, the driver is plying for hire in a dangerous location the said driver's licence may be reviewed and such conduct may be deemed reasonable cause to revoke or suspend the licence under section 61(1)(b) of the Local Government (Miscellaneous Provisions) Act 1976 or any other appropriate action.

13.10 Accessibility

13.10.1 Drivers of vehicles adapted to carry disabled passengers must be trained in the use of equipment necessary to convey the passenger safely.

13.10.2 Assistance dogs shall be conveyed in the vehicle with the passenger in accordance with statutory requirements (unless an exemption applies).

13.11 Internal Plates

13.11.1 Internal plates shall be securely fixed in the front windscreen on the passenger side of the vehicle or on the partition for vehicles where a partition is fitted.

13.11.2 Tactile Braille plates shall be fixed to the recess on the inside of the rear passenger door.

13.12 Renewal of a Licence

13.12.1 A licence must be renewed before it reaches its expiry date to allow the vehicle to continue to be used for hire and reward. Once a licence expires, is revoked (subject to a statutory appeal process) or surrendered, it ceases to exist. Only in exceptional circumstances would an application for renewal be entertained after the licence has lapsed, otherwise a new application will be required.

13.13 Licence Conditions

13.13.1 Conditions attached to Hackney Carriage licences will be regularly reviewed to ensure that they are reasonable and fit for purpose. A copy of the conditions attached to Hackney Carriage Licences is attached as **Appendix B**.

14 Private Hire Vehicles

14.1 Summary

14.1.1 Private Hire Vehicles are licensed in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1976. Private Hire Vehicles must not have the appearance of a Hackney Carriage.

14.1.2 When considering whether a vehicle is a Private Hire Vehicle by the nature of the work it does, Telford & Wrekin Council shall have regard to the document Private Hire Vehicle Licensing - A note for guidance from the Department for Transport <http://assets.dft.gov.uk/publications/phv-licensing-guidance-note/phv-licensing-guidance.pdf>

14.2 Period of Licence

14.2.1 Vehicle licences will be issued for 12 months.

14.3 Application Process

14.3.1 Licences are issued in the interests of public safety. The application process is the same for a new or renewal application. In addition to completing an application form, a person wishing to licence a Private Hire Vehicle will need to submit a proof of a Right to Work in the UK, a basic criminal record disclosure from [Disclosure Scotland](#) telephone 0870 609 6006, a valid certificate of insurance for private hire, the V5 registration form, a Telford & Wrekin Council's compliance certificate and the licence fee.

14.4 The Council accepts that a full V5 registration form in the new owner's name is not always available upon first licence, however, the V5/2 green section of the V5 form must be produced. Where the green section has been produced on first licensing the vehicle, a full V5 form in the new owner's name must be produced at the earliest opportunity and upon renewal of a licence. A V5 form or proof of purchase must be produced upon transfer of a vehicle licence.

14.5 Testing of Vehicles

14.5.1 Vehicles licensed to carry persons for hire and reward must be fit, safe, comfortable and suitable for the purpose for which they are licensed. Vehicles will be tested and inspected at the council's approved testing station by a Driver and Vehicle Standards (DVSA) Agency authorised MOT examiner.

14.5.2 Private hire vehicles are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore in the interests of passenger and other road user's safety, a more stringent maintenance and testing regime is required. The purpose of the Council's Compliance Test is to confirm vehicles meet these more stringent standards. The test and inspection includes a number of items in addition to the normal MOT test. These elements have been deemed reasonable and necessary in order to protect the public using licensed vehicles. It is not intended that the test be used in lieu of a regular preventative maintenance programme. In assessing the mechanical condition of a vehicle, it is likely that an item which would ordinarily pass an MOT test with an advisory note, could fail the Council's compliance test.

Comment [FS6]: This is not a new requirement. For clarification purposes, it is more detailed information now included in this document.

14.5.3 The Council's Manual of Inspection Standards for Licensed Vehicle Testing provides a guide for those who prepare vehicles for/ or carry out the statutory tests on Private Hire Vehicles. It also provides vehicle owners with the compulsory requirements that enable a vehicle to be licensed. On satisfactory completion of the test, a Certificate of Compliance will be issued

14.5.4 To ensure that vehicles within the controlled district of Telford & Wrekin meet these criteria, the Council has determined that

vehicles will be subjected to a test to a frequency specified in the Council's conditions of licence.

14.5.5 The Certificate of Compliance once issued is only valid in conjunction with a valid Private Hire Vehicle Licence.

14.5.6 If a vehicle has been off the road for more than a month it must undergo a compliance test before it can return to work in the Telford & Wrekin area.

14.6 Novelty Vehicles, Stretched Limousines and Vintage Vehicles

14.6.1 Vehicles such as stretched limousines and fire engines will be licensed by the Council, however such types of vehicle would only be licensed as a Private Hire Vehicle **and in accordance with the Council's Conditions of Licence for Private Hire Vehicles. Vehicles should have no more than 8 passenger seats as indicated on the V5 form. If the number of seats differs to what is indicated on the V5, then the vehicle proprietor should contact DVSA. Failure to produce a valid and current V5 for the vehicle will result in the application being refused.**

14.6.2 In addition to the vehicles mentioned in paragraph 19.1 vehicles such as vintage vehicles will also be considered for licensing.

14.7 Closed Circuit Television (CCTV)

14.7.1 Private Hire Vehicles may be fitted with closed circuit television (CCTV) systems in accordance with the Council's CCTV policy.

14.8 Disabled Access and Assistance Dogs

14.8.1 Where a vehicle is adapted to carry disabled passengers, then the driver of the said vehicle should have appropriate training to ensure that the passengers are conveyed safely.

14.8.2 Assistance dogs shall be conveyed in the vehicle with the passenger in accordance with statutory requirements (unless an exemption applies).

14.9 Internal Plates

14.9.1 Internal plates shall be securely fixed in the front windscreen on the passenger side of the vehicle and on the partition for vehicles where a partition is fitted.

14.10. Magnetic Plates

- 14.10.1 Magnetic plates will only be fitted to vehicles where the Council approved fixing kit cannot be used.

14.11 Renewal of a Licence

- 14.11.1 A licence must be renewed before its expiry date to allow the vehicle to continue to be used for hire and reward and to retain grandfather rights where applicable. Once a licence expires, is revoked (subject to a statutory appeal process) or surrendered, it ceases to exist. Only in exceptional circumstances would an application for renewal be entertained after expiry, otherwise a new application will be required.

14.12 Licence Conditions

- 14.12.1 Conditions attached to Private Hire Vehicle licences will be regularly reviewed to ensure that they are reasonable and fit for purpose. A copy of the conditions attached to a Private Hire Vehicle Licence is attached to this policy as **Appendix C..**

15 Private Hire Operators

15.1 Summary

- 15.1.1 Private Hire Operators are licensed in accordance with the Local Government (Miscellaneous Provisions) Act 1976. Any person who wishes to take bookings, in the course of a business for a Private Hire Vehicle must hold a Private Hire Operator Licence.

15.2 Application Process

- 15.2.1 In addition to completing an application form, an operator must produce a list of the vehicles and drivers which they operate and any fleet insurance they hold with an accompanying schedule of vehicles and named drivers disclosed to the insurance company.

15.3 Criminal Record Disclosure

- 15.3.1 All applicants for a Private Hire Operators Licence must prove that they are a fit and proper person to hold a licence. Telford & Wrekin Council requires an applicant to **submit proof of a Right to Work in the UK and to** provide a Basic Criminal Record Disclosure from Disclosure Scotland. If the Private Hire Operator is an individual, they must provide the Criminal

Record Disclosure. If the Private Hire Operator is a company, then the company Director(s) named on the application form must provide the basic Criminal Record Disclosure.

- 15.3.2 You can apply to [Disclosure Scotland](https://www.disclosurescotland.co.uk) online, by telephone or in writing:

Telephone: 0870 609 6006

Website: www.disclosurescotland.co.uk.

Disclosure Scotland

PO Box 250

Glasgow

G51 1YU

15.4 Record Keeping

- 15.4.1 Operators shall keep records in accordance with the conditions attached to their licence. Such records should be available upon request from a Police Constable or Authorised Officer.

15.5 Planning Consent

- 15.5.1 Operators are advised that they should ensure that they have any appropriate planning consent required to operate their business within Telford & Wrekin.

15.6 Licence Conditions

- 15.6.1 Conditions attached to Private Hire Operator licences will be regularly reviewed to ensure that they are reasonable and fit for purpose. A copy of the conditions attached to a Private Hire Operator Licence is attached to this policy as **Appendix D**.

15.7 Safeguarding

- 15.7.1 Safeguarding is a priority for Telford & Wrekin Council and therefore, Private Hire Operators will be expected to employ a suitably trained Designated Person with specific responsibility for Safeguarding.

Part 4 - Compliance and Enforcement

16. Summary

- 16.1 The Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 contain a number of offences. These offences relate to the protection of the public.
- 16.2 The Council's Compliance and Licensing Officers will work closely with the Hackney Carriage and Private Hire trades to achieve compliance with the legislation and the Council's conditions of licence and will do so in accordance with the Council's Public Protection Enforcement Policy.
- 16.3 The Licensing Service will also look to work closely with other enforcement authorities when dealing with licensed and or unlicensed vehicles and drivers, especially concerning cross boundary related issues.
- 16.4 The Local Government (Miscellaneous Provisions) Act 1976 also gives the authority powers to serve notice on proprietors of Hackney Carriage and Private Hire Vehicles to produce their vehicle for inspection to ascertain its fitness. Where a vehicle is deemed unfit for its intended purpose the proprietor will be issued with a suspension notice in accordance with **section 60 or section 68** of the Local Government (Miscellaneous Provisions) Act 1976. Where the vehicle defects are not rectified within two months from the date of the notice, the licence will automatically be deemed to be revoked.
- 16.5 Where the vehicle has defects which are in breach of licence conditions, a Breach of Conditions Notice will be issued. If the fault is not rectified within the time specified in the Notice, the licence will be suspended under section 68.

17. Complaints

- 17.1 The Licensing Service will investigate all complaints reported to the Service. Where appropriate, complainants will be encouraged to raise the complaint with the licence holder or business concerned in the first instance.

Contact Details

For information, advice and guidance relating to licensing and the application process please contact;

Licensing Service
Telford & Wrekin Council
Darby House
Lawn Central
Telford
TF3 4JA

Telephone: 01952 381818
Fax: 01952 381993
Email: licensing@telford.gov.uk

DRAFT

Appendix A – Dual Driver Conditions

1. General

1.1	Throughout the currency of his/her licence the holder of a Dual Driver licence shall be a fit and proper person to hold such a licence. New applicants will be subject to a satisfactory Disclosure & Barring Service check and all licence holders will be subject to a Disclosure & Barring Service check every three years.
1.1.2	The driver must contact the Council within 7 days from receiving the Disclosing & Barring Service Certificate to produce the Certificate.
1.2	Throughout the currency of his/her Driver's Licence, the holder of a Dual Driver Licence must possess a full Category B DVLA driving licence and must have held one for at least the preceding 3 years (3 years actual driving experience). The Licence referred to is one issued under Part III Road Traffic Act, 1988, as amended by the Road Traffic Act, 1991, authorising the holder to drive a motor car.

2. Medical Fitness and Medical Examination

2.1	Throughout the currency of his/her Licence the holder of a Dual Driver Licence must be and must remain medically fit. To enable the Council to be satisfied as to medical fitness the following requirements will apply:-
2.1.2	All drivers should have medicals on application and then every three years.
2.1.3	If once granted, the Driver's medical circumstances change during the currency of that Licence, he/she must inform the Council as soon as possible. If the Council then requests, the Driver must immediately submit to a further medical examination and thereafter, provide written evidence (in the form of an approved medical certificate as detailed above) of the outcome of this examination and of his fitness to continue as a driver of a Hackney Carriage/Private Hire Vehicle.
2.1.4	Should an authorised officer of the Council have reason to believe that any driver has a medical condition that renders them unfit to drive for hire and reward, a further medical examination will be requested.
2.1.5	The Council reserves the right to refer any such matter to its own appointed Medical Officer whose decision will be final
2.1.6	The Council will not grant or renew (as the case may be) any Driver's Licence unless the foregoing provisions are complied with (as appropriate) and the applicant can thereby demonstrate that he is medically fit to hold a Dual Driver Licence.
2.1.7	The Council may revoke or suspend an existing Licence if the holder is unable to demonstrate as necessary that he/she remains medically fit to hold such Licence. The Council reserves the right to refer any such matter to its own appointed Medical Officer whose decision will be final.

3. Medical Exemptions

3.1	Medical exemptions involving the carriage of Disabled persons and also the carriage of Guide, Hearing or Other Assistance Dogs may apply to new or existing drivers who suffer certain medical conditions and if so must submit themselves to a medical examination and provide proof that they have a history of a specific health problem to qualify for such exemption.
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4. Disclosure and Barring Service Checks, Conviction and Non Conviction Notification

4.1	The Licence holder shall notify the Council in writing of any conviction, caution, warning or charge recorded against him/her by any Authority within 7 days of such a conviction, caution, warning or charge being imposed.
4.2	The Licence holder shall within 42 days of such an offence notify the Council in writing of any fixed penalty notice imposed upon him/her which results in an endorsement upon his/her UK driver's licence.

5.Return of Badge and Licence	
5.1.	On suspension, revocation, refusal to renew, or expiry of the Driver's Licence, the holder of the Licence shall, if requested by an authorised officer, return the Badge and Licence to the Council within 48 hours.
6.Knowledge Test	
6.1	At the discretion of the Council the holder of a Dual Driver Licence can, during the currency of the Licence, be required to undertake a further knowledge test or tests. (Where a Dual Driver Licence has previously been held but has lapsed for 12 months or more, the Council will invariably require a knowledge test to be taken before issuing a Licence.) Failure to submit to, or pass, any knowledge test so required will permit the Council to refuse to grant (or renew) a Dual Driver Licence or to revoke or suspend a Dual Driver Licence (as the case may be).
7.Training	
7.1	All successful applicants may be required to undertake up to two days training per annum at the discretion of the Council.
7.1.1	The direct costs of the training may be borne by the Council; however, the costs of driver time will not be met. Failure to submit to, or pass, any training so required by the Council will permit the Council to refuse to grant (or renew) a Dual Driver's Licence or to revoke or suspend a Dual Driver's Licence (as the case may be).
7.1.2	Training courses will be designed around the basic needs required by Dual Drivers and held on several pre-determined dates during the year commencing January to December. Upon request from the Council , all candidates shall be expected to complete a course within the period of the licence which has been issued to them.
7.2	All drivers must undertake a qualification in "Transporting passengers by taxi and private hire" or similar qualification within 24 months of first being licensed or for existing drivers (who have not undertaken such a qualification) within 12 months of their licence being renewed.
7.3	All drivers must undertake the Council's Road Safety & Sustainable Transport Assessment. In cases of dispute and as approved by the Council, they may undertake the Driving Standards Agency Assessment for Taxi and Private Hire Vehicles . This assessment must be completed prior to the renewal of their Dual Driver's licence.
8.Production of Driving Licences	
8.1	The holder of a DVLA Driver's Licence shall, at the request of any Authorised Officer of the Council or any Police Constable, produce his Driving Licence for inspection either forthwith, or within 7 clear days of the request.
8.2	Any driver requesting a photocopy of his/her driver's licence from Council records must have a valid reason for doing so and shall be charged a fee.
9. Conduct of Driver	
9.1	The holder of a Dual Driver Licence shall, when driving a Hackney Carriage/Private Hire Vehicle :
9.1.1	At all times be clean and respectable in his/her dress and appearance and maintain a high standard of personal hygiene.
9.1.2	Tailored shorts may be worn in hot weather. They shall be of one colour and of knee length or below knee length (in the sitting position). Cut off jeans or similar shall not be worn.

9.1.3	Drivers of Executive status vehicles shall be dressed appropriate to the occasion at all times and as a minimum standard shall adopt smart casual clothes with jacket, collar and tie.
9.1.4	Not without the express consent of the hirer eat or drink in the Hackney Carriage/Private Hire vehicle
9.1.5	Shall not at any time vape in the vehicle, or at any time smoke in the vehicle or allow passengers to smoke within the vehicle as required by the Health Act 2006 and the Smoke-Free (Exemptions and Vehicles) Regulations 2007
9.1.6	Not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the Hackney Carriage/Private Hire vehicle.
9.1.7	Not at any time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which the Licence holder is driving be a source of annoyance to any person whether inside or outside the Hackney Carriage/Private Hire Vehicle.
9.1.8	At all times, behave in a civil and orderly manner towards all other road users, pedestrians and persons seeking to hire or being conveyed in the vehicle.
9.1.9	When having agreed to attend a location at an appointed time shall, unless delayed and prevented by some sufficient cause, punctually attend at such appointed time and place.
9.1.10	Shall at all times when hired afford reasonable assistance to the passenger and convey them subject to any instructions given by the hirer, to their destination by the shortest practicable route.
10. Animals	
10.1	When driving a Hackney Carriage/Private Hire vehicle, the holder of a Dual Driver Licence:
10.2	Shall not carry any animal belonging to or in their custody whilst fare paying passengers are being conveyed in the vehicle. However it will be allowed to make the transportation of animals at the discretion of the vehicle owner/company (with the exception of assistance dogs as defined by the Equality Act 2010). They may however allow any animal belonging to or in the custody of a passenger to be conveyed in the vehicle but in the case of a Private Hire Vehicle only in the rear (in the foot well or floor pan of the vehicle).
11. Receipt for Fare	
11.1	The License holder shall, if requested by the hirer, supply the hirer with a written receipt for any fare paid.
12. Accidents	
12.1	The Licence holder shall, notwithstanding his/her responsibilities under the Road Traffic Act, report to the Council within 72 hours, any accident involving a Hackney Carriage/Private Hire Vehicle under their control. In any case the licence holder shall notify the Council immediately, of any vehicle being under their control which has suffered damage of any kind which materially affects the safety performance or appearance of the vehicle, or the comfort convenience of the fare paying passengers.
13. Change of Particulars	

13.1	The holder of a Dual Driver Licence shall notify the Council in writing of any change of his circumstances which may occur during the currency of his Licence, including any change of address or change of employers. Any such change shall be so notified within 7 days of it taking place. Failure to do so is an offence.
14. Roof Signs	
The Driver of a Private Hire Vehicle shall ensure the roof signs are maintained and kept in such a condition that the information contained is clearly visible to public view at all times and that the roof sign is illuminated when the vehicle is in service during lighting up times.	
15. Hirer's (Lost) Property	
15.1	The Licence holder shall immediately after termination of any hiring, or as soon as practicable thereafter, search the Hackney Carriage/Private Hire Vehicle for any property which may have been left therein.
15.1.1	The Licence holder shall, if any property is accidentally left therein by any person who may have been conveyed in the vehicle and be found by or handed to him/her, carry it as soon as possible and in any event within 24 hours if not sooner claimed by or on the behalf of its owner, to a Police Station in the district in order to receive instructions from the Police regarding its custody.
16. Passengers	
16.1	The Licence holder shall at all times when a Hackney Carriage/Private Hire Vehicle is hired take all reasonable steps to ensure the safety of passengers conveyed therein and persons entering and alighting from the vehicle.
16.2	The Licence holder shall not permit a Hackney Carriage/Private Hire Vehicle to carry a greater number of passengers than the number prescribed in the Licence.
17. Parking and Plying for Hire	
17.1	All Dual Drivers when driving a Private Hire Vehicle, as soon as they have dropped passengers shall, unless prevented by another prior booking, return to the Operators licensed base of operations or other approved parking areas (as per the approved list – which shall be subject to continual review) within the controlled district to await further bookings or instructions.
17.2	Drivers of private hire vehicles must NOT take fares which have not been pre-booked through their licensed operator
18. Fares	
18.1	The Driver of a Private Hire Vehicle shall not demand a fare which is more than the fare set by the Operator, unless previously agreed between the hirer and the Operator at the time of booking.
19. Meters	
19.1	Any Hackney Carriage or Private Hire Vehicle fitted with a Meter approved by the Council, and into which the restrictions and the Council's/Operating company's fare rates have been programmed, shall be tested and sealed by the Council and the following instructions shall apply;
19.1.1	The Dual Driver shall not cancel the fare recorded upon the Meter until the hirer has had a reasonable opportunity of examining it and has paid the fare.
19.1.2	The Dual Driver shall ensure that the Meter is sufficiently illuminated that when in use it is visible to all passengers.
19.1.3	The Dual Driver shall ensure that the fare or charge shall be calculated from the point in the district at which the hirer commences the journey and shall not exceed that displayed on the Meter on the completion of such journey.

Comment [e7]: It is proposed to remove the requirement for Private Hire Vehicles to display roofsigns. If the requirement to display roofsigns is maintained, then it is proposed to add that only roofsigns of a type approved by the Council may be displayed.

Comment [e8]: It is proposed to review whether this condition is still required. If it is deemed to be required, the list of approved parking areas needs to be reviewed and Consultees will be invited to suggest suitable parking areas. If this condition is removed it is proposed to replace it with the following condition :
As soon as a driver has dropped off their passengers at their required destination and unless prevented from doing so by another booking, return to a suitably safe place to park that is not outside shops, train stations, bus stations, public houses, nightclubs, restaurants, cafes and similar establishments.

19.1.4	The Dual Driver shall ensure that the Meter is only brought into action at the commencement of the hirer's journey and the correct tariff for that journey is displayed.
20.Driver's Responsibilities	
20.1	It is the Dual Driver's responsibility to ensure that an approved serviceable Fire Extinguisher is carried in the vehicle whenever it is used for hire and reward.
20.2	It is the Dual Driver's responsibility to ensure that an approved and complete First Aid Kit is carried in the vehicle whenever it is used for hire and reward.
20.3	It is the Dual Driver's responsibility to ensure that there is a valid certificate or cover note of insurance in existence for him/her to drive the vehicle. Insurance covering Public Hire for Private Hire vehicles will not be accepted by the Council.
20.4	The Dual Driver shall ensure that if there are any points recorded on their DVLA Licence that these convictions are disclosed to the Council and the Insurer. A copy of the proposal form relating to such a disclosure must be produced to the Council on request.
20.5	The Dual Driver shall ensure that any other material facts are disclosed to the insurer and the vehicle proprietor.
21.Radio Scanning Devices	
21.1	The Dual Driver shall ensure that no Radio Scanner or Scanning Device of whatsoever type is used at the base of operations, fitted to, carried in, or used in the vicinity of any licensed Hackney Carriage/Private Hire Vehicle.
22.Signage	
22.1	Dual Drivers shall display a replica of their Dual Driver badge issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.
Additional Notes	
<p>This list of conditions is not finite and additional information regarding all aspects of Dual Driver licensing in detail can be found in the Telford & Wrekin Council's Hackney Carriage & Private Hire Policy document..</p> <p>Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the licence Conditions or Policy, a summary of any statutory provision you are advised that such summary is not exhaustive.</p> <p>If you are in any doubt about any information contained in this document please contact the Licensing Service for advice on 01952 381818 or email licensing@telford.gov.uk.</p>	

Comment [e9]: It is proposed to remove these conditions. The driver is not obliged by law to use a fire extinguisher or first aid kit.

Appendix B – Hackney Carriage Conditions

1. Identification Plates

1.1	The external identification plate issued by the Council shall at all times be fixed to the outside rear of the Hackney Carriage by the proprietor to the place provided by the manufacturer or by means of a Council approved fixing kit. On the suspension of a vehicle licence and where a "Licence Expired" plate has been fitted to the vehicle that plate may only be removed by an Authorised Officer of the Council.
1.2	The fare card where issued by the Council shall at all times be kept and maintained inside the vehicle.
1.3	The proprietor of the vehicle shall ensure the identification plates are maintained and kept in such a condition that the information contained on the plate is clearly visible to public view at all times. The identification plate remains the property of the Council and must be returned to the Council within 7 days of expiry of the vehicles licence if not renewed. Plates are not transferable except on application.
1.4	The Council will not licence a vehicle for hire & reward which is licensed by another Local Authority or allow or permit a Hackney Carriage identification plate issued by another Authority to be displayed upon the vehicle.

2. Type of Vehicle

2.1	All vehicles submitted to the Council for licensing as Hackney Carriages shall meet the safety standards of one of the following ; M1 Category European Whole Vehicle Type Approval; British National Type approval; or British Single Vehicle Approval (before 29 April 2009); or Individual Vehicle Approval (from 29 April 2009).
2.2	The proprietor shall ensure that the Hackney Carriage vehicle shall only be of the type approved for Hackney Carriage use by the Council, namely a purpose-built/ multi purpose vehicle built to carry up to eight passengers with factory fitted seatbelts, and an engine capacity not less than 1600cc. subject to the following: Hackney Carriage vehicles are approved by way of a list that will specify as many different types of vehicles as possible.
2.3	The vehicle must have provision for a minimum of at least one wheelchair,
2.4	A certificate should be produced showing all of the fittings used to secure wheelchairs to the floor of the vehicle are to Department of Transport specifications.
2.5	The appropriate ramps and associated equipment for loading wheelchairs into the vehicle in the approved manner must be carried and used at all times.
2.6	The age limit for Hackney Carriage for purpose built vehicles is twelve years. The Council may waiver the age restriction in the case of individual purpose built vehicles where an application is made and the Council considers that the vehicle is of "exceptional condition". Where vehicles are of "exceptional condition" and continue to be licensed over the Council's age limit, the vehicle will be subject to 6 monthly compliance tests. The age limit. for multi purpose vehicles is ten years. Vehicles to be tested every six months from five years of age in line with best practice guidance
2.7	All Hackney Carriage vehicles must be fitted with manufacturers approved tyres of the same size and type including the spare wheel.
2.8	The Council shall refuse any vehicle submitted for licensing which if fitted with

Comment [e10]: In accordance with DfT Best Practice Guidance, it is proposed to broaden the type of vehicle the Council will licence as a hackney carriage, whilst maintaining the requirement for the vehicle to be accessible.

Comment [FS11]: It is proposed to remove the engine size requirement as it is not needed with the list of approved vehicles.

Comment [FS12]: The 10yr age limit for multipurpose vehicles is consistent with the age limit already in place for multipurpose private hire vehicles.

	tinted windows to the rear of the driver which are not factory fitted at the time of manufacture of the vehicle.
2.9	The proprietor of the taxi shall ensure that no non-standard unauthorised alterations or modifications are carried out to the vehicle or to the engine.
2.10	The proprietor of the taxi shall ensure that the exterior colour of the taxi is one of the manufacturer's colours. Vehicles which are of a colour other than that of the manufacturer must be approved by the Council.
3.	Condition of Vehicle
3.1	The proprietor shall ensure that the Hackney Carriage shall be maintained in a sound mechanical and structural condition at all times and be capable of satisfying the Council's mechanical and structural inspection at any time during the continuance of the vehicles licence. The interior and exterior of the Hackney Carriage shall be maintained in a clean, safe condition by the proprietor. The proprietor shall not allow the mechanical and structural specification of the vehicle to be varied without the consent of the Authorised Officer of the Council.
4.	Fire Extinguisher and First Aid Kit
4.1	Fire Extinguisher – Road Vehicle (Construction & Use) Regs. 1986 – Schedule 7 Must be suitable to the risk and is to be carried in the vehicle at all times and securely fixed in the approved manner and in such a position as to be readily available in any emergency.
4.2	First Aid Kit - Road Vehicle (Construction & Use) Regs. 1986 – Schedule 7 A standard size and type of first aid equipment which complies with the requirements laid down by the Department of Transport for taxis and minibuses in accordance with Regulation 43 and must be carried on the vehicle at all times.
5.	Child Safety Seats
5.1	The Vehicle Proprietor in conjunction with the Operator and the Driver, shall provide and make available to any customer so requesting, an approved infant or booster seat or the provision of extra equipment to facilitate the safe conveyance of children during bookings or from Taxi Ranks. (The number of seats held by the company shall be determined by the Operator and the Vehicle Proprietor in accordance with an assessment of supply and demand). All seats provided shall conform to the United Nations standard, ECE Regulation 44.04 (or R 44.03) or to the new i-size regulation, R129.
5.2	The Vehicle Proprietor in conjunction with the company and/or the Driver shall ensure that any infant seat used during a Hackney Carriage journey shall be suitable for the child's weight and size and will be used in accordance with the manufacturer's instructions.
5.3	Based upon supply and demand, the Proprietor in conjunction with the Operator and Driver shall decide, whether or not the child safety seats provided by them are kept at the company base, and made available to drivers as and when required, or kept upon selected licensed vehicles or both.
6.	Light Trailers
6.1	All Trailers must be of a design such that when close coupled to the prime mover (the vehicle towing it) it does not interfere in any way whatsoever with the operation of any rear door, emergency exits or wheelchair access ramps etc.
6.2	If the unladen weight of any Trailer submitted for testing exceeds 1,200 kgs, a prescribed Ministry Plate must be fitted to the nearside of the Trailer except where said Trailer is fitted with parking brakes and brakes that act automatically on the overrun of the Trailer.

Comment [e13]: Deleted black or

Comment [e14]: Deleted need to display tax disc

Comment [e15]: No longer a legal requirement.

Comment [e16]: It is proposed to remove the requirement to carry a Fire Extinguisher. Schedule 7 Construction and Use Regulations relates to Mini Buses and not taxis. Drivers are not necessarily trained in fire fighting. If a driver wishes to continue to carry a fire extinguisher for his own use or feels suitably confident to help others, then he/she can do so but at his/her own risk.

Comment [e17]: It is proposed to remove the requirement for Fire Extinguishers and First Aid Kits to be carried, similarly to the above comment. Drivers are not necessarily trained medics..

6.3	In any case all Trailers shall meet the braking requirements in accordance with the type and size of said Trailer.
6.4	All such Trailers shall not exceed the gross weight limit of 3,500 kgs but in all cases the proprietor should consult the vehicle handbook regarding manufacturer's recommendations particularly where unbraked trailers may be in use.
6.5	All Trailers will be subjected to a Compliance Standards check and if found to be satisfactory, issued with a one year certificate
6.6	The Trailer shall be fitted with a rigid hard top and shall be sealed against rain and water to protect luggage and goods.
6.7	The owner/operator of the Trailer shall ensure that the material facts are disclosed to the Insurer and that adequate insurance cover is arranged for the carriage of luggage and/or goods and proof of such cover is to be provided to the council.
7.	Signage
7.1	The following signs and notices will be displayed on licensed Hackney Carriages during the currency of the Licence:-
7.1.2	Notices issued from time to time by Telford & Wrekin Council for the information of the travelling public.
7.1.3	A sign stating 'Seat Belt Regulations – Seat Belts must be worn'.
7.1.4	A sign bearing the words 'First Aid Kit Carried' fixed to the rear body work of the vehicle.
7.1.5	A sign issued by the council inside the rear of the vehicle regarding No Smoking
7.1.6	A sign (the nationally recognised symbol) confirming that the taxi is wheelchair accessible and caters for the needs of the disabled.
7.1.7	A sign (if applicable) confirming that the driver of the vehicle accepts travel tokens.
7.1.8	A certificate (if applicable) confirming that the driver named on such certificate is exempt on medical grounds from carrying wheelchair bound passengers.
7.1.9	A certificate, if applicable, confirming that the driver is exempt on medical grounds from carrying approved Guide Hearing and other Assistance Dogs.
7.1.10	Hackney Carriages should display a replica Hackney Carriage Licence plate issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so that it can be clearly seen by fare paying passengers.
8..	Advertisements
8.1	Commercial advertisements may be displayed on the exterior of the front doors of licensed vehicles (although advertising may be considered on other areas) but in any case all advertising must comply with the following requirements;
8.1.2	The Council's written permission is required before the display of any advertisement,
8.1.3	Any advertisements shall not advertise unsuitable material, such material to be at the sole discretion of the Council.
8.1.4	No advertisement shall relate to or advertise alcohol or tobacco or be of a political nature.
8.1.5	No sign shall exceed 51 centimetres wide by 8 centimetres high (although this condition only relates to internal signs);
8.1.6	A sign shall not display anything other than the name of a firm, radio circuit or association and/or telephone number;
8.1.7	No sign shall refer to any firm, radio circuit or association or telephone number which is outside the Telford & Wrekin Council area;
8.1.8	No such sign shall be illuminated.

Comment [e18]: It is proposed to remove the requirement for a first aid kit to be carried. See 4. above

9.	Council Notices
9.1	The proprietor when asked by the Council shall display any sign or notices so that they may be clearly seen by passengers.
10.	Taximeters
10.1	The proprietor shall fit the vehicle with an automatic tariff changing taximeter approved by the Council and for it to be located within the vehicle in accordance with the reasonable instructions of an Authorised Officer of the Council.
10.2	The proprietor shall ensure that any meter fitted shall be technically capable of accepting any restrictions or fare scales that the council wishes to programme into that meter.
10.3	Any Hackney Carriage vehicle so fitted with a meter must be equipped with the standard size tyres as approved by the manufacturer of the vehicle. Retro-fitted low profile tyres which will affect the performance and accuracy of a meter are not acceptable if fitted after the meter has been tested and sealed. Any such tyres of a low profile type must be fitted before the meter is tested. Any contravention of this condition will result in the immediate suspension of a Hackney Carriage licence.
11..	Fare Tables
11.1	The proprietor shall ensure that a copy of the current fare table supplied by the Council is exhibited inside the vehicle at all times in the location provided by the manufacturers of the vehicle or in accordance with the reasonable instructions of an Authorised Officer of the Council.
13.	Insurance
13.1	Insurance certificates or cover notes issued to cover "any vehicle" or "any driver" must be accompanied by "any vehicle and/or any driver" schedule(s) together with a signed statement of undertaking by the insurance policy holder that the schedule(s) does not contain information or details relating to vehicles and drivers which would fall into exemptions stipulated by the Insurance Company when the policy was issued.
13.2	Proprietors shall provide to the Council proof of Public Liability Insurance to the value of £5,000,000
14.	Convictions
14.1	The Licence holder shall notify the Council in writing of any conviction, caution, warning or charge recorded against him/her by any Authority within 7 days of such a conviction, caution or charge being imposed. All licence holders will be subject to a check every three years
15.	Transfer of Licence
15.1	The Proprietor of a Licensed Hackney Carriage wishing to replace a licensed vehicle with another vehicle must apply for a new vehicle licence. The proprietor will be required to supply to the Council all relevant information relating to the new vehicle.
16.	Equipment
16.1	The proprietor shall ensure that all Hackney Carriages must carry at all times a warning triangle and an appropriate set of vehicle spares (e.g. spare bulbs etc).
N.B.	Additional Notes
1.	This list of conditions is not finite and additional information regarding all aspects of Hackney Carriage licensing in detail can be found in Telford & Wrekin Council's Hackney Carriage & Private Hire Policy document.
2.	Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence.

Comment [e19]: It is proposed to make it a condition that all taximeters are automated to calendar changes so that the correct tariff rate is automatically applied.

	Wherever there appears in the licence Conditions or Policy, a summary of any statutory provision you are advised that such summary is not exhaustive. If you are in any doubt about any information contained in this document please contact the Licensing Service for advice on 01952 381818, email licensing@telford.gov.uk .
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Criteria for “Exceptional Condition” – Hackney Carriages

1. Exceptional condition, relates to the standard of the vehicle only and does not include circumstances pertinent to the proprietor.
2. Any request for an exemption due to a licensed vehicle being in “exceptional condition” would normally be granted for a maximum 12-month period, after which time the decision must be reconsidered against the agreed standards.
3. That the consideration for an exemption to the age limit would normally only be considered for vehicles currently licensed with the Council.
4. That any vehicle licensed outside of the standard age limit policy should be subject to 6 monthly vehicle compliance tests at the owners expense.
5. Any vehicle inspection resulting in a fail due to any major item or more than 3 minor items, as defined in Telford & Wrekin Council's Manual of Inspection Standards for Licensed Vehicle Testing and Compliance Standards, will usually result in the vehicle no longer being classed as in exceptional condition upon expiry of the licence. However, if after testing, the vehicle fails on one major fault, the driver will be allowed to rectify this. If after a further compliance check the vehicle again fails, then the said vehicle will not be relicensed.
6. As an indicator, it is not normally expected that vehicles that have accrued higher than average mileage for the particular type of vehicle will be able to meet the required standard for “exceptional condition. A good average mileage for a purpose built vehicle working 6 days a week is 35000 miles per annum.

In determining “Exceptional Condition” the following standards should usually be attained:

1. The vehicle must pass Telford & Wrekin Council's compliance test, except where the failure was the result of no more than three minor items (as stipulated in the licensed vehicle testing manual of inspection standards).
2. The bodywork should be in near perfect condition with no signs of panel age deterioration, dents, scratches, stone chips or rust or any other abrasions that may detract from the overall appearance of the vehicle.
3. The general paint condition should not show signs of fading, discolouration or mismatching that may detract from the overall appearance of the vehicle.
4. The interior trim, panels, seating and carpets etc should be in excellent condition clean, free of damage and discoloration and as manufactured, i.e. no seat covers.
5. The vehicle service record can be used as supporting evidence of exceptional condition in that a vehicle of exceptional condition would normally be expected to demonstrate regular servicing and maintenance in accordance with the manufacturer's service specification.

6. The vehicle to be in excellent mechanical condition and in all respects safe and roadworthy with no signs of corrosion to the mechanical parts, chassis, underside or body work.
7. The boot or luggage compartment to be in good condition, clean and undamaged.
8. Passenger areas should be free from damp or any other odours that may cause passenger discomfort.
9. The ramp and any other accessible features should be shown to be in full working order and showing no signs of rust or excessive wear to components?

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Appendix C – Private Hire Vehicle Conditions	
1.	Identification Plates
1.1	The external identification plate issued by the Council shall at all times be fixed to the outside front and rear of the Private Hire Vehicle by means of a Council approved fixing kit.
1.2	On the suspension of a vehicle licence and where a "Licence Expired" plate has been fitted to the vehicle that plate may only be removed by an Authorised officer of the Council.
1.3	The internal identification plates (two in number) for Executive Vehicle licences issued by the Council shall be affixed by the proprietor of the vehicle one on the nearside/left hand side of the front windscreen and one on the nearside/left hand side of the rear windscreen in a distinctly visible position that does not interfere with the drivers view of the road. The plates will be displayed at all times in accordance with Council instructions.
1.4	The proprietor of the vehicle shall ensure the identification plates are maintained and kept in such a condition that the information contained on the plate is clearly visible to public view at all times. The identification plate remains the property of the Council and must be returned to the Council within 7 days of expiry of the vehicles licence if not renewed. Plates are not transferable except on application.
1.5	No vehicle which is licensed by another Local Authority or bears a licence plate issued by another Local Authority will be licensed by the Council
2..	ROOF SIGNS Bonnet/door stickers
2.1	External roof signs shall be the responsibility of the Operator of the company and must be kept to an approved standard. The roof signs shall be of a type and size approved by the Council and shall at all times be affixed to the roof of the Private Hire vehicle. External door/bonnet stickers of a type and size approved by the Council shall read "Advance Bookings Only" and display the Council's plate number. These will be affixed to the Private Hire vehicle as directed by the Council at all times.
2.2	All roof signs on Private Hire vehicles shall be connected to the vehicle electrical wiring system and will be illuminated when the vehicle is in service during lighting up times and/or adverse weather conditions.
2.3	The Proprietor shall ensure that any roof sign attached to any licensed Private Hire vehicle owned or operated by them displays the company name and telephone contact number and nothing else save for "Advance Bookings Only" which shall be clearly visible and legible at all times on the front of the roof sign.
2.4	The proprietor of the vehicle shall ensure the roof signs are maintained and kept in such a condition that the information contained is clearly visible to public view at all times.
2.5	For whatever reason, when a Private Hire vehicle licence is suspended the licence plate and the roof sign shall be removed by an Authorised Officer of the Council. The roof sign shall be kept in the custody of the Operator until such time as the vehicle is made fit again for service and the suspension lifted by the Council. Only at that point will the roof sign be returned to the vehicle proprietor/driver by the Operator.
3.	Types of Vehicle
3.1	The proprietor shall ensure that the Private Hire vehicle shall only be of the type

Comment [e20]: In accordance with DT Best Practice Guidance, it is proposed to remove the requirement for roof signs and replace with a requirement for door signs and/or bonnet sign saying "Advanced Bookings Only" and the Council's plate number.

	approved for Private Hire by the Council, namely a motor car or a multi- purpose vehicle built to carry up to eight passengers with factory fitted seatbelts and an engine capacity not less than 1600cc, subject to the following:
3.2	By way of a list that will specify as many different types of vehicle as possible or a range of general criteria which allow the trade to put forward vehicles of choice that meet the criteria. Will provide greater flexibility for new vehicle types.
3.3	A list of designated vehicles shall be maintained that will specify as many different types of vehicle as possible which allow the trade to put forward vehicles of choice that meet the criteria for wheelchair accessibility.
3.4	That all vehicles submitted to the Council for licensing as Private Hire Vehicles shall meet the safety standards of M1 Category European Whole Vehicle Type Approval and will comply with all current and statutory requirements, inc Road Vehicles (Construction and Use) Regulations 1986, the Motor Vehicle (Wearing of Seatbelts) Regulations 1993 & Motor Vehicle (Wearing of Seatbelts by Children in Front Seats) Regulations 1993.
3.5	All vehicle proprietors must obtain written consent from the Council prior to licensing Mini-Bus derivatives, Limousines or any other vehicle (converted or adapted) which may or may not fall into the Special Types Category. Such vehicles must not be purchased until it is clear, in writing that the council is prepared to licence them for hire and reward.
3.6	The Council will only licence suitable vehicles which do not exceed that age limit for motor cars and Multi Purpose Vehicles of ten years. Vehicles to be tested every six months from five years of age in line with best practice guidance.
3.7	The vehicle must not be of a type approved by the Council for Public Hire. (Hackney Carriage).
4	Executive Vehicles
4.1	<p>The current Telford & Wrekin guidance on executive vehicles provides a list of vehicles and trim levels as a guide to what vehicles are considered appropriate to be licensed as executive vehicles. The list is not exhaustive and each vehicle will be judged on its merits. If an operator is thinking of asking the Licensing Service to licence another type of vehicle they are advised to speak to a member of the Licensing Service in advance of purchasing the vehicle.</p> <p>The current guidance also states that:</p> <ul style="list-style-type: none"> a) The vehicle must be immaculate condition. b) The vehicle needs to be large enough to carry at least three passengers and their luggage. c) The vehicle will have air conditioning or climate control and alloy wheels. d) The vehicle may have tinted windows but not so strong that you cannot see into the vehicle. e) The vehicle must be maintained to a very high standard. f) The passenger capacity will be restricted to the number of seats for adults.
4.1.1	It shall be a condition that vehicles which are licensed as Executive vehicles will only be permitted to undertake executive work and not for general Private Hire usage. It will also be a condition that Executive vehicle owners should produce to the Council written confirmation from their Private Hire Operator that the vehicle will only undertake Executive work.
5	Limousines
5.1	Any limousine built under a Ford QVM (stretched up to 120 inches) or Cadillac CMC (stretched up to 130 inches) .scheme is automatically approved as a suitable vehicle.

Comment [e21]: Is this still appropriate in light of improved engineering of motor vehicles or is a minimum engine capacity of 1400cc more appropriate?

Comment [e22]: Deleted or for purpose built or adapted minibuses

	(Any limousine not built under a manufacturer's approved scheme will be referred to DVSA for inspection and confirmation as to the safety and standard of the build quality who will then issue a certificate of suitability). The vehicle must have (European Community Whole Vehicle Type Approval, or Single Vehicle Approval, or Individual Vehicle Approval.
5.2	There is no age limit for a limousine. The safety of the vehicle will be the paramount consideration.
5.3	Vehicles will be compliance checked every 10 weeks.
5.4	Council executive plates must be displayed.
5.5	Tyres must be of an appropriate weight loading for the limousine as approved by the Licensing Service.
5.6	Novelty vehicles including stretch limousines with side facing seats will not be permitted to carry passengers under 16 years of age, regardless of whether the vehicle is fitted with or without seatbelts.
5.7	All front passenger seats should be removed.
5.8	The inclusion of sale of alcohol in the vehicles must be covered by a separate licence.
6.	Condition of Vehicle
6.1	The proprietor shall ensure that:-
6.1.1	The Private Hire vehicle shall be maintained in a sound mechanical electrical and structural condition at all times and be capable of satisfying the council's mechanical electrical and structural inspection at any time during the continuance of the vehicles licence.
6.1.2	The interior and exterior of the vehicle shall be maintained in a clean safe condition by the proprietor.
6.1.3	Provide sufficient means by which any person in a Private Hire vehicle may communicate with the driver during the course of the hiring.
6.1.4	The Council shall refuse any vehicle submitted for licence which is fitted with tinted windows to the rear of the driver which are not factory fitted options at the time of the manufacture of the vehicle.
6.1.5	Vehicle Tyres - restrictions as per Manufacturers' standards.
7	Fire Extinguisher & First Aid Kit
7.1	Fire Extinguisher –Construction & Use Regulations – Schedule 7 Must be suitable to the risk and is to be carried in the vehicle at all times.
7.2	First Aid Kit – Road Vehicles Construction & Use Regulations 1986 Schedule 7 A standard size and type of first aid equipment which complies with the requirements laid down by the Department of Transport for mini-buses, in accordance with regulation 43. This is a testable item for the purposes of Compliance Standard Testing of licensed Private Hire vehicles.
8.	Light Trailers
8.1	All Trailers must be of a design such that when close coupled to the prime mover (the vehicle towing it) it does not interfere in any way whatsoever with the operation of any rear door, emergency exits or wheelchair access ramps etc.
8.2	If the unladen weight of any Trailer submitted for testing exceeds 1,200 kgs, a prescribed Ministry Plate must be fitted to the nearside of the Trailer except where said Trailer is fitted with parking brakes and brakes that act automatically on the overrun of the Trailer.
8.3.	In any case all Trailers shall meet the braking requirements in accordance with the type and size of said Trailer.

Comment [e23]: This is in accordance with Best Practice Guidance for the Inspection of HC and Private Hire Vehicles

Comment [e24]: It is proposed to remove the requirement to carry a Fire Extinguisher. Schedule 7 Construction and Use Regulations relates to Mini Buses and not taxis. Drivers are not necessarily trained in fire fighting. If a driver wishes to continue to carry a fire extinguisher for his own use or feels suitably confident to help others, then he/she can do so but at his/her own risk.

Comment [e25]: It is proposed to remove this requirement to carry a First Aid Kit for similar reasons to the above comment. Drivers are not necessarily trained medics.

8.4	All such Trailers shall not exceed the gross weight limit of 3,500 kgs but in all cases the proprietor should consult the vehicle handbook regarding manufacturer's recommendations particularly where unbraked trailers may be in use.
8.5	All Trailers will be subjected to a Compliance Standards check and if found to be satisfactory, issued with a one year certificate.
8.6	The Trailer shall be fitted with a rigid hard top and shall be sealed against rain and water to protect luggage and goods.
8.7	The owner/operator of the Trailer shall ensure that the material facts are disclosed to the Insurer and that adequate insurance cover is arranged for the carriage of luggage and/or goods and proof of such cover is to be provided to the Council.
9.	Signage
9.1	The following signs and notices will be displayed on licensed Private Hire vehicles during the currency of the Licence:-
9.1.2.	Notices issued from time to time by Telford & Wrekin Council for the information of the travelling public.
9.1.3	A sign stating 'Seat Belt Regulations – Seat Belts must be worn'.
9.1.4	A sign bearing the words 'First Aid Kit Carried' fixed to the rear body work of the vehicle.
9.1.5	A sign on both rear doors of the vehicle as issued by the Council regarding No Smoking.
9.1.6	Private Hire Vehicles should display a replica Private Hire Vehicles Licence plate issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.
10.	Advertisements
10.1	No advertising is permissible on any licensed Private Hire Vehicle, save for the business name, address and telephone number of the operator which may be displayed.
10.2	The proprietor shall not display any sign or notice which consists of or includes the word Taxi or Cab whether in the singular or plural or any word of similar meaning or appearance to any of those words, whether alone or as part of another word, except where the Operator also makes Hackney Carriages available for hire and on such sign or notice must indicate that he/she also operates Private Hire vehicles
10.3	The Proprietor shall ensure that no Executive vehicle owned or operated by them bears any form of advertising whatsoever.
11.	Passengers
11.1	The Licence holder shall at all times when a vehicle is hired take all reasonable steps to ensure the safety of passengers conveyed therein and persons entering and alighting from the vehicle.
12.	Meters
12.1	If a proprietor wishes to fit a meter to a Private Hire vehicle the proprietor shall follow the procedures approved by the Council relating to the type of meter and the calibration and testing of such a meter.
12.2	The proprietor shall, if the vehicle is fitted with a meter, install the meter and calibrate it in the approved manner prior to testing by the Council and for it to be located within the vehicle in accordance with the reasonable instructions of an Authorised Officer of the Council.
12.3	The licence holder shall ensure that the meter is sufficiently illuminated and that when in use it is visible to all passengers.
12.4	The proprietor shall maintain the meter in a sound electrical and mechanical

Comment [e26]: See 7.2 above

	condition at all times.
12.5	The proprietor shall not use or permit to be used a meter that the Council has not sealed to prevent unauthorised adjustment of the meter.
12.6	The proprietor undertakes to ensure that the meter will not be replaced without written prior permission of an Authorised Officer of the Council and that any replacement meter conforms to all other conditions and be tested and sealed at the earliest opportunity.
12.7	The proprietor shall notify the Council prior to any proposed fare scale changes and shall alter the meter accordingly and retested before recommencing service for hire and reward.
12.8	Any Private Hire vehicle fitted with a meter must be equipped with the standard size tyres as approved by the manufacturer of the vehicle. Retrofitted low profile tyres which will affect the performance and accuracy of a meter are not acceptable if fitted <u>after the meter has been tested and sealed</u> . Any such tyres of a low profile type must be fitted <u>before</u> the meter is tested. Any contravention of this condition will result in the immediate suspension of a Private Hire Vehicle licence.
13.	Inspection of Vehicle and Meter
13.1	A licensed Private Hire vehicle and any meter affixed to the vehicle may be inspected and tested by an Authorised Officer of the Council or by a Police Officer at all reasonable times.
13.2	If the Authorised Officer of the Council or Police Constable inspecting the vehicle is not satisfied as to the fitness of the vehicle or the accuracy of the meter, he may give written notice to the Proprietor to make the Private Hire vehicle and/or meter available for further inspection and testing at such reasonable time and place as may be specified, and the vehicle licence may be suspended until the Authorised Officer of the Council or Police Constable is satisfied as to the vehicle's fitness or as to the accuracy of the meter.
14.	Insurance
14.1	During the currency of the vehicle licence, the Proprietor shall keep in force, in relation to the use of the vehicle as a Private Hire vehicle, a policy for Private Hire insurance and security complying with the provisions of Section 145 of Part VI Road Traffic Act 1988 which covers third party liability both in respect of physical injury or death AND in respect of damage to personal belongings. The certificate of insurance shall be produced to an Authorised Officer of the Council for inspection whenever required. A policy for public hire insurance will not be accepted by the Council.
14.2	If the Proprietor fails to produce a certificate of insurance cover on request he shall produce it forthwith, or within 7 clear days of the request to any Authorised Officer of the Council. Failure to comply with these provisions shall result in automatic suspension of the vehicle licence (and may lead to the ultimate revocation of the Licence, if a certificate is unable to be produced which confirmed that insurance cover was in place at the date of the original request).
14.3	Insurance certificates or cover notes issued to cover "any vehicle" or "any driver" must be accompanied by "any vehicle and/or any driver" schedule(s) together with a signed statement of undertaking by the insurance policy holder that the said schedule(s) does not contain information or details relating to vehicles and drivers which would fall into exemptions stipulated by the Insurance Company when the policy was issued.
14.4	The proprietor shall provide proof of Public Liability Insurance to the Council to the value of £5,000,000.
15.	Convictions

15.1	The Licence holder shall notify the Council in writing of any conviction, caution, warning or charge recorded against him/her by any Authority within 7 days of such a conviction, caution or charge being imposed. All licence holders will be subject to a Disclosure and Barring Service check every three years
16.	Transfer of a Licence
16.1	The Proprietor of a Licensed Private Hire vehicle wishing to replace a licensed vehicle with another vehicle must apply for a new Private Hire vehicle licence. The Proprietor will be required to supply to the Council all relevant information relating to the new vehicle.
16.2	It must be noted by all vehicle proprietors that under no circumstances will vehicle licences be transferred unless the transfer relates to a permanently replaced vehicle such as one to replace another vehicle taken out of service due to age limits or written off or for similar reasons. Licences of vehicles that are temporarily of the road (with mechanical defects or awaiting spares etc) and can be brought back into service at a later date will not qualify for such licence transfers.
17.	Equipment
17.1	The proprietor shall ensure that all Private Hire Vehicles must carry at all times a warning triangle and an appropriate set of vehicle spares (e.g. spare bulbs etc).

N.B. Additional Notes	
1.	This list of conditions is not finite and additional information regarding all aspects of Private Hire Vehicle licensing in detail can be found in Telford & Wrekin Council's Hackney Carriage & Private Hire Policy document.
2.	Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the licence Conditions, or Policy, a summary of any statutory provision you are advised that such summary is not exhaustive. If you are in any doubt about any information contained in this document please contact the Licensing Service for advice on 01952 381818 or email licensing@telford.gov.uk .

Appendix D– Private Hire Operator Conditions	
1. General Requirements	
1.1	Throughout the currency of his/her Licence, the holder of a Private Hire Operators Licence shall be a fit and proper person to hold such a licence. All licence holders will be subject to a Disclosure and Barring Service check every three years.
1.2	The Licence holder shall notify the Council in writing of any conviction, caution, warning or charge recorded against him/her by any Authority within 7 days of such a conviction, caution or charge being imposed.
1.3	The Operator shall not allow any driver in his/her employment to park on any road, street, car park or private ground either with the intention of plying for hire or for taking rest breaks or for any other reason and shall instruct said drivers to proceed to council approved parking areas (as set out in Section 11 (1) of these conditions of licence). The Operator must ensure that all private hire drivers and employees are aware of the meaning of plying for hire and that private hire drivers are not permitted to ply for hire under any circumstances
1.4	The Operator must ensure that all licensed drivers and employees are made aware of the provisions of section 167 of the Criminal Justice and Public Order Act 1994 with respect to touting and that subject to certain provisions, it is an offence in a public place to tout people to hire their vehicles in order to carry them as passengers.
1.5	The Operator shall be required to display his/hers Operators licence in a prominent position at the premises and have available a copy of these conditions for public scrutiny if requested.
2. LG(MP) Act 1976 – Conditions Attached To Licences	
2.1	The Operator shall make available, on any premises from which he /she operates, for inspection by members of the public, these conditions and the conditions of Hackney Carriages & Private Hire Vehicles and Drivers licences whichever is applicable.
3. Records Of Vehicles And Drivers	
3.1	Except with reasonable care the Operator shall have in his/her care:-
3.1.1	The current Private Hire driver licence issued by the council of any driver employed as a Private Hire driver whether or not the vehicle is owned by him/her (unless the vehicle used is operated by another licensed Operator by sub-contact); and
3.1.2	The current Private Hire vehicle licence issued by the council of any vehicle operated by him/her (unless the vehicle used is operated by another licensed Operator by sub-contract).
3.2	The Operator shall maintain an up-to-date list of the owners, the description and registration numbers of all Private Hire vehicles employed by their business and their drivers which shall include details of any radio or computer call sign used to identify a vehicle. The Operator shall produce such a list on request to an Authorised Officer of the Council or to a Police Constable.
3.3	The Operator shall immediately notify the Council when any vehicle or driver ceases in his/her employ, or any vehicle or driver commences in his/her employ.
3.4	The Operator shall notify the Council of any change of his/her address. and of any change of address relating to any driver or vehicle proprietor they employ or allow to operate within the company, this to be done within seven days of any such change taking place. The Operator shall notify the Council within 7 days when

Comment [e27]: The requirement for all applicants to be the subject of a satisfactory DBS check is contained within the main part of the Policy document.

Comment [e28]: Deleted New applicants will be subject to a satisfactory CRB check

Comment [e29]: See no. 17 of the Council's Dual Driver Conditions of Licence above. If condition 17. Is removed it is proposed to also remove this Operator condition and replace with the following conditions: *The Operator must ensure that all private hire drivers and employees are aware of the meaning of plying for hire and that private hire drivers are not permitted to ply for hire under any circumstances..*

Comment [e30]: Deleted A copy of the LGMPA 76

Comment [FS31]: It is a condition of licence for drivers to notify the Council with this information. It is proposed to replace this Private Hire Operator condition of licence with "The Operator shall notify the Council within 7 days when a driver or vehicle ceases to operate under this licence".

	a driver or vehicle ceases to operate under this licence.
3.7	The Operator shall inform the Council of any changes relating to licensed vehicles and drivers within seven days of those changes taking place.
3.5	The Operator shall provide the council with a complete and up to date list of all drivers and vehicles employed by the company on 1 st January every year and upon renewal of their licence.
3.6	Any information relating to licensed Operators, vehicles and drivers must be produced to an Authorised Officer on demand.
4.	ROOF SIGNS Bonnet/door stickers
4.1	External roof signs shall be the responsibility of the Operator of the company and must be kept to an approved standard. The roof signs shall be of a type and size approved by the Council and shall at all times be affixed to the roof of the private hire vehicle by the proprietor to the place recommended by the manufacturer or in accordance with reasonable instructions of an Authorised Officer of the Council. The roof sign should be fitted in such a manner as to be easily removable by such Officer or Police Constable. External bonnet/door stickers shall be the responsibility of the Operator of the company and must be kept to an approved standard. The bonnet/door stickers shall be of a type and size approved by the Council and shall at all times be affixed to the private hire vehicle by the proprietor to the place recommended by the manufacturer or in accordance with reasonable instructions of an Authorised Officer of the Council. The stickers should be fitted in such a manner as to be easily removable by such Officer or Police Constable.
4.2	For whatever reason, when the Private Hire vehicle licence is suspended the plate and the Roof Sign shall be removed by an Authorised Officer of the Council. The Roof Sign shall be retained in the sole custody of the company Operator until such time as the vehicle is made fit again for service and the suspension is lifted. Only at that point will the Roof Sign be returned to the vehicle proprietor by the Operator.
4.3	The Operator shall ensure that Roof Signs are maintained and kept in such condition that the information contained thereon is clearly visible to public view at all times and shall display the wording "Advanced Bookings Only." No advertising is placed upon them save for the name and telephone contact number of the company.
4.4	All Roof Signs shall be connected to the vehicles electrical wiring system and will be illuminated when the vehicle is in service during lighting up times and/or during adverse weather conditions.
5.	Telephones, Staff And Facilities
5.1	The Operator shall provide adequate telephone facilities and staff to provide an efficient service to the public using the Operators facilities.
5.2	The Operator shall ensure that where any passenger waiting area is provided, it is kept physically separate from any driver rest area and radio operations room and that any company staff member, driver or vehicle proprietor do not congregate in any passenger waiting area or room.
5.3	The Operator, where a waiting area or room is provided for the use of passengers or prospective passengers;
5.3.1	Shall provide adequate seating for the use of those passengers and prospective passengers and
5.3.2	Shall ensure that such a room or area is kept clean, adequately heated, ventilated and lit; and
5.3.3	Shall ensure that the interior and exterior of the premises is kept in good repair, to

Comment [e32]: Deleted Such list will be provided by the operator by the end of the first working week in January, March, June and September of each year

	the satisfaction of an Authorised Officer of the Council.
6.	Child Safety Seats
6.1	The Vehicle Proprietor in conjunction with the Operator and the Driver, shall provide and make available to any customer so requesting, an approved infant or booster seat or the provision of extra equipment to facilitate the safe conveyance of children during Private Hire vehicle bookings. All seats provided shall conform to the United Nations standard, ECE Regulation 44.04 (or R 44.03) or to the new i-size regulation, R129.
6.2	The Operator in conjunction with the Vehicle Proprietor and the Driver shall ensure that any infant seat used during a Private Hire booking will be suitable for the child's weight and size and will be used in accordance with the manufacturer's instructions.
6.3	Based upon supply and demand, the Operator in conjunction with the Vehicle Proprietor and Driver shall decide, whether or not the seats provided by them are kept at the company base, and made available to drivers as and when required, or kept upon selected licensed vehicles or both.
7.	Hirings And Recording Of Hirings
7.1	The Operator will make all reasonable provision that the system in place works effectively and that it enables the company to honour any bookings that they accept and the Operator shall be responsible for monitoring the system to make certain that drivers and vehicles are available to fulfil the arrangements agreed by the company and the Hirer.
7.2	When the Operator accepts a hiring he/she shall, unless prevented by some sufficient cause, ensure that the licensed Private Hire Vehicles attend at the appointed time and place.
7.3	The Operator must not purchase, hire or install any computerised booking or dispatching system without prior written consent from the Council, based upon the system meeting approved technical specifications and the Local Government (Miscellaneous Provisions) Act 1976.
7.4	Where the Operator employs any form of computerised data entry, bookings may be entered via a computer subject to a hard (paper) copy being printed from the records at the request of an Authorised Officer of the Council. Where an Operator employs a system of manual entries of hirings on to a booking sheet, those records or a copy of those records must be made available on request to an Authorised Officer of the Council.
7.5	The records of hirings accepted by the Operator is required to be kept under Section 56 of the Local Government Miscellaneous Provisions Act 1976 and shall be the responsibility of the Operator who, immediately prior to the commencement of the journey, will enter all the details of the hirer legibly in ink on to the company record sheets or into a computer system in the prescribed manner. The records shall contain the following;
7.5.1	The name of the hirer.
7.5.2	The time of the pick up.
7.5.3	The point of pick up.
7.5.4	The hirers required destination.
7.5.5	Information indicating the vehicle dispatched and the driver used.
7.5.6	Remarks, including details of any instructions from the hirer or regarding sub-contract to or from another Operator.
7.6	The Operator shall not dispose of any record of hirings made under the LG(MP) ACT 1976 within six months of the last hiring contained therein.
7.7	At the start of each shift the Operator shall ensure that a full record of <u>all</u> vehicles

	and drivers used by the company for that shift are kept. Such record will include details of vehicle registration numbers and vehicle radio or computer call signs. It will also include drivers' full names and driver licence numbers and such record will be attached to the relevant days booking sheet or other appropriate systems.
8.	Employment Of Private Hire Drivers & Other Staff
8.1	The Private Hire Operator shall not, knowingly or without prior consent of the council, employ or be employed by, engage in partnership with, or allow any involvement in the management of the licensed operation:-
8.1.1	Any person who has been convicted of an offence under the Local Government (Miscellaneous Provisions) Act 1976 or any other legislation relating to Private Hire and Hackney Carriage Licensing; and
8.1.2	Any person who, for the purposes of Part II of the said Act, has been found not to be a Fit and Proper Person to hold a Drivers, Vehicle or Operators licence ; and
8.2	The Operator shall be responsible for the actions of any manager, supervisor or any other person appointed to run or play any part in the management of the Private Hire business; and
8.2.1	The Operator shall in any case, ensure that they have examined the Private Hire Drivers licence issued by the Council and that it is valid.
8.3	The Operator must also ensure that the said licence is lodged with the company before the driver is employed to carry out private hire work for the company and shall retain the licence in his/her possession while such driver remains in his/her employ.
8.4	On leaving the employ of an Operator a driver or vehicle proprietor shall be entitled to receive immediately on demand the return of his/her driver and /or vehicle licence. If the Licence holder has been guilty of misconduct the Operator may not return the licence and must forthwith issue a summons to have his/her cause of complaint determined by the Courts. (If the Courts find that the licence has been improperly retained they have powers to order its return and also to award compensation).
8.5	The Operator shall display on the premises, information relating to Child Sexual Exploitation provided by Telford & Wrekin Council. This information should be prominently displayed where it is clearly visible to the licensed drivers and telephone operators.
9.	Radios And Call Signs
9.1	The Operator shall ensure that any radio equipment that is fitted to any licensed vehicle operated by the company, is correctly licensed by the relevant authority and is fitted to the vehicle in the approved manner. It must at all times be kept in a safe and sound condition and maintained in proper working order and that the use of such a system is disclosed to the Operators and/or vehicle proprietor's Insurance company.
10.	Complaints
10.1	The Operator shall set up an effective internal procedure to deal with complaints made by the public against the company, vehicle proprietors and/or drivers.
10.2	The procedure shall be approved by the Council and must be set up in such a way that complaints are dealt with by the Operator or a member of his/her staff not directly connected with dealing with the invitation of Private Hire bookings or the dispatching of drivers and vehicles.
10.3	The Operator shall ensure that all complaints received by the company are properly recorded in the first instance and all information relating to any action taken is also recorded. Such information shall include details of the booking (who accepted it on behalf of the company) and of the vehicle, and driver involved.

	Records will be made in a book (or other appropriate recording method) and not on loose leaf paper and pages shall be consecutively numbered.
10.4	The Operator shall on receipt of any complaint relating to a contract for hire or purported contract for hire relating to or arising from his /her business, immediately notify the complainant of their right to forward the complaint to the Council.
10.5	Any complaint shall be investigated immediately by the Operator or by his/her independently appointed representative within the company and the complainant kept informed and notified of the outcome within a reasonable amount of time.
10.6	Where a complaint is received by an Authorised Officer of the Council the Operator shall conform to any directions of the officer in respect of that complaint.
10.7	The complaint book kept by the Operator shall be made available upon demand to any Authorised Officer of the Council and its contents may be used as evidence in investigating said complaints.
10.8	The Operator shall from time to time monitor and if necessary review the company complaint's procedure to ensure that it is being conducted correctly and effectively.
11.	Accidents
11.1	The Operator shall, notwithstanding his/her responsibilities under the Road Traffic Act, report to the Council within 72 hours, any accident involving a Private Hire Vehicle under their control. In any case the licence holder shall notify the Council immediately, of any vehicle being under their control which has suffered damage of any kind which materially affects the safety performance or appearance of the vehicle, or the comfort convenience of the fare paying passengers.
12.	Insurance
12.1	During the currency of all licensed Private Hire vehicles owned or operated by the Operator, he/she shall ensure that a policy of insurance and security complying with the provisions of Section 145 of Part VI Road Traffic Act 1988 which covers third party liability both in respect of physical injury or death AND in respect of damage to personal belongings. The certificate of insurance shall be produced to an Authorised Officer of the Council on demand.
12.2	The Operator shall ensure that any licensed Private Hire vehicle that he/she owns or operates have current, valid insurance covering "Private Hire". "Public Hire" insurance will not be accepted by the Council if that insurance cover relates to Private hire vehicle(s).
12.3	If the Operator fails to produce a certificate of insurance cover on request he shall produce it forthwith, or within seven clear days of the request, to an Authorised Officer of the Council. Failure to comply with these provisions may result in the Operators right to hold a licence being brought into question under Fit and Proper Persons (Section 1.1 of these conditions). Failure to comply with these provisions shall also result in automatic suspension of the Private Hire vehicle licence and may lead to the ultimate revocation of the licence, if a certificate is unable to be produced which confirmed that insurance cover was in place at the date of the original request.
12.4	Insurance certificates or cover notes submitted to the Council in support of vehicle licence applications or renewals and issued by the insurance company to cover "any vehicle" or "any driver" must be accompanied by "any vehicle and/or any driver" schedule(s) together with a signed statement of undertaking by the insurance policy holder that the said schedule(s) does not contain information or details relating to vehicles and drivers which would fall into the exemptions stipulated by the Insurance Company when the policy was issued.
12.5	Operators shall provide to the council proof of Public Liability Insurance to the value of £5,000,000.

13.	Advertisements
13.1	No form of advertising is permissible on any licensed Private Hire vehicle other than displaying the business name, address and telephone number.
13.2	The Operator shall ensure that no Executive vehicle owned or operated by them bears any form of advertising whatsoever.
14.	Executive Vehicles
14.1	The Operator will only permit vehicles which are licensed as Executive vehicles to undertake executive work and not for general Private Hire usage.

N.B.	Additional Notes (Not to be considered as Licensing Conditions)
1.	This list of conditions is not finite and additional information regarding all aspects of Private Hire Operator, Vehicle and Driver licensing in detail can be found in Telford & Wrekin Council's Hackney Carriage & Private Hire Policy document.
2.	Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the licence Conditions or Policy, a summary of any statutory provision you are advised that such summary is not exhaustive. If you are in any doubt about any information contained in this document please contact the Licensing Service for advice on 01952 381818, email licensing@telford.gov.uk .



Telford & Wrekin
COUNCIL

Taxi (Hackney Carriage) and Private Hire Licensing Criminal Convictions' Policy

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Introduction

The purpose of this policy is to provide guidance on the criteria taken into account by the Council when determining whether or not an applicant or an existing licence holder is a fit and proper person to hold a hackney carriage and/or private hire vehicle driver and/or operator licence and **to maintain the consistency of the decisions made.**

This policy relates specifically to convictions and cautions.. The policy should be read in conjunction with the Council's Licensing Policy, Hackney Carriage and Private Hire.

The aim of the guidance is not to punish the applicant twice for a conviction or caution but to ensure that public safety is not compromised. The Council cannot review the merits of any conviction.

The overriding consideration when having regard to this policy is to protect the safety of the public. The Licensing Authority is concerned to ensure:

- That a person is a fit and proper person.
- That the person does not pose a threat to the public.
- That the public are safeguarded from dishonest persons.
- The safeguarding of children, young persons **and vulnerable adults.**

This policy provides guidance to any person with an interest in taxi and private hire licensing. In particular, but not exclusively to:

- Applicants for driver/operator licences
- Existing licensed drivers/operators whose licences are being reviewed
- Licensing Officers
- Members of the Licensing Committee/ Panel (or other relevant decision making body)
- Magistrates hearing appeals against local authority decisions

Where licensing officers have delegated powers to grant/**refuse/suspend/revoke** licences, they will utilise these guidelines when making a decision to grant **or review** a licence. In all other cases applications for licences will be referred to the licensing committee.

Whilst officers and the committee will have regard to the guidelines contained in the policy, **each case will be considered on its individual merits and, where the circumstances demand, the committee/officer may depart from the guidelines.**

General Policy

Under the provisions of sections 51, 55, and 59, Local Government (Miscellaneous Provisions) Act 1976, the Council is required to ensure that an applicant for the grant or renewal of a hackney carriage and/or a private hire vehicle driver licence and/or private hire vehicle operator licence is a 'fit and proper' person to hold such a licence.

Therefore the legislation makes it clear that the Council may grant a licence only if it is satisfied that the person is fit and proper. The onus is on the applicant to prove this, not the Council to demonstrate that the applicant is not fit and proper.

Defining a 'fit and proper person'

There is no legal definition as to what definitively constitutes a 'fit and proper person'. However, because of the potentially vulnerability of the passengers that drivers and operators may come into contact with, e.g. elderly people, unaccompanied children, the disabled, those who may have consumed excessive quantities of alcohol, lone females and foreign visitors, it is incumbent on the Council to take a very robust stance when deciding whether or not a person is fit and proper to hold a licence granted by the Council.

In essence, a fit and proper person will be:

- Honesty and trustworthy - drivers and operators have, for example, access to a large amount of personal information that could be misused and significant opportunities to defraud drunken, vulnerable or foreign people or to steal property left in cars.
- Not abusive, violent or threatening – abusive, violent or threatening behaviour is not acceptable conduct on the part of a driver/operator even when they are subjected to unpleasant or dishonest passenger behaviour.
- A competent and safe driver - they are expected to be professional drivers and must be fully aware of all road traffic legislation, conditions attached to their driving licence, the safety of their passengers and the safety of their vehicles at all times; passengers rely on their driver to get them to their destination safely and using the most direct route, therefore, a good knowledge of the area that they are working in is also appropriate.
- Able to communicate effectively with passengers – in the main this means able to read, speak, write and understand English.
- In good physical and mental health – to ensure they do not put passengers at risk through, for example, suffering a heart attack whilst conveying passengers.

Consideration of Disclosed Criminal History

The licensing authority conducts disclosures from the Disclosure & Barring Service (DBS) of applicants for a driver licence. The licensing authority follows the DBS Code of Practice on the fair use of disclosure information. A copy is available on request.

Applicants applying for the grant or a renewal of a drivers' licence will be required to obtain a disclosure at their expense. The licensing authority abides by the DBS Policy on the secure storage, handling, use, retention and disposal of disclosure information, which is available on request.

More information about the DBS can be found on their website at www.disclosure.gov.uk.

Where the Disclosure & Barring Service is unlikely to have any information on a person, due to a short period of residence in the UK, applicants must obtain (at the cost of the applicant) a certificate of good conduct from their embassy or consulate. The certificate should be authenticated, translated and sealed by the embassy/consulate. The Disclosure & Barring Service provides information on most relevant embassies/consulates. Means of obtaining a certificate can be found on the DBS website www.gov.uk/government/organisations/disclosure-and-barring-service.

The disclosure of any convictions or cautions will not necessarily mean an applicant is not a fit and proper person and, therefore, automatically prevented from being issued a licence. However, the Council will have regard to all convictions, spent or unspent, and they will be assessed accordingly. Consideration will be given, but not restricted to, the following:

- How relevant the offence(s) are to the licence being applied for.
- How serious the offence(s) were.
- When the offence(s) were committed.
- The date of conviction.
- **Circumstances of the individual concerned**
- Sentence imposed by the court.
- **The applicant's age at the time of conviction**
- Whether they form part of a pattern of offending **or indicate a pattern of unacceptable behaviour.**
- Any other character check considered reasonable (e.g. personal references)
- Any other factors that might be relevant.
- The extent of any mitigating factors.

Comment [FS1]: Local Government Lawyer, 20 November 2015. When making decisions at both the application stage or in a disciplinary situation with an existing driver, the sole deciding factor should be the safety of the travelling public. Exceptional mitigation may be relevant to assessing the risk to the travelling public, if it shows that the driver/ applicant acted out of character, so that the misdemeanour is unlikely to be repeated – however his personal circumstances are not a factor to weigh in the balance against the safety of passengers. [6]

If the applicant has notified the Council of a conviction but is appealing against it to a higher court, the application will be determined in accordance with this policy.

If the holder of a licence has notified the Council of a conviction but is appealing against it to a higher court the licence will be reviewed for a decision as to whether the licence ought to be suspended or revoked.

There may be occasions where it is appropriate to depart from the guidelines, for example where the offence is a one-off occasion or there are mitigating circumstances or alternatively where there are many or continuous offences which may show a pattern of offending and unfitness.

A person with a conviction for a serious offence need not be automatically barred from obtaining a licence, but would normally be expected to:

- a. Remain free of conviction for an appropriate period; and
- b. Show adequate evidence that he or she is a fit and proper person to hold a licence (the onus is on the applicant to produce such evidence).
(Simply remaining free of conviction will not generally be regarded as adequate evidence that a person is a fit and proper person to hold a licence).

Where an applicant has been convicted of a criminal offence, the council cannot review the merits of the conviction [Nottingham City Council v. Mohammed Farooq (1998)]

Cautions

Admission of guilt is required before a caution can be issued. Every case will be considered on its own merits including the details and nature of the offence.

Patterns of Behaviour

A series of offences or a pattern of behaviour/conduct over a period of time is more likely to give cause for concern than an isolated conviction/incident. However, that is not to say that an isolated conviction/incident cannot give cause for concern in its own right, particularly where it relates to a serious matter. In such circumstances, the Council will give significant consideration to refusing to grant a licence or to suspending and/or revoking an existing licence.

A serious view will always be taken where an applicant shows any tendency towards criminal and/or unacceptable/inappropriate behaviour patterns. In such instances, the Council is unlikely to consider such an applicant/existing licence holder to be a fit and proper person to hold a licence and will give significant consideration to refusing to grant a licence or to suspending/revoking an existing licence.

The licensing authority is entitled to use other records and information that may be available to it in determining applications or an entitlement to continue holding a licence. This may include information held by the licensing authority or other licensing authorities, and information disclosed by the police under.

It is an offence for any person knowingly or recklessly to make a false declaration or to omit any material particular in giving information required by the application for a licence. Where an applicant has made a false statement, or a false declaration on their application for the grant or renewal of a licence, the licence will normally be refused.

Outstanding Charges or Summonses

If an applicant has any convictions, warnings, cautions or charges awaiting trial, the Council will look into:

- How relevant the offence(s) are to the licence being applied for.
- How serious the offence(s) were.
- When the offence(s) were committed.
- The date of conviction.
- Circumstances of the individual concerned
- Sentence imposed by the court.
- **The applicant's age at the time of conviction**
- Whether they form part of a pattern of offending.
- Any other factors that might be relevant

If the individual is the subject of an outstanding charge or summons their application can continue to be processed, but the application will need to be reviewed at the conclusion of proceedings.

If the outstanding charge or summons involves a serious offence and the individual's conviction history (including 'spent' convictions) indicates a possible pattern of unlawful behaviour or character trait, then in the interests of public safety the application may be put on hold until proceedings are concluded or the application may be refused.

Non-conviction Information

If an applicant has, on more than one occasion, been arrested or charged, but not convicted, for a serious offence which suggests he could be a danger to the public, consideration should be given to refusing the application. Such offences would include violent offences and sex offences.

The licensing authority is entitled to use other records and information that may be available to it in determining applications or an entitlement to continue holding a licence. This may include information held by the licensing authority or other licensing authorities, and information disclosed by the police under **Protection of Freedoms Act**.

In assessing the action to take, the safety of the travelling public must be the paramount concern.

Licensing Offences

In addition to the consideration of convictions and cautions, here an existing licence holder is found guilty of hackney carriage or private hire related offences such as, but not restricted to, plying for hire, over-charging, refusing to carry disabled persons or multiple breaches of licence conditions, **the licence will be reviewed by the Council, having regard to this policy, the Council's Licensing Policy for Hackney Carriage and Private Hire and the Council's Public Protection Enforcement Policy**. Such offences would normally prevent a licence being granted or renewed until a period of 3 years has passed since conviction

Licences Issued By Other Licensing Authorities

Where an application for a taxi and/or private hire vehicle driver's licence/private hire operator's licence has been referred to the licensing committee for determination with regard to this policy, and the applicant already holds such a licence granted by another licensing authority, the guidance in this policy shall take precedence over any decision of another licensing authority.

Powers/Legislation

Section 61 and Section 62 of the Local Government (Miscellaneous Provisions) Act 1976 allow the Licensing Authority to suspend, revoke or refuse to renew a driver licence if the application/licence holder has been convicted of an offence involving dishonesty, indecency, violence; failure to comply with the provisions of the Town Police Clauses Act 1847; failure to comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976; or any other reasonable cause.

~~The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975~~, ~~The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013~~ allows the council to take into account all convictions recorded against an applicant or the holder of a private hire vehicle or hackney carriage driver's licence, whether spent or not. Therefore the Licensing Authority will have regard to all relevant convictions, particularly where there is a long history of offending or a recent pattern of repeat offending.

In this policy the term "disqualification" refers to the period served, in order to take account of the fact that a court may reduce the period of disqualification from driving. An applicant

must provide evidence in advance to prove that the court agreed a reduction in the period of disqualification.

In considering whether to revoke a hackney carriage or private hire driver or operator licence in accordance with s61 of the Local Government (Miscellaneous Provisions) Act 1976, the decision will be made by the Principal Licensing Officer following consultation with the Chair of the Council's Licensing Committee or the Principal Licensing Officer may choose to defer the decision to the Licensing Sub Committee. Further in considering whether to suspend or revoke a Private Hire or Hackney Carriage Driver licence, if it appears that the interests of public safety require the suspension or revocation to have immediate effect, the decision will be made in accordance with section 61 of the Local Government (Miscellaneous Provisions) Act, 1976 as amended by s52 of the Road Safety Act 2006

Right of Appeal

Any applicant refused a driver's or operator's licence on the grounds that the council is not satisfied that they are not a fit and proper person to hold such a licence, or who has had their licence suspended or revoked has a right to appeal to the Magistrates' Court within 21 days of the notice of decision.

Summary

To summarise, a criminal history in itself may not automatically result in refusal and a current conviction for a serious crime need not bar an applicant permanently from becoming licenced. However, previous convictions are a significant factor in the decision making process and it will inevitably be more difficult for such applicants to obtain a licence.

It is this Council's policy to consider the protection of the public above all else by ensuring all licensed drivers are honest, will not be a threat to the public, are in good health, are safe and competent drivers and are able to maintain their vehicles to a safe standard.

As the preceding paragraphs indicate, in most cases, an applicant would be expected to remain free from conviction for 3 to 5 years, according to circumstances, before an application can be considered. However, there may be occasions when an application can be allowed before 3 years free from conviction have elapsed.

While it is possible that an applicant may have a number of convictions that, individually, meet the above guidelines, the overall offending history must be considered when period of time is more likely to give cause for concern than an isolated minor conviction.

Obviously some discretion can be afforded if an offence disclosed is isolated and there are mitigating circumstances, but the overriding consideration is the protection of the public.

Applicants can discuss further what effect a caution/conviction may have on any application by contacting the Principal Licensing Officer on 01952 381818 in confidence for advice.

Detailed within Appendix 1 are examples which afford a general guide on the action to be taken where convictions are disclosed.

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Appendix 1

Minor Traffic Offences

Convictions for minor traffic offences, e.g. obstruction, waiting in a restricted street, speeding, etc, should not prevent a person from proceeding with an application for a private hire/hackney carriage driver licence, however, the application may be referred to the Council's Licensing **Sub** Committee for determination.

If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence then a hackney carriage or private hire driver's licence will be reviewed by the Council. The decision will either be made by the Principal Licensing Officer or by the Council's Licensing Sub Committee.-

Offences in this category include but are not limited to:-

AC10	Failing to stop after an accident
AC20	Failing to give particulars or report an accident within 24 hours.
AC30	Undefined accident offence
CU10	Using vehicle with defective brakes
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
CU30	Using a vehicle with defective tyres
CU40	Using a vehicle with defective steering
CU50	Causing or likely to cause danger by reason of load or passengers
CU80	Breach of requirements as to control of the vehicle, mobile telephone etc
LC20	Driving otherwise than in accordance with a licence
LC30	Driving after making a false declaration about fitness when applying for a licence
LC40	Driving a vehicle having failed to notify a disability
LC50	Driving after a licence has been revoked or refused on medical grounds
MS10	Leaving a vehicle in a dangerous position
MS20	Unlawful pillion riding
MS30	Playstreet offences
MS60	Offences not covered by other codes
MS70	Driving with uncorrected defective eyesight
MS80	Refusing to submit to an eyesight test
MS90	Failure to give information as to identity of driver etc
MW10	Contravention of Special Road Regulations (excluding speed limits)
PC10	Undefined Contravention of Pedestrian Crossing Regulations
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle
PL10	Driving without 'L' plates
PL20	Not accompanied by a qualified person
PL30	Carrying a person not qualified
PL40	Drawing an unauthorised trailer
PL50	Undefined failure to comply with conditions of a Provisional Licence

SP10	Exceeding goods vehicle speed limit
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)
SP30	Exceeding statutory speed limit on a public road
SP40	Exceeding passenger vehicle speed limit
SP50	Exceeding speed limit on a motorway
TS10	Failing to comply with traffic light signals
TS20	Failing to comply with double white lines
TS30	Failing to comply with a 'Stop' sign
TS40	Failing to comply with direction of a constable or traffic warden
TS50	Failing to comply with traffic sign (excluding 'Stop' sign, traffic lights or double white lines)
TS60	Failing to comply with school crossing patrol sign
TS70	Undefined failure to comply with a traffic direction sign

Causing or permitting offences in the above category also fall within this policy.

Serious Road Traffic Offences

A serious view will be taken of convictions for an offence in this category. An isolated incident in the past will not necessarily stop a private hire or hackney carriage driver licence being granted provided he/she has been free of conviction for 3 years, however strict warning should be given as to future behaviour. More than one conviction for these offences would normally prevent a licence being granted or renewed.

At least three years should elapse (after the restoration of the DVLA driving licence), before a licence would normally be granted for a hackney carriage or private hire drivers licence.

An operator found guilty of aiding and abetting the driving passengers for hire and reward whilst without insurance will have his operators' licence revoked immediately and prevented from holding a licence for three years.

An isolated conviction for driving without due care and attention etc, should normally merit a warning as to future driving and advice on the standard expected of hackney carriage and private hire vehicle drivers. More than one conviction for this type of offence within the last two years may be referred to Licensing Sub Committee.

Comment [e2]: It is proposed to incorporate the sentiment of this to all Serious Road Traffic Offences, not just driving without due care and attention.

Offences in this category include but are not limited to :-

CD10	Driving without due care and attention
CD20	Driving without reasonable consideration for other road users
CD30	Driving without due care and attention or without reasonable consideration for other road users
IN10	Using a vehicle uninsured against third party risks
BA10	Driving while disqualified by order of Court
BA30	Attempting to drive while disqualified by order of Court
DD40	Dangerous Driving
DD90	Furious driving
MS50	Motor racing on the highway
UT50	Aggravated taking of a vehicle

Inciting Offences in the above category also fall within this policy

An application received which details one of the following offences on the DVLA driving licence may be referred to the Council's Licensing Sub Committee for determination.

A very serious view is to be taken of any applicant who has been convicted of a driving offence that resulted in the loss of life. A licence will not normally be granted unless the applicant is free of conviction for 7-11 years or (or at least 3 years must have passed since the completion of the sentence, whichever is longer) if he has a conviction for:

Comment [e3]: 11yrs is the length of time codes CD40 to CD70 stay on a driving record

BA40	Causing death by driving while disqualified
BA60	Causing serious injury by driving while disqualified
CD40	Causing death through careless driving when unfit through drink
CD50	Causing death by careless driving when unfit through drugs
CD60	Causing death by careless driving with alcohol level above the limit
CD70	Causing death by careless driving then failing to supply a specimen for alcohol analysis

CD80	Causing death by careless, or inconsiderate, driving
CD90	Causing death by driving: unlicensed, disqualified or uninsured drivers
DD10	Causing serious injury by dangerous driving
DD60	Manslaughter or culpable homicide while driving a vehicle
DD80	Causing death by dangerous driving
DG60	Causing death by careless driving with drug level above the limit

DRAFT

Drink Driving/Driving under the Influence of Drugs

As licensees are professional vocational drivers, a serious view is taken of convictions for driving, or being in charge of a vehicle while under the influence of drink or drugs. An isolated incident would not necessarily debar an applicant from proceeding on the restoration of his DVLA driving licence but he should be warned as to the significant risk to his licence status in the event of re-offending.

More than one conviction for these offences raises significant doubts as to the applicant's fitness to drive the public. At least 3-5 years, after the restoration of the driving licence following a drink drive conviction should elapse before an application will be considered. If there is any suggestion that the applicant is alcohol or drug dependent, a satisfactory special medical report must be provided before the application can be allowed to proceed.

Comment [e4]: It is proposed to bring the period free of conviction in line with the proposed period for Drugs below.

Offences in this category include but are not limited to :-

DR10	Driving or attempting to drive with alcohol level above limit
DR20	Driving or attempting to drive while unfit through drink
DR30	Driving or attempting to drive then refusing to supply a specimen for analysis
DR31	Driving or attempting to drive then refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity
DR40	In charge of a vehicle while alcohol level above limit
DR50	In charge of a vehicle while unfit through drink
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive
DR61	Refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity in circumstances other than driving or attempting to drive
DR70	Failing to provide a specimen for breath test
DG10	Driving or attempting to drive with drug level above the specified limit
DG40	In charge of a vehicle while drug level above specified limit
DR80	Driving or attempting to drive when unfit through drugs
DR90	In charge of a vehicle when unfit through drugs

An application with details of a conviction for an offence in this category may be put before the Council's Licensing Sub Committee for determination.

Drunkenness/Drugs

~~An isolated conviction for drunkenness need not debar an applicant from gaining a licence. However a number of convictions for drunkenness could indicate a medical problem necessitating critical examinations (see (1.) above). In some cases, a warning may be sufficient.~~

Comment [e5]: It is proposed to amend drunkenness related offences so that they are consistent with drug related offences.

Drugs

A serious view shall be taken of convictions of this nature. An isolated incident should not necessarily debar an applicant but strict warnings should be given as to future behaviour. More than one conviction for these offences should raise grave doubts as to the applicant's fitness to hold a licence. An application with a conviction for a drunkenness or drug related offence should be required to show a period of at least ~~3-5~~ years free of convictions before an application is entertained.

Comment [e6]: It is proposed to bring the period of time free of conviction in line with the period of time an applicant should show evidence of being free from drug taking.

If there is evidence of persistent alcohol/drugs use, misuse or dependency a specialist medical examination (in accordance with DVLA Group 2 medical standards) may be required before the licence is granted. If the applicant was an addict then they would normally be required to show evidence of 5 years free from drug taking after detoxification treatment. .

Offences in this category includes but is not limited to :-

	Drunk in a Public Place
	Drunk and Disorderly in a Public Place
	Drunk and behaving in a riotous or disorderly manner
1.	Possessing Controlled Drug
2.	Possessing Controlled Drug with Intent to Supply
3.	Producing Controlled Drug
4.	Import Drugs

An application with details of a conviction for an offence in this category may be put before the Council's Licensing Sub Committee for determination.

Sexual Offences

As hackney carriage and private hire vehicle drivers often carry unaccompanied passengers including schoolchildren and vulnerable adults, applicants with convictions for indecent exposure, indecent assault, importuning, or any of the more serious sexual offences, should be refused until they can show a substantial period (~~at least 3 to 5 to 10~~ years) free of such offences. ~~More than one conviction of this kind should preclude consideration for at least 5 years.~~ In either case if a licence is granted a strict warning as to future conduct should be issued.

Unless there are exceptional circumstances, an application will normally be refused where the applicant has a conviction for an offence such as rape, assault by penetration, offences involving children or vulnerable adults or any similar offences (including attempted or conspiracy to commit) offences which replace the above.

In addition to the above the licensing authority will not normally grant a licence to any applicant who is currently on the Sex Offenders Register.

A licence will not normally be granted if an applicant has more than one conviction for any sex or indecency offence.

Offences in this category include but are not limited to:-

1.	rape
2.	assault by penetration
3.	sexual assault
4.	causing a person to engage in sexual activity without consent
5.	rape of a child under 13
6.	assault of a child under 13 by penetration
7.	sexual assault of a child under 13
8.	causing or inciting a child under 13 to engage in sexual activity
9.	sexual activity with a child
10.	causing or inciting a child to engage in sexual activity
11.	engaging in sexual activity in the presence of a child
12.	causing a child to watch a sexual act
13.	arranging or facilitating commission of a child sex offence
14.	meeting a child for sexual grooming etc
15.	abuse of position of trust: sexual activity with a child
16.	abuse of position of trust: causing or inciting a child to engage in sexual activity
17.	abuse of position of trust: sexual activity in the presence of a child
18.	abuse of a position of trust: causing a child to watch a sexual act
19.	sexual activity with a child family member
20.	inciting a child family member to engage in sexual activity
21.	sexual activity with a person with a mental disorder impeding choice
22.	causing or inciting a person with a mental disorder impeding choice, to engage in sexual activity
23.	engaging in sexual activity in the presence of a person with a mental disorder impeding choice
24.	causing a person with a mental disorder impeding choice, to watch a sexual act
25.	inducement, threat or deception to procure sexual activity with a person with a mental disorder.
26.	causing a person with a mental disorder to engage or agree to engage in sexual activity by inducement, threat or deception

Comment [e7]:

The policies adopted by English councils tend to be similar to each other because they were all based on the Home Office Circular issued in 1992. There is widespread recognition now that the Circular's references to sexual misconduct are excessively lenient. It is therefore proposed to increase the period free of conviction from 3 to 5 years to 5 to 10 years.

Comment [e8]: See 3rd paragraph below this.

27.	engaging in the sexual activity in the presence, procured by inducement, threat or deception, of a person with a mental disorder
28.	causing a person with a mental disorder to watch a sexual act by inducement, threat or deception
29.	care workers: sexual activity with a person with a mental disorder
30.	care workers: causing or inciting sexual activity
31.	care workers: sexual activity in the presence of a person with a mental disorder
32.	care workers: causing a person with a mental disorder to watch a sexual act
33.	indecent photographs of persons aged 16 or 17
34.	paying for sexual services of a child
35.	causing or inciting child prostitution or pornography
36.	controlling a child prostitute or a child involved in pornography
37.	arranging or facilitating child prostitution or pornography
38.	causing or inciting prostitution for gain
39.	controlling prostitution for gain
40.	Paying for sexual services of a prostitute subjected to force etc.
41.	Soliciting
42.	Possessing or distributing obscene material
43.	Indecent or nuisance telephone calls
44.	trafficking into the UK for sexual exploitation
45.	trafficking within the UK for sexual exploitation
46.	trafficking out of the UK for sexual exploitation
47.	administering a substance with intent
48.	committing an offence with intent to commit a sexual offence
49.	trespass with intent to commit a sexual offence
50.	sex with an adult relative: penetration
51.	sex with an adult relative: consenting penetration
52.	exposure
53.	voyeurism
54.	intercourse with an animal
55.	sexual penetration of a corpse
56.	Sexual activity in a public lavatory

Any application with a conviction within this category ~~will automatically~~ may be put before the Council's Licensing Sub Committee for determination.

Violence

A serious view shall be taken of convictions of this nature. An isolated incident should not necessarily debar an applicant but strict warnings should be given as to future behaviour. More than one conviction for these offences should raise grave doubts as to the applicant's fitness to hold a licence. As hackney carriage and private hire vehicle drivers maintain close contact with the public, a firm line should be taken with applicants who have convictions for grievous bodily harm, wounding or assault. At least ~~3~~ 5 years free of such convictions should be shown before an application is entertained and even then a strict warning should be administered.

Offences in this category include but are not limited to :-

1.	Battery/Common Assault
2.	Aggravated Common Assault
3.	Assault - Section 47
4.	Wounding - Section 20
5.	Grievous Bodily Harm - Section 18
6.	Resist Arrest/Obstruct/Assault Police
7.	Riot
8.	Violent Disorder
9.	Affray
10.	Using Threatening, Abusive Words or Behaviour
11.	Intentional harassment alarm or distress
12.	Harassment alarm or distress
13.	Drunk and Disorderly
13.	Aggravated Burglary
14.	Robbery
15.	Possession of bladed article or point in a public place or on school premises
16.	Possess Offensive Weapon
17.	Possession offensive weapon on school premises
18.	Possess Firearm
19.	Possess Firearm with Intent
20.	Criminal Damage
21.	Arson
22.	Kidnapping
23.	False Imprisonment
24.	Manslaughter
25.	Murder

Comment [e9]: It is proposed to move this offence to Drunkenness/Drugs above.

An application with a conviction within this category may be put before the Council's Licensing Sub Committee for determination.

Unless there are exceptional circumstances a licence will not normally be granted where the applicant has a conviction for an offence such as murder, manslaughter or culpable homicide while driving, terrorism offences, or any similar offences (including attempted or conspiracy to commit) offences which replace the above

Dishonesty

Hackney carriage and private hire vehicle drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare, etc. Overseas visitors can be confused by the change in currency and become 'fair game' for an unscrupulous driver. For these reasons a serious view should be taken of any conviction involving dishonesty. In general, a period of 3 to 5 years free of conviction should be required before entertaining an application.

Offences in this category include but are not limited to :-

1.	Theft
2.	Theft - Shoplifting
3.	Theft - Employee
4.	Theft - From Vehicle
5.	Making off without payment
6.	Burglary & Theft - Dwelling
7.	Burglary & Theft - Non Dwelling
9.	Fraudulent Use
10.	Handling Stolen Goods
11.	Receiving
12.	Forgery
13.	Conspiracy to Defraud
14.	Obtain Money by Deception
15.	Obtain Money by Forged Instrument
16.	Obtain Goods or Services by Deception
17.	False Accounting
18.	False Statement to Obtain Benefit
19.	Going Equipped
20..	Taking/Driving or attempt to Steal Vehicle
21.	Allow to be Carried in Stolen Vehicle
22.	Perverting the Course of Justice
23.	Aggravated taking of a vehicle

Comment [e10]: This offence has been moved to Serious Road Traffic Offences above as if convicted of this offence it is automatic disqualification.

An application with a conviction within this category may be put before the Council's Licensing Sub Committee for determination.

Nothing in this criteria will remove an applicant's right to appeal to a Magistrates Court against the Council's refusal to grant or renew a licence, or decision to suspend or revoke a licence, or against any conditions which may have been imposed on any such licence by the local authority. Such appeal to be made within 21 days of the refusal or decision.

Community Impact Assessment

Section 1 – Overview

Telford & Wrekin Council Licensing Conditions and Policy – Hackney Carriage and Private Hire.

The primary legislation relating to Hackney Carriage and Private Hire Licensing is contained in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provision) Act 1976. Local Authorities are responsible for licensing Hackney Carriage and Private Hire Drivers, Vehicles and Operators in their area under the provisions of these pieces of legislation.

The aim of Council's licensing policies is to provide guidance for Persons who wish to apply for hackney carriage and private hire vehicle, drivers or operators licences; and their representatives; persons who hold existing licences, including those that are the subject of review; and their representatives; the Council, in its capacity as the licensing authority, including licensing officers, members of the relevant licensing committees when making a determination on an application; Magistrates and judges hearing relevant cases. It is to ensure the safety and welfare of the population who live and work in Telford & Wrekin, while recognising the importance of the businesses to the local economy.

All licences issued by the Council's Licensing Service have conditions of licence attached to them. These policies should be read in conjunction with Telford & Wrekin Council's conditions of licence for Dual Drivers, Vehicles and Operators. The purpose of attaching conditions to Private Hire and Hackney Carriage licences is to ensure public safety, being the purpose of the legislation.

1. The policies affect

- Customers/service-users
- Licence holders

The policies and conditions will come, into effect subject to representations received, following a 12 week consultation. The policies and conditions of licences will be subject to continuous evaluation and may be reviewed at any time. At the time of a review all interested parties, partners and stakeholders will again be consulted.

Name of person completing impact assessment and their post	Suzanne Fisher Principal Licensing Officer
Telephone	01952 381818
Date	7 th June 2016

Section 2 – Impact Assessment

a) Community Impact

The policy contributes to the following priorities :

- 2. protect and create jobs as a 'Business Supporting, Business Winning Council'*
- 3. improve local people's prospects through education and skills training*
- 4. protect and support our vulnerable children and adults*

These policies will have the following impacts on the following groups of people.

	Impact (X)		
	Positive	Negative	None
People of different ages Helpbox - Age	X		
People with ill health or people with a disability Helpbox - Disability	X		
People of different gender Helpbox - Gender (Sex)	X		
People who are transgender Helpbox - Transgender			X
Different racial groups Helpbox - Race			X
People with different religion or beliefs Helpbox - Religion or Beliefs			X
People of different sexual orientation Helpbox - Sexual Orientation			X
Women who are pregnant or breast-feeding Helpbox -Pregnancy and Maternity			X
People that are married or in a civil partnership Helpbox - Marriage or Civil Partnership			X
People affected by deprivation Helpbox - people affected by deprivation	X		

People of Different Ages

The policy will have a positive impact on people of all ages. Young people who enjoy the night-time economy use taxis and private hire vehicles as do elderly people who use licensed vehicles for going to the shops or to medical appointments as they offer a door to door service unlike other methods of public transport as this policy sets out what is expected of licensed drivers, vehicles and operators and the standards which must be achieved to be compliant with legislation and conditions of licence..

People with ill health or people with a disability

The policy will have a positive impact on people with ill health or people with a disability who use the door to door service that taxis and private hire vehicles provide. The policy states that drivers should be aware of their responsibilities under Equality legislation and be trained in the correct use of equipment in wheel chair accessible licensed vehicles.

People of different gender

According to the Department for Transport Best Practice Guidance on Taxi and Private Hire Vehicle Licensing, low-income young women (amongst whom car ownership is low) are one of the largest groups of users of taxis and private hire vehicles. The policy will have a positive impact on females as it details the criteria that drivers must achieve in order to be considered fit and proper persons.

People who are transgender

I have no evidence which indicates that this policy will impact on this characteristic.

Different racial groups

I have no evidence which indicates that this policy will impact on this characteristic.

People with different religion or beliefs

I have no evidence which indicates that this policy will impact on this characteristic.

People of different sexual orientation.

I have no evidence which indicates that this policy will impact on this characteristic.

Women who are pregnant or breastfeeding.

I have no evidence which indicates that this policy will impact on this characteristic.

People that are married or in a civil partnership

I have no evidence which indicates that this policy will impact on this characteristic.

People affected by deprivation.

The policy will have a positive impact on this characteristic. According to the Department for Transport Best Practice Guidance on Taxi and Private Hire Vehicle Licensing, low-income young women (amongst whom car ownership is low) are one of the largest groups of users of taxis and private hire vehicles. This policy sets out what is expected of licensed drivers, vehicles and operators and the standards which must be achieved to be compliant with legislation and conditions of licence.

Continuous dialogue has been maintained with the trade since the last Policy review in 2013. The Licensing Service has taken into consideration opinions expressed Further engagement in the form of a 12 week consultation will be carried out with the trade, partners, user groups and service users before implementation of the policies and licence conditions.

Section 3 – Mitigating Actions

The positive impact for all members of the community but in particular to vulnerable and disabled members of the community, will be maximised by keeping the policy and conditions under review and responding to any comments received from licence holders and/or service users.

The above actions will foster good relations between different groups because the written policy aims to clearly state to licence holders and members of the community the standards expected of hackney carriage and private hire drivers, vehicles and operators.

Section 4 – Review and Monitoring

The policies will be implemented following a 12 week consultation period.

There will be on-going monitoring and review of the impacts of this policy by the Licensing Service by engagement with members of the hackney carriage and private hire trade.

Line Manager/Head of Service Agreement

Community Impact Assessments will be published online and available on request. This will include the subject document, equality analysis, data sources and consultation evidence.

Please make sure that your Line Manager/Head of Service has been made aware of the content of the impact assessment and that they agree with it.

Arrange for your Line Manager/Head of Service to e-mail confirmation of agreement to; equalityanddiversity@telford.gov.uk

The Equality and Diversity team will create a summary for ease of access, please make sure that you forward any relevant documentation you have referred to with the e-mail.

Thank you conducting this Community Impact Assessment, should you have any questions please contact 01952 382104 or e-mail equalityanddiversity@telford.gov.uk

SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1 The Caravan Site and Control of Development Act 1960 (the amended **Act**) as amended by the Mobile Homes Act 2013, allows local authorities to charge for licensing functions on residential park home sites, but only after first preparing and publishing a charging policy.
- 1.2 Appendix 1 to this report sets out the proposed Fees and Charges Policy for Telford and Wrekin. Fees are calculated in accordance with the methodology set down in the Act and are compliant with the EU Services Directive and subsequent Provision of Services Regulations 2009
- 1.3 The report seeks that the Licensing committee approve the adoption of the Fees and Charges Policy and recommend that fees and charges be set in accordance with those laid out in the report

2. RECOMMENDATIONS

- 2.1 That the Licensing Committee recommends the adoption of the Park Homes Fees and Charges Policy (attached at Appendix 1).
- 2.2 That the Licensing Committee delegate authority to the Public Protection Service Delivery Manager and Public Protection Manager to approve any future minor amendments to the Park Homes Fees and Charges Policy.

3. SUMMARY IMPACT ASSESSMENT

Community Impact	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	<ul style="list-style-type: none">• protect and support our vulnerable children and adults• regenerate those neighbourhoods in need and work to ensure that local people have access to suitable housing
	Will the proposals impact on specific groups of people?	
	Yes	Park Home owners and residents
Target Completion/ Delivery Date	1 st August 2016	

Financial/Value for Money Impact		<p>The Park Home fees detailed in the policy have been calculated using the principle of total cost recovery. Hourly rates for officers include salary costs plus on costs and an amount to cover overheads. An estimate of officer time taken for each activity was made and then applied to the relevant hourly rate in order to arrive at a suitable fee.</p> <p>Income generated from Park Home Fees will go towards existing Public Protection income targets. MLB 30.06.16</p>
Legal Issues		<p>The Council has the discretion as to whether they charge for site licensing. The Council does already charge for the recovery of its costs associated with other licensable premises and activities (e.g. House in Multiple Occupation licences and taxi licensing).</p> <p>If local authorities decide to charge for park home site licensing activities the Act requires the local authority to prepare and publish its fee setting policy before charging any fee in relation to the licensing activities. If the Licensing Committee approve the attached fees policy, officers will have to publicise the policy and bring the policy to the attention of the park home site owners before bringing the charges into force.</p> <p>If the Council revises its fees policy, it must publish the revised policy and act in accordance with that policy.</p>
Other Impacts, Risks & Opportunities		<p>(i) Charging will provide a revenue stream to fund the park home licensing functions</p> <p>(ii) The Council will not be able to recover the costs associated with the licensing and regulation of Park Home site unless it has a policy that complies with the requirements of the Act.</p>
Impact on Specific Wards	Yes	All Wards with a Park Home will be affected

4. ADDITIONAL INFORMATION

- 4.1 The Mobile Homes Act 2013 introduced some important changes to park home site licensing on 1st April 2014 due to its amendments to the Caravan Sites and Control of Development Act 1960 (the Amended Act). It allows local authorities to charge for licensing functions on residential park home sites. The Act applies to designated “relevant Protected site” applications, which are those on land permitting all year round occupation not merely holiday use and excluding single occupation by the owner of the land and certain employees. The sites that fall under this classification in Telford and Wrekin is attached in Appendix 2.
- 4.2 Under the legislation site owners can be charged for new site licence applications, for transfers and amendments to site licences and for the registration of site rules. Local authorities may also charge an annual licensing fee for existing sites but only after first preparing and publishing a charging policy. The scheme being recommended takes into account the DCLG guidance on setting licence fees. Under section 9C of the Act the local authority is entitled to recover its expenses in deciding to and in the service of a compliance notice. Similarly an authority can recover costs in serving notice in respect in works in default and emergency works.

- 4.3 Appendix 1 to this report sets out the proposed Fee Policy for Telford and Wrekin. Fees are calculated in accordance with the methodology set down in the Act and are compliant with the EU Services Directive and subsequent Provision of Services Regulations 2009. When fixing a fee the local authority must act in accordance with their fees policy, may fix different fees in different cases and may determine that no fees are required in some circumstances. Fees have been calculated based on the following criteria:
- Each task involved in the process;
 - The average amount of time taken to complete each task; and
 - The job role of the Officer completing the task.
 - The 'On-Costs' (Salary of postholder + any additional costs incurred by the employer as a result of employing a person in that position)
- 4.4 Fees are proportionate to the size of the site. The fees calculation is part of the policy attached in Appendix 1 to this report
- 4.5 The Act introduced certain rules under additional legislation and requires Park Home (Relevant Protected Site) owners to set down Site Rules which become a contract between owners and occupiers. Such Site Rules must be lodged with the Local Authority and a fee is payable for lodgement. Any existing Site Rules not lodged with the Council are not admissible and have no effect until lodged.
- 4.6 The Local Authority is required to maintain a register of all caravan and mobile home sites including relevant protected sites and must also keep a register of Site Rules where applicable.

5. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

The impacts of this report can be contained within existing resources.

Equal Opportunities

The Act introduces improvements to the security of tenure for residents of residential mobile and Park homes and as such seeks to achieve a better balance between Park Home owners and occupiers.

6. PREVIOUS MINUTES

No Previous Minutes.

BACKGROUND DOCUMENTS

Caravan Sites and Control of Development Act 1960

Mobile Homes Act 1983

Mobile Homes Act 2013

DCLG Guidance - A Guide for Local Authorities on setting site licensing fees

Report prepared by Nicky Minshall Service Delivery Manager, Public Protection



Public Protection

Park Home Fees and Charges Policy

June 2016

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1. Introduction

The Mobile Homes Act 2013 introduced amendments to the Caravan Sites and Control of Development Act 1960 and the Mobile Homes Act 1983. The new legislation affects how councils licence residential caravan sites only. These sites are termed as “relevant protected sites”¹ under the Mobile Homes Act 2013.

By virtue of the Caravan Site and Control of Development Act 1960, relevant caravan sites and park home sites are required to hold a license granted by the local authority.

The licensing scheme is in place to ensure that the health and safety of residents living in caravans and park homes are better protected and that the value of their homes are safeguarded.

The costs associated with considering site licence applications, variations, transfers, administration and compliance monitoring were previously absorbed by the local authority and therefore funded through the public purse.

The new legislation brought in the ability for local authorities to charge fees for a range of activities associated with regulating such sites. The ranges of site licensing functions which attract a charge include;

- Determining and issuing new site licences;
- An annual fee for licensing existing sites;
- Amendments to site licences;
- Transferring existing licences to new site managers;
- Depositing of site rules with the Council; and
- Costs associated with issuing Enforcement Notices on site owners².

The site owner or licensee is responsible for the payment of all associated fees, as set out above, however they are only allowed to pass on the cost of the annual licensing fee to site residents.

2. Setting of Fees and Charges

In setting the fees and charges the council has taken into account both national guidance, Department for Communities and Local Government “A Guide for Local authorities on setting site licensing fees” and local experience. The aim of this is to ensure that the setting of the various fees is proportionate and transparent. In line with this the legislation only allows councils to set fees and charges to recover costs incurred.

3. Establishing the units (caravans) per Site

All sites have varying numbers and types of units (qualifying caravans); the most equitable method for setting fees is to make it relative to the number of units on site. Therefore, it is important to establish the definition of a unit and how the council determines the number of units per site.

¹ A relevant protected site is defined as being any land to be used as a caravan site or park home site except one for holiday use only, or subject to conditions which restrict the use of the site of stationing caravans for human habitation at certain times of the year.

² In setting the fees local authorities may only recover their costs, they cannot charge for the enforcement of notices or subsequent enforcement/legal action as such recovery can only be granted by the law courts.

For the purposes of this policy a unit (caravan) is classed as a single dwelling, which is capable of being moved from one place to another. This can be in the form of a traditional caravan, which is towed on the back of a vehicle or a chalet type dwelling in up to 2 parts joined on site. The precise definition of a caravan can be found in Section 29(1) of the Caravan Sites and Control of Development act 1960 as amended.

It is important for the setting of fees and charges to be able to determine the precise number of units on each site. All sites must have planning permission or a Certificate of Lawful Use, which sets out the maximum number of permissible units and this will be the determining factor for calculating the number of units for each site. However, there may be occasions due to historic use where this information is not available and these instances this will be based on the number of units set out in the existing site licence.

4. Charging Approach

The council considered a number of options in relation to charging approaches. The council decided on a charging approach based on a price set per the number of units on each site. These charging rates have been split into different bands as being a clear, transparent, equitable and cost efficient system of caravan site charging.

The bands have been set out as follows:

Band A	1 - 5 caravan
Band B	6 - 10 caravans
Band C	11 - 20 caravans
Band D	21 – 30 caravans
Band E	31 – 40 caravans
Band F	41 – 50 caravans
Band G	51 – 74 caravans
Band G	75 or more

The allocation of site banding is based on either the number of units set out in planning permission or as set out in the site licence, where there is no specific planning condition. A total of 8 bands have been set with the top band applying to sites with 75 units or more.

5. Licensing Fees

5.1 Considerations

The following fees per band have been set based on the assessed time taken for various activities, officer grades and on costs. Activities include:

- Administration of licence fees;
- Pre-inspection preparation;
- Site inspection (including travelling time and mileage allowances at current rates);
- Post inspection administration e.g. notification of compliance or detailing non-compliance;
- Re-inspection due to non-compliance;
- General administration - maintaining files, electronic records and cost accounting;
- Training and research;
- Maintenance and development of ICT systems;
- Support and shared services on costs e.g. HR and Legal
- Officer grade – Officers involved with caravan site licensing functions span Grades PO3 for Environmental Health Officer and PO10 for Public Protection Manager.

Caravan site fees and charges will be reviewed annually, taking into account the regulatory activity undertaken in the previous 12 months.

5.2 Annual Inspection Fee

Band	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
No. of Units	1-5	6-10	11-20	21-30	31-40	41-50	51-74	75+
Fee	91	172	233	294	372	449	538	658

5.3 New Application Licence Fee

It is estimated that processing a new license would not be considerably different to the work proposed for the annual licence thus we propose to duplicate the annual licence fee as the new licence fee in the first year of fee setting

Band	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
No. of Units	1-5	6-10	11-20	21-30	31-40	41-50	51-74	75+
Fee	282	325	392	480	544	616	680	817

5.4 Transfer and Standard Amendment Fee

A fee of **£116** will be charged to process a transfer of licence or a standard amendment

5.5 Fee Combination

New sites are required to apply for a site licence on a non refundable fee basis as this will cover the administration and verification of application documents, whether granted or refused. Where the licence is granted the annual fee is also payable within the same year.

5.6 Fees and Charges Payment Time-frames

Annual Fees and Charges are to be levied from the 1st April each year and all other fees are per application or required function. Any new sites will pay a pro rata payment for annual fees on licensing.

6. Fees for Depositing Site Rules

Site rules are different to site licence conditions in that they are neither created nor enforced by the council. They are a set of rules created by the site owner with which residents have to comply, which may reflect the site licence conditions, but will also cover matters unrelated to licensing. Local Authorities will need to satisfy themselves that new rules deposited with them have been made in accordance with the statutory procedure. They will also be required to establish, keep up to date and publish a register of sites which have deposited their site rules. In doing so a Local Authority may levy a fee for the depositing of site rules, or the variation or deletion of site rules.

A fee of **£45** will be made for the checking and depositing of site rules by site owners.

This fee would also be levied in the event that the posted site rules are amended and require updating.

7. Exemptions

Local Authorities can elect to exempt sites for reasons of risk and/or cost, scale etc.

- Any site that does not require a licence.
- Any site used exclusively for recreational type use.
- Any site exempted by legislation such as the Caravan Sites and Control of development Act 1960; Schedule 1.
- A recreational site where planning permission/Certificate of Lawful Use has been issued and the number of residential units on the site is 5% or less of the overall capacity.
- In accordance with the legislation Gypsy and Traveller sites owned by the Local Authority that do not require a site licence.

8. Charges for Enforcement Notices

From the 1st April 2014, Section 9A of the Mobile Homes Act 2013 allows Local Authorities to serve statutory notices on site owners for non compliance with licence conditions and such a Notice incurs a charge to the site owner. These notices will set out how the site owner needs to comply with the relevant licence condition and the timescales involved. In accordance with the legislation the site owner is not allowed to pass this charge on to the residents of the site.

Under section 9C of the Mobile Homes Act 2013, the council is entitled to recover costs associated with the service of a notice. This includes the costs incurred with inspections, preparing the notice and obtaining expert advice (including legal costs) and any interest the authority intends to charge. The demand for recovery is served with the notice and must clearly breakdown the costs. The right to recover costs is subject to appeal by the site owner in certain circumstances. These will therefore be calculated on a case by case basis.

This charge is only for the service of enforcement notices and costs associated with taking any action for non-compliance with such a notice would be recoverable through the courts. This will be costed at a rate per hour as shown below.

MANAGER	Discussion and agreement to serve	£38.62
EHO	Preparation and service of notice	£32.09

In addition, if compliance with such a notice is through works in default the costs for this would be as a charge against the site owner. This will include the cost for the actual cost of works in default and the officer time to administer this process. This will be costed at a rate per hour as shown above.

9. Review

This fees and charges policy will be published on the Telford & Wrekin Council website. The fees detailed in this policy have been determined based on experience of dealing with site licensing historically and with consideration of the changes the Mobile Homes Act 2013 has introduced. Some of the processes are new (for example the depositing of site rules) and therefore estimates have been made as to the cost of providing these services. In addition, at the time of producing this policy some elements of the licensing regime are still awaiting further regulation by government, which may impact on the processes and time involved resulting in a revision to the proposed charges.

The initial policy will be reviewed no later than September 2017.

Application For New Site Licence								
Site size	75+	51-74	41-50	31-40	21-30	11-20	6-10	1-5
Initial enquiry and correspondence to facilitate application (mins)	60	60	60	60	60	60	60	60
Receipt of application and validation checks (mins)	90	90	90	90	90	90	90	90
Preparation for site visit (mins)	30	30	30	30	30	30	30	30
Site Inspection (mins)	300	240	180	150	120	90	60	30
Travel time (mins)	60	60	60	60	60	60	60	60
Draft Licence (incl. Conditions) (mins)	240	180	150	120	90	60	45	30
Licence review and correspondence with site owner & other interested parties (mins)	150	120	120	120	90	60	30	30
Manager review (mins)	30	30	30	30	30	30	30	30
Issue licence & register (mins)	30	30	30	30	30	30	30	30
Preparation for revisit (mins)	75	60	60	45	45	30	30	30
Re-visit (total mins)	240	180	150	120	90	60	30	15
Travel time (mins)	60	60	60	60	60	60	60	60
Secondary review & correspondence (mins)	150	120	120	90	90	60	40	20
Total time (hours) EHO	24.25	20	18	15.75	13.75	11	8.92	7.58
Total time (hours) MAN	1	1	1	1	1	1	1	1
Hourly rate EHO	32.09	32.09	32.09	32.09	32.09	32.09	32.09	32.09
Hourly Rate Manager	38.62	38.62	38.62	38.62	38.62	38.62	38.62	38.62
Total fee EHO	778.2	641.87	577.69	508.48	441.29	353.03	286.17	243.38
Total fee Manager	38.62	38.62	38.62	38.62	38.62	38.62	38.62	38.62
Total fee (Rounded)	£817	680	616	544	480	392	325	282

Annual Site Licence Fee								
Process	75+	51-74	41-50	31-40	21-30	11-20	6-10	1-5
Preparation for site visit (mins)	180	140	120	100	80	60	40	30
Site inspection (mins)	240	210	180	150	120	90	60	30
Travel time (mins)	30	30	30	30	30	30	30	30
Correspondence with site owner & other interested parties (mins)	150	120	90	75	60	45	30	20
Preparation for revisit (mins)	180	140	120	100	80	60	40	30
Re-visit (total mins)	180	140	120	100	80	60	40	30
Routine monitoring visit (mins)	90	75	60	50	40	30	20	0
Travel time (mins)	30	30	30	30	30	30	30	0
Work arising from routine monitoring (mins)	150	120	90	60	30	30	30	0
Total time (hours)	20.50	16.75	14.00	11.58	9.17	7.25	5.33	2.83
Hourly rate (£)	32.09	32.09	32.09	32.09	32.09	32.09	32.09	32.09
Total Fee (Rounded)	£658	538	449	372	294	233	171	91

Transfer/Standard Amendment fee	
Process	Minutes
Receipt of application and validation checks (mins)	120
Review information & determine licence (mins)	30
Manager review (mins)	10
Issue licence & register (mins)	45
Total time (hours)EHO	2.5
Total Time (Hours) Manager	0.92
Hourly rate (£)EHO	£32.09
Hourly rate (3) Manager	£38.62
Total fee (Round)	£ 116

Deposition of Site Rules	
Process	Minutes
Receipt of site rules (mins)	15
Acknowledgement letter (mins)	30
Scan & Upload to website	20
Verify uploaded file	20
Total time (hours)	1.42
Hourly rate (£)EHO	£ 32.09
Total fee (£)(Rounded)	£ 45.00

Calculation of Officer Hourly Rate

Environmental Health Officer

Salary incl supperann & NI	£ 40,726
Hourly rate	£ 21.17
Admin on costs	£ 10.93
Total Hourly Rate	£ 32.09

Public Protection Manager

Salary incl supperann & NI	£ 49,011
Hourly rate	£ 25.47
Admin on costs	£ 13.15
Total Hourly Rate	£ 38.62

Site Address	Licence Number	Date issued	Site Type	Tenure	Owner Details
The Moorings Caravan Park, Long Lane, Telford, Shropshire, TF6 6HD	TW/GC/01/08	5.3.2008	Residential 25 units.	Privately Owned	Mr & Mrs Finney, The Moorings, Long Lane Telford TF6 6HD
The Homelands Caravan Park, Mossey Green, Ketley Bank, Telford, Shropshire, TF2 0DN			Residential 35 units.	Privately Owned	Nedic Park Estates Limited T/A Sovereign Parks Southfork, Holyhead Road, Albrighton, WV73AP
Kings Head Park, Green Lane, Newport, Telford, Shropshire, TF10 7LG	BTW/RG/01/2015	1.6.2015	Residential, currently being extended to form 29 units.	Privately Owned	Mr & Mrs Smith Woodland View Touring Park Horebeech Lane, Horam Nr Heathfield East Sussex TN21 0HR
Breton Park Residential Park Homes, Wellington Road, Muxton, Telford, Shropshire, TF2 8NX			Residential 108 units. Planning Permission granted for a further 19 units	Privately Owned	Mr & Mrs Loveridge Breton Park Residential Homes Limited The Bungalow Riverside Caravan Park Dowles Road Bewdley Worcestershire DY12 2RE
Severn Gorge Caravan Park, Bridgnorth Road, Tweedale, Telford, Shropshire, TF7 4JB	BTW/RG/01/06	7.3.2006	Residential 124 units. Licence requires updating.	Privately Owned	Mr & Mrs Jones Severn Gorge Park Homes, 13-15 St Johns St, Whitchurch , SHROPS SY13 1QT
Standford Bridge Caravan Park, Sambrook, Nr Newport, Telford, Shropshire, TF10 8BA			Residential 11 units. Licence requires updating.	Privately Owned	Mr D R Williams Standford Bridge Caravan Park Sambrook Nr. Newport Shropshire TF10 8BA
The Windings, Grange Lane, Red Hill, Telford, Shropshire, TF2 9PB	TW/GC/01/07	24.8.2007	Touring Site 100 units.	Privately Owned – Club	Telford Naturist Club The Windings Grange Lane Red Hill Telford TF2 9PB
Holly Acres, Long Lane, Telford, Shropshire, TF6 6HD	New Licence required		Mixed site – currently being constructed for 12 residential, 30 tourers and camping.	Privately Owned	Mr & Mrs Jones Severn Gorge Park Homes, 13-15 St Johns St, Whitchurch , SHROPS SY13 1QT
Hills Lane, Madeley, Telford, Shropshire			Residential – currently being constructed (all caravans rented out) 15 units. No licence in place.	Privately Owned See "The Moorings"	Mr & Mrs Finney, The Moorings, Long Lane Telford TF6 6HD
TravelWorld Motorhomes, Halesfield 14, Telford, Shropshire, TF7 4QR			6 touring units. Licence granted 2015	Privately Owned	Travel Cruiser Concessionaires Ltd (t/a TravelWorld Motorhomes) Of: Halesfield 14, Telford, Shropshire, TF7 4QR.
Iron Gorge Camping Strethill Road TF8 7EY	BTW/RG/04/2015	12.10.2015	TWC/2013/0215 Max 6 static caravans + tents by Max No's per area	Privately Owned	Mr & Mrs Gillespie Coach House Strethill Coalbrookdale
Wellbank Villa, Pickstock, Newport, Shropshire, TF10 8AH	licence required		Use of 3 shepherds huts as sleeping accommodation.	Privately Owned	Derick Eggerton Wellbank Villa,, Pickstock to Ovens Bottom, Pickstock, Newport TF10 8AH