

LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held on Tuesday 29th November 2011 at 6.00 pm in the Reception Suite, Civic Offices, Telford

PRESENT

Councillors C Mason (Chair), T Hope, L Murray, R Picken, R Scammell, J Seymour and J Thompson.

Officers in attendance: Michael Barker – Head of Housing, Planning & Public Protection, Ian Mercer – Public Protection Service Delivery Manager, Suzanne Fisher – Public Protection Team Leader, Tina Street – Solicitor and Wendy Buckley - Democratic Services Support Officer.

LC-07 MINUTES

RESOLVED – that the minutes of the meeting of the Licensing Committee held on the 7th September 2011 be confirmed and signed by the Chairman.

LC-08 APOLOGIES FOR ABSENCE

Councillors B Duce, A Mackenzie and K Tomlinson.

LC-09 DECLARATIONS OF INTEREST

Councillor L Murray declared an interest, as a signatory to a consultation response, in Agenda item 6,- Sex Establishment Policy.

LC-10 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

The report of the Service Delivery Manager – Public Protection was received which sought to inform Members of a draft Licensing policy for Hackney Carriage and Private Hire Licensing. A copy of the draft policy was appended to the report.

The draft policy set out the policies and procedures that the Council wished to apply in exercising its Hackney Carriage and Private Hire licensing function. The aim of having such a policy was to ensure the safety and welfare of taxi users and drivers, as well as assisting the Council with consistent decision making. It was proposed that the draft policy, if agreed by the Committee, be subject to a period of public consultation.

A comment was received outlining concern in relation to a difference in condition between Hackney Carriage Licensing and Private Hire Licensing which the Public Protection Team Leader advised were written under different legislation.

A discussion followed with regard to paragraph 15.5 (2) which resulted in the wording changed to: 'To ensure that vehicles **licensed** within the controlled district of Telford & Wrekin meet these criteria'. In respect of paragraph 15.9 (1) the wording

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

Confirmation was sought on the level of CRB checks made within the new policy. The Public Protection Team Leader stated that previously Councils across the country required licensed drivers to undergo enhanced checks. This was now not appropriate as the law stated that the enhanced CRB check was only required for drivers who transported children on a regular basis. A number of Members expressed concern at this but was advised that the draft policy could not be changed to include enhanced CRB checks for all drivers as this would be contrary to legislation.

The Head of Housing, Planning & Public Protection enquired as to whether elements of the draft policy for Telford & Wrekin were comparable to Shropshire Council. The Public Protection Team Leader advised Members that cross border control was similar and included the item for Period of Licence, for drivers to request a licence for 3 years.

RESOLVED – by unanimous vote –

- (a) that Members adopt a Hackney Carriage and Private Hire Policy.**
- (b) that the draft policy for Hackney Carriage and Private Hire licensing be approved for public consultation.**
- (c) that if following a period of public consultation, no changes or only minor amendments were required, authority be delegated to the Principal Licensing Officer in consultation with the Chairman of the Licensing Committee.**

LC-11 HACKNEY CARRIAGE LICENCE CONDITION REVIEW – AGE LIMITS ON VEHICLES

Following a request from Telford Hackney Carriage Association to increase the age limits on hackney carriage vehicles from ten years to twelve years the Public Protection Team Leader presented a report of the Service Delivery Manager – Public Protection. It was advised that paragraph 5.3.1 of the report should be deleted. Also attached to the report was a copy of licence conditions, criteria for 'exceptional condition' vehicles and the results of a benchmarking exercise.

The Committee were informed that whilst the Council currently licence hackney carriages up to 10 years of age this could be extended if a hackney carriage vehicle was found to be in 'exceptional condition'. The proprietor would need to apply for the hackney carriage to continue to be licensed over the 10 year age limit, and the vehicle would then be subject to 6 monthly compliance tests, tested at Telford & Wrekin Services, which is a VOSA qualified MOT testing station. If the vehicle failed on 1 major or 3 minor items the application would be refused.

Having considered the request and information in the report it was:

RESOLVED – by unanimous vote –

- (a) that the maximum age of a purpose built vehicle (purpose-designed and built hackney carriage) to be licensed by this Council as a hackney carriage be maintained at 10 years**
- (b) that condition 2.6 be amended to state that the Council may waive the age restriction in the case of individual 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 10 year age limit, the vehicle would be subject to 6 monthly compliance tests.**
- (c) that the Council consults on the ‘exceptional condition’ criteria with the Hackney Carriage and Private Hire trade Associations before it is implemented.**

LC-12 SEX ESTABLISHMENT POLICY

Councillor Murray left the meeting at this point regarding his declaration of interest in the matter.

The Committee were made aware that Telford & Wrekin’s policy was out of date and following new legislation a new draft policy was prepared. The report of the Service Delivery Manager – Public Protection was received which informed Members of the results of the consultation on the Council’s draft policy for the regulation of sex establishments. They were further advised that of the 8 responses from the consultation, 1 expressed that no sex establishments were wanted in the Borough and one of the responses, signed by 7 Borough Councillors, strongly recommended introducing a ‘nil policy’ for Sex Entertainment Venues. Members were reminded that it was a regulatory function of the Council to licence sex establishments. Each application to licence a premises would be dealt with on its own merits and each application for a Sex Entertainment Venue would be heard by the full Licensing Committee.

It was further noted that not all venues need a sex establishment licence as it is possible to hold 11 sex entertainment events per year without a licence.

The Solicitor made Members aware that a nil policy for sex entertainment venues could result in a judicial review by prospective licensees and that a nil policy for all sex establishment licences could result in a judicial review for existing and prospective licensees. Members were supportive of retaining a sex establishment policy in order to give the Committee control over the licensing of such establishments.

RESOLVED – by unanimous vote – that Members considered the results of the consultation and that the reviewed Policy be effective on 1st December 2011.

The meeting ended at 7.00 pm.

Chairman:

Date:

LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held on Monday 12th December 2011 at 11.00 am in Committee Room 3, Civic Offices, Telford

PRESENT

Councillors: C Mason (Chair), A Mackenzie, L Murray, R Picken and J Seymour.

Officers in attendance: Ian Mercer – Public Protection Service Delivery Manager, Suzanne Fisher – Public Protection Team Leader, Tina Street – Solicitor and Wendy Buckley - Democratic Services Support Officer.

Also in attendance: Mr Omar Ali – Mathieson Training Ltd.

LC-13 APOLOGIES FOR ABSENCE

Councillor K Tomlinson.

LC-14 DECLARATIONS OF INTEREST

None.

LC-15 PRIVATE HIRE AND DUAL DRIVER CONDITIONS OF LICENCE

The report of the Service Delivery Manager – Public Protection was received which informed Members of funding for Hackney Carriage and Private Hire Driver qualifications. The proposed recommendation wording was changed with the deletion of 'of this condition coming into force'. Members also reviewed the condition of licence for Private Hire and Dual Drivers relating to driver qualifications in light of the available funding.

The current condition of licence for Private Hire and Dual Drivers required all new drivers to complete a qualification in transporting passengers by taxi or private hire vehicle, or similar qualification, within 12 months of being issued a licence. The qualification which had previously been taken was delivered at no cost to either driver or Council as funding was available through Train to Gain. However, no Government funding had been allocated to deliver this qualification for this academic year and the cost for a standard NVQ was £1172 per driver.

The Licensing Service had now been informed that there was funding available for Edexcel BTEC Level 2 Certificate in the Introduction to the Role of the Professional Taxi and Private Hire Driver. If funding should cease in the future, the cost of this course would be £295.

A comment was received regarding drivers licensed under other authorities. It was confirmed that any driver who could show they had passed a similar qualification to that which Telford & Wrekin proposed, but with another authority, would not need to take a qualification again if they were then licensed with this authority.

Members asked if there was any form of refresher training once the initial training had been completed. The Public Protection Team Leader confirmed that no refresher training was available at the moment but a condition of licence was that drivers attended up to 2 days training per year which Telford & Wrekin met the cost of. It was also confirmed that if a driver refused to attend training the driver would be in breach of licence conditions.

Mr Ali from Mathieson Training Ltd advised Members that trainers would liaise with drivers, police and councils to review common issues and advise drivers of parking areas, use of radio and horns, plying for hire and explain the differences between criminal and civil offences. This training would be in conjunction with the 9 BTEC units shown appended to the report of the Service Delivery Manager – Public Protection. Mr Ali confirmed that there was funding for the course until July 2012, after which he hoped to continue training at a cost of £295 per driver. Operators, Escorts and drivers without a badge had already carried out the training. One taxi company had completed the training for operators and drivers and another company were in the process of completing the training. The training could be taken over 4 full days or 8.5 half days. It could be taken on a flexible basis or between the hours of 9.30 am and 2.30 pm so that the course could be completed out of the ‘school run’ times. 12 drivers would be trained at one time and the on-line test would be marked externally. The training could also be paid in instalments if funding was then withdrawn.

Having considered all the information within the report and from the training provider, Members were reassured that their concerns at the financial impact of the revised condition for mandatory training had been addressed.

RESOLVED – that condition 7.2a of the Council’s Private Hire Driver Condition and 7.2 Dual Driver condition be amended to read “that all drivers must undertake a qualification in ‘Transporting passengers by taxi and private hire’ or similar qualification within 24 months.”

Meeting closed at 11.45 am

Chairman:

Date:

Telford & Wrekin Council

Licensing Committee 13th March 2012

Hackney Carriage and Private Hire Licence Fees Review

Report of the Service Delivery Manager – Public Protection

1. Purpose

- 1.1 For Members to consider an increase in the levels of Licence Fees and charges affecting the Hackney Carriage and Private Hire trades.

2. Recommendations

- 2.1 It is recommended that Members approve the level of proposed fees for the Financial Year 2012/13, at Column E of Appendix A to this report, to come into force on a specified date not less than 28 days from the date on which a notice is to be published.

3. Summary

- 3.1 The level of fees and other charges for Hackney Carriage/Dual and Private Hire Licences were last reviewed in 2009/2010 and new fees and charges were implemented on 1st March 2011.
- 3.2 An annual review has been carried out and new fees and charges are now proposed for consideration by Members.

4. Previous Minutes

- 4.1 LC-39- Licensing Committee 1st December 2010.

5. Information

5.1 Background

- 5.1.1 The level of fees and other charges for Hackney Carriage/Dual and Private Hire were last reviewed by the Licensing Authority in 2009/2010.
- 5.1.2 It is quite legitimate for a local authority to recover as much of their costs as they are able to when administering Hackney Carriage and Private Hire licences. A Council, when setting fees, should have regard to the impact that any increase may have upon the livelihood of licence holders. However, the regulation of hackney carriage and private hire

vehicles, drivers and operators is a time-consuming and costly exercise. The overriding aim must be to protect the public and to provide an efficient and effective service to licence holders and stakeholders.

- 5.1.3 The setting of fees and charges must be calculated and reasonable. It must be limited to an amount that recovers the costs of carrying out the functions of the Local Authority under the Acts of Parliament listed at paragraph 7 of this report. This will include the costs of the issue of the licence and associated administrative tasks.
- 5.1.4 On 1st December 2010 Members of the Council's Licensing Committee approved an increase in the level of fees based on actual cost recovery via a staged increase over a period of time.
- 5.1.5 Following the publication of a notice advertising the proposed increase in fees and charges, which resulted in no representations being made to the Council, 50% of the proposed increase was duly implemented on 1st March 2011 (Column B in the table at Appendix A). The remaining 50% of the increase to be implemented on 1st April 2012, (Column C in the table attached at Appendix A).
- 5.1.6 At the December 2010 Licensing Committee Hearing, Members were advised by Officers that in future Licence fees would be reviewed on an annual basis. A further review has, therefore, now been carried out by the Public Protection Service Delivery Manager and the Council's Finance Officer (Appendix B) and the resulting fees and charges on a cost recovery basis is shown at Column D in the table at Appendix A.
- 5.1.7 The review of Licence fees has been carried out following a restructure of Public Protection where efficiencies have been made, but also where there has been a reduction in vehicle licences from approximately 450 licensed vehicles in 2010 to 132 vehicles currently licensed by Telford & Wrekin Council.
- 5.1.8 The fees which are proposed at Column E of Appendix A, are the same or, in some cases, lower than the full cost recovery fees proposed in the report which was considered by Members of the Licensing Committee in December 2010. However, because of the significantly reduced numbers of vehicles now licensed by the Council, the vehicle licence fee which recovers costs has increased from the December 2010 report. The Licensing Service is committed to implementing the proposed fees shown at Column E in the table at Appendix A which for vehicle licence fees is not at

cost recovery for the Financial Year 2012/13. We are, however, also committed to taking measures to address the shortfall by reviewing our efficiency in delivering the Licensing Service over the forthcoming Financial Year and will re-evaluate costings.

- 5.1.9 Improved efficiencies already undertaken within the Licensing Service have been passed on to the drivers as shown in lower proposed licence fees for the 3yr driver licence and the six and twelve month dual driver licences than those proposed in the December 2010 report .
- 5.1.10 The Licensing Service will never be able to fully recover the costs of delivering driver licences as the law does not allow the recovery of costs for driver enforcement.
- 5.1.11 Compliance testing of Hackney Carriages and Private Hire Vehicles is carried out by Telford & Wrekin Services as part of the hosting contract. The fee payable by proprietors is a direct charge made to the Licensing Service. There are separate fees listed for compliance testing for Private Hire Vehicles and for Hackney Carriages because Hackney Carriage compliance tests also include the testing of the meter on the measured mile and this increases the time taken for the test.
- 5.1.12 The Licensing Service has carried out a bench marking exercise with the Council's family group, in relation to licence fees for Hackney Carriage and Private Hire Licences. The full details of licence fees are attached at Appendix C and driver, vehicle and private hire operator fees summarised in charts attached at Appendix D (red = TWC current fee, pink = TWC proposed fees for the Financial Year 2012/13).

5.2 **Equal Opportunities**

- 5.2.1 A draft Community Impact Assessment has been carried out on the review of Hackney Carriage and Private Hire Licence fees and charges review. A copy is attached at Appendix E.

5.3 **Environmental Impact**

- 5.3.1 Not applicable for the purposes of this report.

5.4 **Legal Comment**

- 5.4.1 Hackney carriage and private hire licence fees are at the discretion of the authority but should be reasonable and proportionate.

5.4.2 The charging of fees is provided within the relevant legislation.

5.5 **Links with Corporate Priorities**

5.5.1 This report has links to community protection and cohesion.

5.6 **Financial Comment**

5.6.1 The full cost recovery includes direct staffing hours, supplies & services and central establishment costs charged to the Licensing Service to support current license numbers. These numbers have reduced in 2011/12 which have given rise to a £93k shortfall against an overall Licensing income budget of £352k.

5.6.2 The private vehicle fee proposal will underachieve full cost recovery by £191 per vehicle and a total of £29k.

5.6.3 Paragraph 5.1.8 commits the Service to address this shortfall through efficiencies over 12/13. Due to lead in time for delivering efficiencies the shortfall against income target for 12/13 is projected at £122k.
(A. Massey 8th March 2012)

5.7 **Risks and Opportunities**

5.7.1 In proposing this action the Corporate Risk Management Methodology has been complied with. This approach is not intended to eliminate risks but to identify the risks and manage them. However not all risks can be managed all of the time and some risks may not have been identified.

5.7.2 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) a failure to publish Licence Fees as prescribed by Regulation could give rise to a judicial review of the process leading to that failure.

(ii) The level of fees set being unreasonable arising to a challenge by judicial review.

5.7.3 Having identified this risk, processes and procedures have been put in place to ensure that Regulations are complied with.

6. **Ward Implications**

6.1 This report has Borough wide Implications.

7. Background Papers

7.1 Local Government (Miscellaneous Provisions) Act 1976

7.2 Town Police Clauses Act 1847

7.3 Transport Act 1981

7.4 Equality Act 2010

Report prepared by, Suzanne Fisher, Public Protection Team Leader, Licensing Services, Darby House - For further information please telephone 01952-383261 or email Licensing@telford.gov.uk

Appendix A

Proposed Licence Fees & Charges – Private Hire/Hackney Carriage

A	B	C	D	E
Licence	Current Fee	Cost Recovery in line with Licensing Committee Report December 2010	Cost Recovery for Financial Year 2012/13	Proposed Licence Fees for Financial Year 2012/13
Private Hire/Hackney Carriage Driver (6mth licence)	£90	£105	£105	£105
Private Hire/Hackney Carriage Driver (12mth licence)	£148	£170	£170	£170
Private Hire/Hackney Carriage Driver (3yr licence)	NA	£500	£465	£465
Dual Driver (6mth licence)	£132	£160	£155	£155
Dual Driver (12mth licence)	£216	£260	£255	£255
Dual Driver (3yr licence)	NA	£750	£690	£690
Badge Deposit (2 x badges)	£19.50	£20	£20	£20
Badge Cost (2 badges)	£2.50	£5	£3	£3
Street Knowledge Repeat Test	£10	£10	£10	£10
Private Hire Vehicle/Hackney Carriage (6mth licence)	£96	£115	£115	£115
Private Hire Vehicle/Hackney Carriage (12mth licence)	£165	£195	£386	£195
Vehicle Transfer	£25	£25	£40	£40
Front Plate Deposit (PH)	£5	£10	£10	£10
Front Plate Cost	£5	£5	£5	£5
Rear Plate Deposit (PH & HC)	£20	£20	£20	£20
Rear Plate Cost	£5	£10	£5	£5
Internal Plate Cost (PH & HC)	£1.50	£3	£2	£2
Internal Tactile Plate Deposit (HC)	£7.50	£10	£10	£10

Internal Tactile Plate Cost (HC)	£5	£5	£5	£5
Rear Plate Fixing Kit (PH)	£20	£20	£20	£20
Front Plate Fixing Kit (PH)	£10	£10	£10	£10
Magnetic Fixing Kit	£28	£28	£28	£28
Private Hire Operator	£200 plus £23 per Vehicle	£200 plus £45 per Vehicle	£200 plus 43 per Vehicle	£200 plus 43 per Vehicle
Hackney Carriage Compliance Test	£52	£60	£60	£60
Hackney Carriage Retest	£44	£55	£59	£59
Private Hire Vehicle Compliance Test	£44.50	£45	£47	£47
Private Hire Vehicle Retest	£33	£35	£36	£36

Workings for Taxi Licensing fees

Combine drivers license

Private Hire & HackneyDriver
Dual Driver

Vehicle fee's

Private Hire & Hackney Carriage Vehicle

Staged recovery based on number of vehicles

Private Hire Operator
No of vehicles

10/11 Licence numbers for last review	11/12 Estimated License Numbers	Total cost (sals + overheads) £	Other adjustments £	Total apportioned charge £	12/13 Full cost recovery - Fee per License £	Current charge £	Proposed full cost recovery As per 11/12 report
573	321	58,377		54,553	170	148	170
38	15			3,824	255	216	260
	344	58,377		58,377			
459	150	57,934		57,934	386	165	195
20	15	17,558	-	17,558	200	200 each	200
344			-	-	42	23 per driver	45
				14,558			
				17,558			

Workings for Total costs

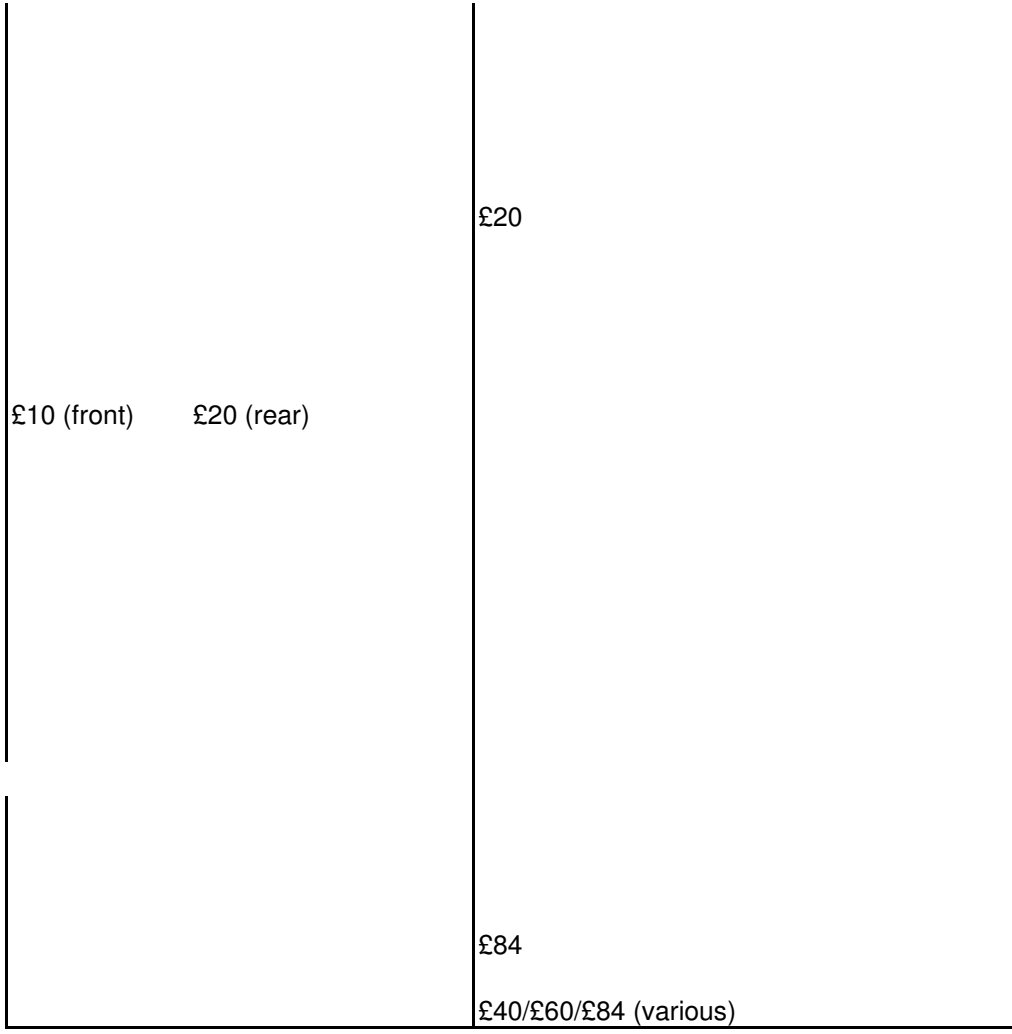
HC/PH Driver	HC/PH Vehicle	PH Operator	
45,322	44,979	13,632	Salary costs based on hours worked on Taxi Licensing
2,967	2,945	893	Apportionment of Supplies & Services
10,087	10,010	3,034	Apportionment of CEC's
13,054	12,955	3,926	Overheads costs
58,377	57,934	17,558	Total costs (sals + overheads)

Grade of post	hours per year to work out salary costs		
	HC/PH Driver	HC/PH Vehicle	PH Operator
P025	312	156	156
P010	520	364	156
P010	26	104	52
S02	120	540	48
S02	0	48	12
P01-P03	0	48	0
P01-P03	0	24	0
S02	0	36	0
Scale 4	52	52	26
S01	52	104	12
Scale 4	364	208	12
Scale 4	754	286	52
S02	12	42	0
	2212	2012	526
	Total hours		4750

Licenses Issued:	Telford & Wrekin Council	
	<i>Fee(£)</i>	
Private Hire Operator Licence	£200.00 plus £23.00 per vehicle (12mths)	
Private Hire/ Hackney Carriage Driver Licence	£90.00 (6 mths) £148.00 (12 mths) £500.00 (3yrs)	
Dual Driver Licence	£132.00 (6 mths) £216.00 (12mths) £750.00 (3yrs)	
Badge Deposit	£19.50	
Badge Cost	£2.50	
Street Knowledge Test	£10.00 (retest)	
Private Hire/ Hackney Carriage Vehicle Licence	£96.00 (6mths) £165 ((12mths)	
Vehicle Transfer	£25.00	
Plate Cost	5 (each external plate) £1.50 (internal plate)	
Plate Deposit	£20 (rear) £5 (front)	
ComplianceTest / MOT	£52.00 (HC) £44.00 Retest £44.50 (PH) £33.00 Retest	
Other Charge		
Medical		
CRB		

Replacement Driver Licence		
Administration Fee for late production of vehicle insurance documents		
Replacement Licence (copy)		
Replacement Tariff Card		
Bounced Cheque Charge		
Plate Fixing Kit	£10 (front)	£20 (rear)
Taxi Advertising		
Replacement PH/HC Window/Windscreen/Internal/No Smoking Sticker		
Request for Information (Data Protection Act)		
Vehicle Licence Surrender Refund (per complete month remaining on licence)		
Driving Assessment		
DVLA		
Meter Check		
Spot Check		

Telford & Wrekin Council Proposed Fees	Derby Council
	<u>Fee(£)</u>
£200 plus £43 per vehicle (12 mths)	£27 per vehicle
£105 (6mths) £170 (12mths) £465 (3yrs)	£143 (HC&PH new 1yr) £138 (HC&PH renewal 1yr)
£155 (6mths) £255 (12mths) £690 (3yrs)	
£20	£5.00
£3	
£10	£65
£115 (6mths) £195 (12mths)	£92 (PH new/renewal 1yr) £117 (HC new 1yr) £92 (HC renewal 1yr)
£40	£52
£5 £2	£25 (lost or stolen)
£20 (rear) £10 (front)	
£60 (HC) £59 (retest) £47 (PH) £36 (retest)	£88 £40/£60/£88 (retests - various)
	£26.00



South Gloucestershire Council

Pe

Fee(£)

Fee(£)

£228. (1-5 vehicles)

£155 (1-5 v

£454.45 (6-10 ehicles)

£315 (6-10

£681.90 (11 plus vehicles)

£475 (11-15

£630 (16-20

£790 (21 pl

£159.20 (12mths new)

£382.08 (3yrs new)

£100 (1yr n

£114.90 (12 mths renewal)

£275.76 (3yr renewal)

£204.30 (12mths)

£159.20 (12 mths renewal)

£14.50

£42

£306.80 (12mths includes fitness inspection)

£180 (PH n

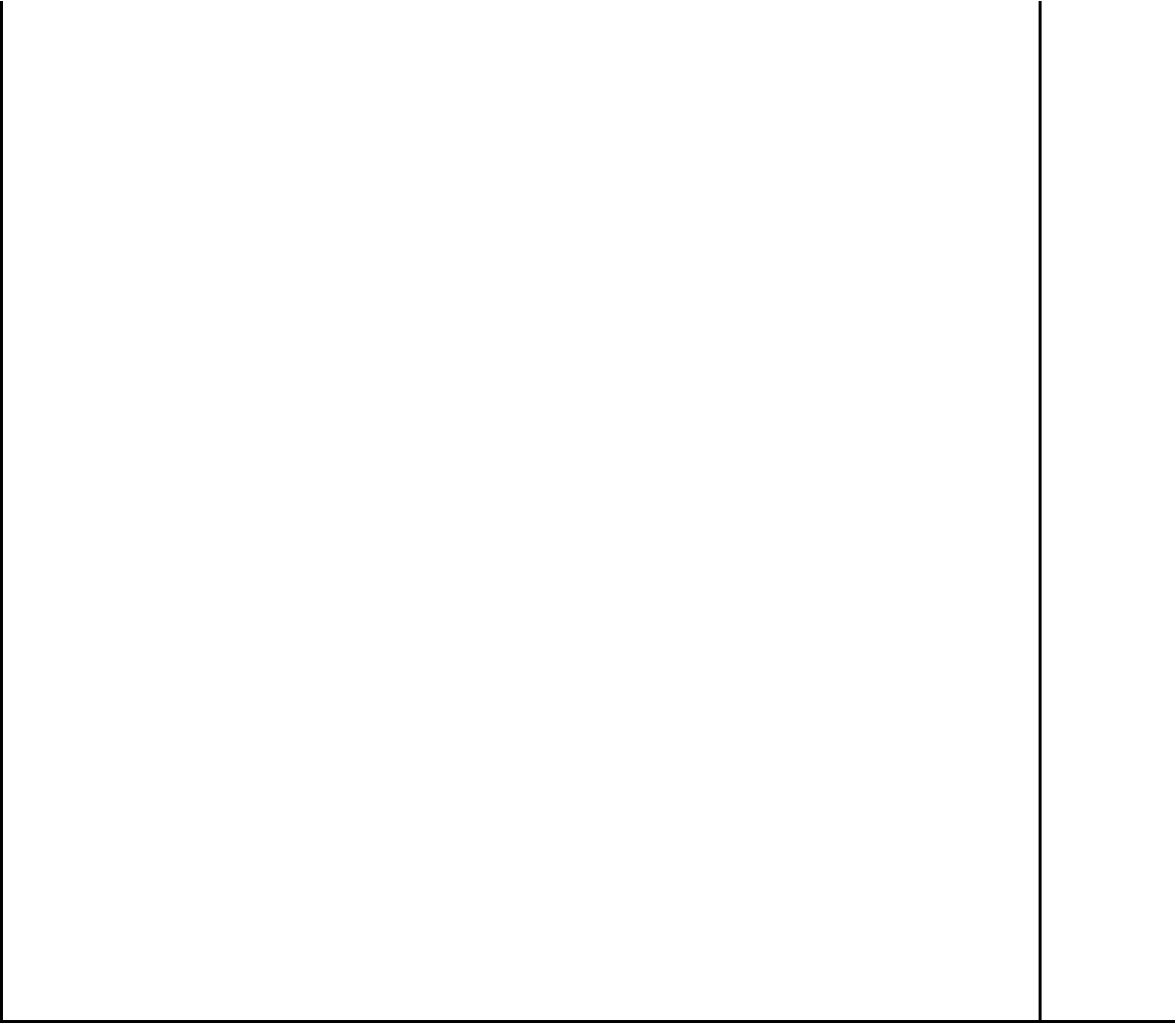
£210 (HC n

£38.00

£45.00

£38 (missed vehicle inspection)

£152.15 (change of vehicle on an existing
licence incl fitness inspection & plates)



Derbyshire Council	Shropshire Council	Cannock
	<u>Fee(£)</u>	<u>Fee(£)</u>
1 vehicle)	£120.67 (1yr)	£144.25 (1yr)
10 vehicles)	£164.55 (3yrs)	plus £92.30
5 vehicles)		
10 vehicles)		
plus vehicles)		
new and renewal)	£153.58 (1st year)	£258.05 (new)
	£120.67 (renewal 3yrs)	£117.75 (renewal)
		£3.15
		£25 (retest)
new and renewal)	£159.06 (PH)	£306.10 (H)
new and renewal)	£142.61 (HC)	295.30 (PH)
	£27	
	£27.42	£12.10 (ext)
		£10.80 (inte)
		£57.50
		£96.30
	£26.00	£44.00

£0.75

£0.75

£12.80

£75.00

£32.91

£5.00

Wock Chase District Council	Walsall Council	Coventry Council
	<i>Fee(£)</i>	<i>Fee(£)</i>
1st vehicle) 10 each subsequent vehicle	£50 (application) £350 (1yr new 1-2 vehicles) £550 (1yr new - 3 plus vehicles) £300 (1yr renewal 1-2 vehicles) £500 (1yr renewal 3 plus vehicles)	£500 (1yr new) £1700 (5yrs new) £425 (1yr renewal) £1625 (5yrs renewal) £465 (1yr renewal withi £1665 (5rs renewal withi
new) renewal including badge)	£40 (application) £27.50 (3mths) £45 (6mths) £70 (1yr) £125 (2yrs) £180 (3yrs)	£170 (1yr new) £154 (HC 1yr renewal) £140 (PH 1yr renewal) £160 (HC&PH renewal
	£40 (application) £30 (3mths) £50 (6mths) £80 (1yr) £135 (2yrs) £190 (3yrs)	
)	£10.00 £25 (PH&HC) £20 (PH driving test)	
IC includes veh test and plates) 1 includes veh test and plates)	£25 (application) £175 (new 1yr - vehicle under 3yrs) £165 (renewal 1yr - vehicle under 3yrs) £215 (renewal 1yr - vehicle over 3yrs)	
	£20.00	£20 £30 (VRN change)
ernal) ernal)	£10 (rear) £10 (side)	£10 £5 (door sticker)
		£47 £31 (retest)

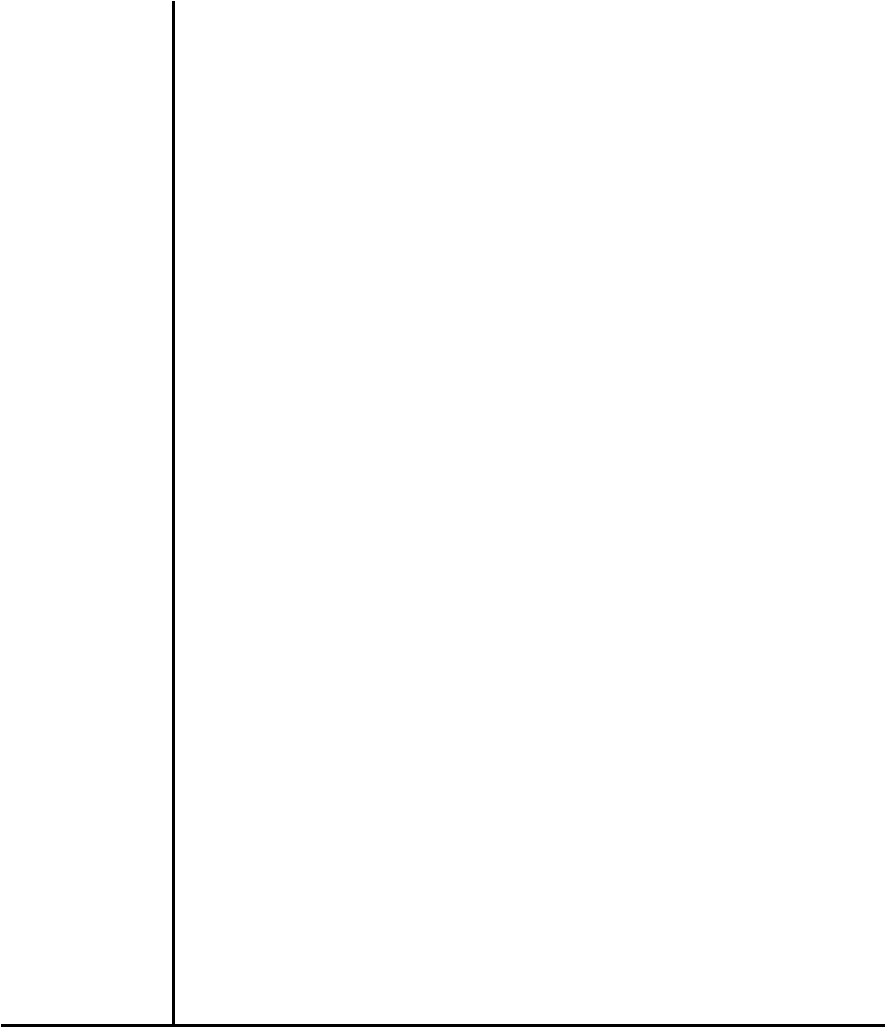
	£5
£15	
£25 (replacement)	
£15 (per campaign)	
	£1
	£10
	£9

City Council	Worcester Council	Stratford-on-Avon District
	<i>Fee(£)</i>	<i>Fee(£)</i>
in 1 month) thin 1 month)	£245 plus £50 per vehicle	£351 (1-3 vehicles new) £294 (1-3 vehicles renewal) £393 (4-7 vehicles new) £335 (4-7 vehicles renewal) £435 (8-10 vehicles new) £377 (8-10 vehicles renewal) £477 (11 plus vehicles new) £419 (11 plus vehicles renewal)
)) .l within 2mths)		£210 (HC renewal)
		£278 (3yr new) £236 (3yr renewal)
		£32
		£32
	£399 (HC&PH new) £340 (HC&PH renewal)	£345 (PH new) £304 (PH renewal) £414 (HC new) £377 (HC renewal)
		£100 (PH) £414 (HC) £53
		£9 (CRB completion plus CRB charge)

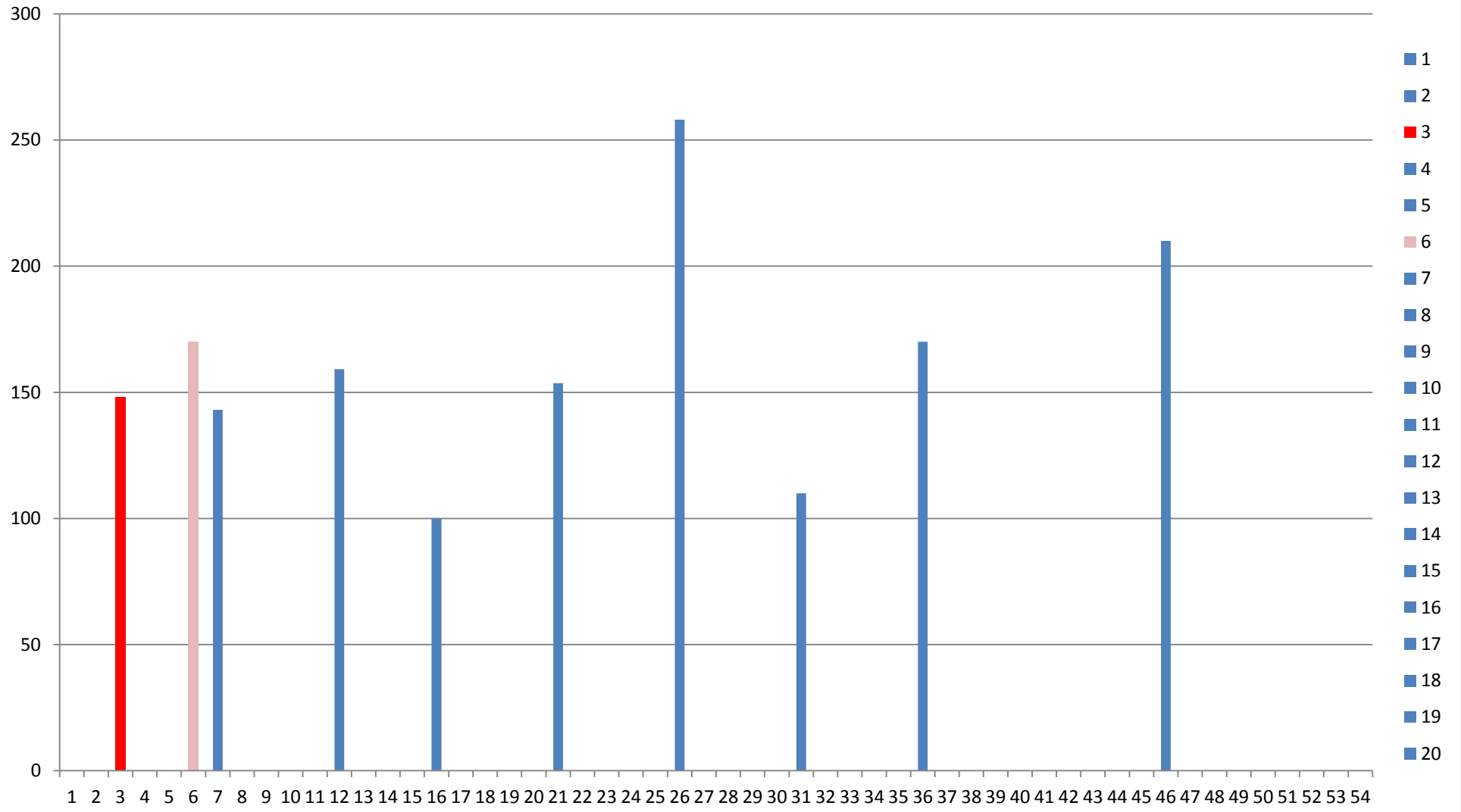
£15

£16

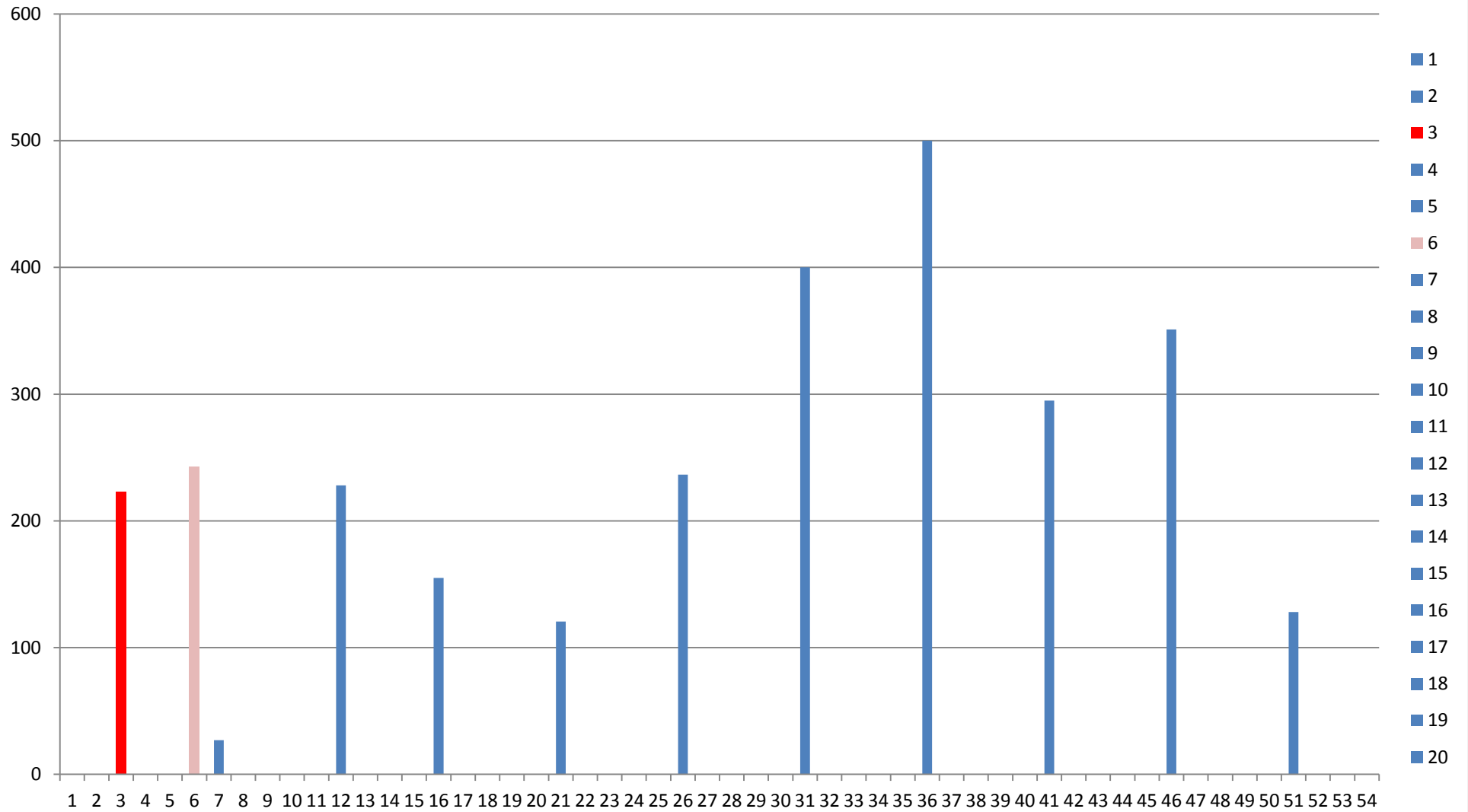
£40



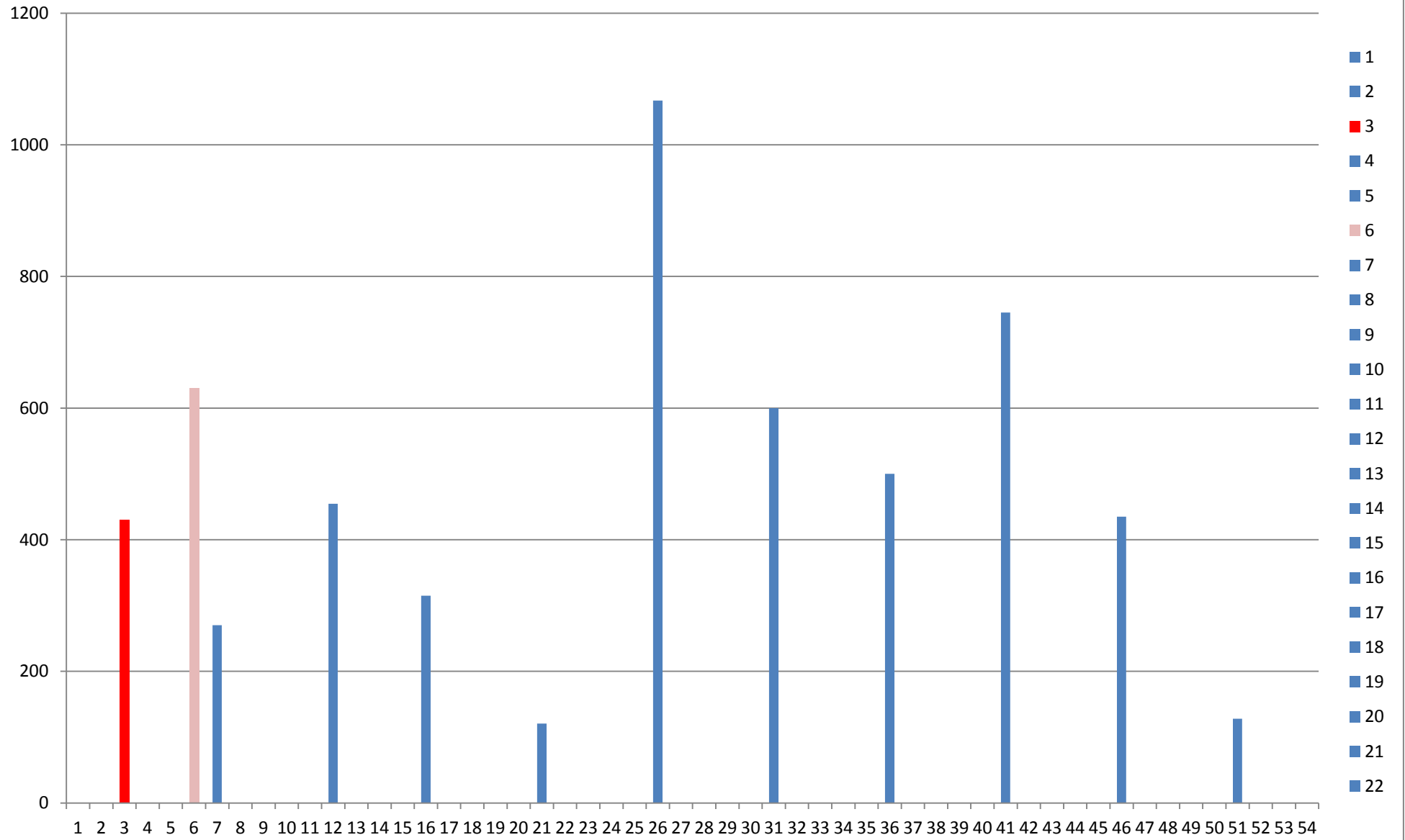
Private Hire/ Hackney Carriage Driver Licence



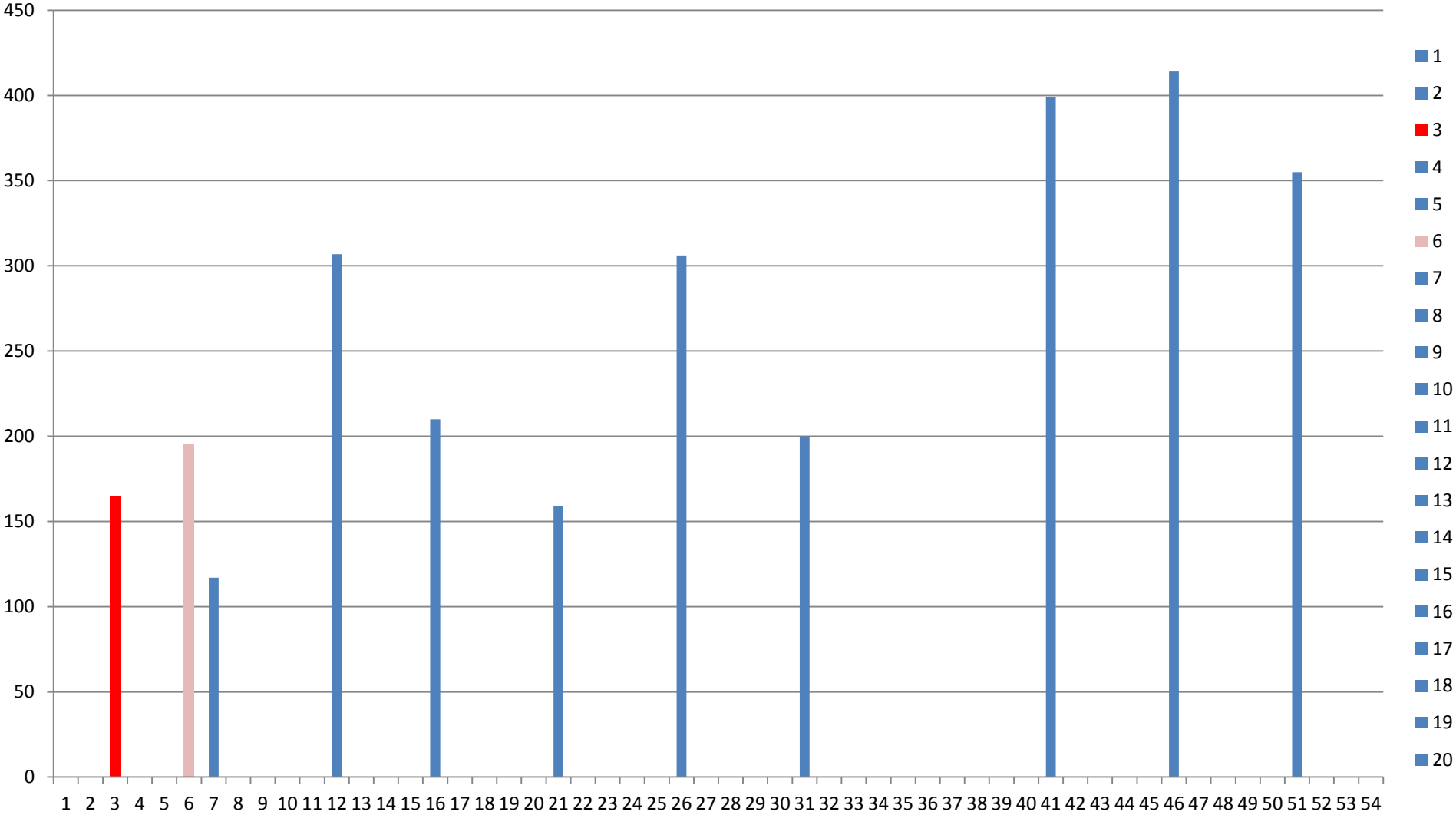
Private Hire Operator Licence



Private Hire Operator Licence - 10 Vehicles



Private Hire/ Hackney Carriage Vehicle Licence



Community Impact Assessment

It is intended that you complete this form if you have identified a high negative impact to our communities and employees.

Sections 1 & 2 should be completed early in policy development and before any consultation/engagement activity takes place

Sections 3 & 4 should be completed before policy approval.

You will find the information from this assessment useful for the Equality Implications section of any report you are completing.

Section 1 – Overview

1. What is the title of the policy?

Increase in Hackney Carriage and Private Hire Licence Fees

It is quite legitimate for a local authority to recover as much of their costs as they are able to when administering Hackney Carriage and Private Hire Licences. A Council when setting fees, should have regard to the impact that any increase may have upon the livelihood of licence holders. However, the regulation of Hackney Carriage and Private Hire Vehicles, Drivers and Operators is costly in respect of resources. Licences are processed individually as each application must be considered on its own merits. Each licence has a set of conditions attached to it and it is the Local Authority's statutory duty to ensure that conditions of licence of complied with together with the requirements of the law surrounding the Hackney Carriage and Private Hire trade. The overriding aim must be to protect the public and to provide an efficient and effective service to licence holders, residents, business and visitors to the Borough of Telford & Wrekin.

The level of fees and other charges for Hackney Carriage/Dual and Private Hire were last reviewed by the Licensing Authority in 2009/2010. On 1st December 2010 Members of the Council's Licensing Committee approved an increase in the level of fees based on actual cost recovery via a staged increase over a period of time.

Following the publication of a notice advertising the proposed increase in fees and charges, which resulted in no representations being made to the Council, 50% of the proposed increase was duly implemented on 1st March 2011.

A further review has been carried out twelve months later and a new level of fees and charges proposed based on cost recovery of administering Hackney Carriage and Private Hire Licences.

2. This policy affects

- Customers/service-users
- Partners
- Licence holders

3. What period does the policy cover?

The increase in licence fees will cover the next financial year and comes into effect on 1st April 2012.

4.

Name of person completing impact assessment and their post	Suzanne Fisher
Telephone	01952 383261
Date	1 st March 2012

DRAFT

Section 2 – Impact Assessment

a) Community Impact

1. Will the policy contribute to specific Priority Plan objective(s)?
Yes (go to Q2)
2. The policy contributes to the Priority Plan for Community, Protection and Cohesion.

Provide information and advice on new legislation/guidance to regulated trade and businesses.

3. Will this policy have a significant impact on any of the following groups of people? Please mark all boxes indicating whether an impact has occurred, this could be **positive** or **negative**. Mark **None** if there is no impact. Help boxes are available to assist.

People of different ages

[Helpbox - Age](#)

People with ill health or people with a disability

[Helpbox - Disability](#)

People of different gender

[Helpbox - Gender \(Sex\)](#)

People who are transgender

[Helpbox - Transgender](#)

Different racial groups

[Helpbox - Race](#)

People with different religion or beliefs

[Helpbox - Religion or Beliefs](#)

People of different sexual orientation

[Helpbox - Sexual Orientation](#)

Women who are pregnant or breast-feeding

[Helpbox -Pregnancy and Maternity](#)

People that are married or in a civil partnership

[Helpbox - Marriage or Civil Partnership](#)

People affected by deprivation

[Helpbox - people affected by deprivation](#)

	Impact (X)		
	Positive	Negative	None
People of different ages Helpbox - Age		X	X
People with ill health or people with a disability Helpbox - Disability	X	X	
People of different gender Helpbox - Gender (Sex)		X	
People who are transgender Helpbox - Transgender			X
Different racial groups Helpbox - Race		X	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	

4. What is the expected impact?

People of Different Ages

Community

The expected impact is that licence holders will pay an increased licence fee which may lead to a **negative impact** of an increase in taxi fares for the community. We have no local data, however, national data, according to the Department for Transport Best Practice Guidance on Taxi and Private Hire Vehicle Licensing, says that low-income young women are one of the largest groups of users of taxis and private hire vehicles.

Licence Holders

The equality data collected by the Licensing Service shows that there is a variety of ages across the numbers of licence holders and an increase in licence fee will therefore not impact on any particular age group.

People with Ill Health or People with a Disability

Community

The expected impact is that licence holders will pay an increased licence fee which may lead to an increase in taxi fares for disabled communities. Hackney Carriages and Private Hire Vehicles provide a door to door service for those disabled members of the community who are not able to use other forms of public transport. An overall increase in fares resulting from an increase in licence fee will have a negative impact on this characteristic.

People of Different Gender

The expected impact is that licence holders will pay an increased licence fee which may lead to an increase in taxi fares for men and women. 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 equality data collected by the Licensing Service shows that 97% of licensed drivers are male and therefore, those licence holders who are the only income earner in households will be paying an increased licence fee to the Council, therefore this increase could have a negative impact of men who are the only earner within a household.

Different Racial Groups

The equality data collected by the Licensing Service shows that there is a variety of ethnicities across the numbers of licence holders who will be paying an increase in licence fees. The numbers of licence holders from minority backgrounds (predominantly Asian) is around 64% of the total number of licence holders as against 5% of the population of the Borough. The policy could have a negative impact on this group of people if the increase sees a reduction in the numbers of drivers continuing with employment. This will need to be monitored.

I have no evidence which indicates that this policy will impact on racial groups within the community as users of licensed vehicles.

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

People who are Transgender

Religion or Beliefs

People of Different Sexual Orientation

Women who are Pregnant or Breastfeeding
.Marriage of Civil Partnership

People affected by Deprivation

This policy will have a negative impact if taxi/private hire fares are increased as a result of the increase in licence fees. According to the Department for Transport Best Practice Guidance on Taxi and Private Hire Vehicle Licensing, low-income young women are one of the largest groups of users of taxis and private hire vehicles.

5. What engagement and consultation have you already carried out?

The Licensing Service has carried out a benchmarking exercise with other local authorities in Telford & Wrekin Council's family group. This information will be attached to a public report which will be considered by the Council's Licensing Committee on 13th March 2012.

<http://www.telford.gov.uk/apps/demservice/DisplayDocument.asp?type=doc&ref=13108>.

At a meeting of the Taxi and Private Hire Forum held at Civic Offices on 25th January 2012, members of the Forum were informed of the review being carried out on the costs of administering Taxi and Private Hire Licences and that a report would be going to the Council's Licensing Committee on 13th March 2012.

There will be a further consultation following the meeting on 13th March 2012 should Members resolve to increase the Licence fees.

You are at the end of Section 2 - have you completed all questions in this section?

Please ensure all questions are answered and then send your information to;
Equalityanddiversity@telford.gov.uk

The Equality and Diversity Team will help you address/respond to any issues in
Section 3 – Mitigating Actions

Section 3 – Mitigating Actions

1. For any significant **negative** impacts identified in Section 2 (Questions 3 & 4), what action have you taken or will you be taking to reduce/manage these impacts?

By consulting with both customers and service users and by taking their objections into consideration before implementing an increase will reduce the negative impact on licence holders.

2. For any significant positive impacts you identified in Section 2 (Questions 3 & 4) what action have you taken or will you be taking to maximise the opportunity?

The policy will have a positive impact by improving access to users, particularly for the disabled community.

3. How do any of the above actions contribute to aims of the General Equality Duty;

- **eliminate unlawful discrimination, harassment and victimisation**
- **advance equality of opportunity**
- **foster good relations between different groups**

The actions taken during and after the consultation process will ensure that members of the community who might be affected by negative impacts will have their concerns listened to and acted upon. This will also contributed to fostering good relations between different groups. By setting a review date of licence fees before the end of the next financial year, the negative impacts will be monitored and reviewed.

Section 4 – Review and Monitoring

1. From what date will this policy be implemented?

1st April 2012

2. When will the actual impacts of the policy be monitored and reviewed?

Date . December 2012

3. How will the actual impact of the policy be monitored and reviewed?

The increase in licensing fees was calculated at a cost recovery level from the financial year 2011/12. Licence fees will be further reviewed by the Council in December 2012 by the Public Protection Service Manager and the Council's Finance Officer in relation to the financial year 2012/13, the numbers of licences issued and the effects of the increase of 1st April 2012.

The impact that these changes will have on the community will also be monitored by reviewing the numbers of licensed vehicles in the Borough.

Ensure that appropriate confirmation has been given by your line manager.

DRAFT

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

Telford & Wrekin Council

Licensing Committee 13th March 2012

Licensing Policy – Private Hire Condition Review

Report of the Service Delivery Manager – Public Protection

1. Purpose

- 1.1 For Members to review condition number 3.6 of the Council's conditions of licence for Private Hire vehicles in relation to age limits.

2. Recommendations

- 2.1. It is recommended that having considered the information contained within this report Members resolve to consult on an amendment to condition 3.6 of the Council's condition of licence for Private Hire Vehicles to state that the Council may waive the age restriction in the case of individual 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 7 year age limit, the vehicle will continue to be subject to 6 monthly compliance tests. The criteria for "exceptional condition" to be as detailed at Appendix B to this Report.
- 2.2 It is also recommended that having considered the information contained within this report relating to "exceptional condition" criteria for Hackney Carriage, that Members resolve to include the contents of the "exceptional condition" criteria for Hackney Carriages in the consultation proposed at 2.1.

3. Summary

- 3.1 On 29th November 2011, Members of the Council's Licensing Committee resolved to introduce an "exceptional condition" criteria for Hackney Carriages in relation to age limits on vehicles.
- 3.2 For the purposes of consistency, Members are now asked to consider introducing a similar criteria for Private Hire Vehicles.

4. Previous Minutes

- 4.1 LC-11 Licensing Committee 29th November 2011

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 controlled district of Telford & Wrekin.
- 5.1.2 Hackney Carriage and Private Hire Vehicles have a specific role to play in an integrated transport system. They are able to provide services in situations where public transport is either not available (for example in rural areas, or outside “normal” hours of operation, such as in the evenings or on Sundays), or for those with mobility difficulties.
- 5.1.3 Telford & Wrekin Council currently imposes age limits in respect of the licensing of Private hire and Hackney Carriage Vehicles. Current policy is that no Private Hire Vehicle can be licensed for the first time, if it is more than 5 years since the date of its first registration but if it is already licensed it can be licensed up to 7 years, with a compliance check every six months for vehicles aged 5 to 7 years. Hackney carriages are licensed up to 10 years of age with a compliance check annually. The Council’s Conditions of Licence for Hackney Carriage and Private Hire Vehicles are attached at Appendix A.
- 5.1.4 The reason for the difference between the age limits of Private Hire Vehicles and Hackney Carriages is that the London International Vehicles and the Metrocab are designed specifically to do the work of a Hackney Carriage, whereas the types of vehicles this Council will licence as a Private Hire Vehicle are not usually purpose-designed.
- 5.1.5 The Department for Transport Best Practice Guidance states:
- It is perfectly possible for an older vehicle to be in good condition. So the setting of an age limit beyond which a local authority will not license vehicles may be arbitrary and inappropriate. But a greater frequency of testing may be appropriate for older vehicles – for example, twice-yearly tests for vehicles more than five years old.*
- 5.1.6 Button on Taxis Licensing Law and Practice on the matter of imposing vehicle age limits states :
- Whilst it is accepted that older vehicles can be used successfully as hackney carriages, this seems to rather miss the point. The purpose of any age limit is to try and ensure that the licensed vehicles are as safe, reliable and comfortable as possible. Any age policy would not in itself*

be arbitrary, because it must be a policy and the local authority must then consider any application that falls outside the age policy on its own individual merits.

- 5.1.7 Following a request from the Hackney Carriage Association to extend the age limit on Hackney Carriages, on 29th November 2011, Members of the Council's Licensing Committee resolved :
- (a) that the maximum age of a purpose built vehicle (purpose-designed and built hackney carriage) to be licensed by this Council as a hackney carriage be maintained at 10 years
 - (b) that condition 2.6 be amended to state that the Council may waive the age restriction in the case of individual 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 10 year age limit, the vehicle would be subject to 6 monthly compliance tests.
 - (c) that the Council consults on the "exceptional condition" criteria with the Hackney Carriage and Private Hire trade Associations before it is implemented.

A copy of the Council's "exceptional condition" criteria is attached at Appendix B.

- 5.1.8 For the purposes of consistency, it is now proposed to introduce an "exceptional condition" criteria in relation to age limits for Private Hire Vehicles. The proposed "exceptional condition" criteria is attached at Appendix C.
- 5.1.9 In accordance with 5.1.7 (C) above representations were requested by e-mail from the Hackney Carriage and Private Hire Trade Association on the draft "Exceptional Condition" criteria for hackney carriages during the period 30th November 2011 and 5th January 2012. The Council received no responses.
- 5.1.10 At the meeting of the Taxi Forum on 25th January 2012, representatives of the Telford Hackney Carriage and Private Hire Operator Associations expressed concerns over the content of the "Exceptional Condition" criteria for Hackney Carriages, although the Associations had not submitted formal responses. It is proposed that the Council seeks representations from the Trade

Associations regarding the “Exceptional Condition” criteria for Hackney Carriages.

- 5.1.11 Members of the Trade Associations for both the Hackney Carriages and the Private Hire Vehicles will be invited to a meeting to enable them to make representations.

5.2 Equal Opportunities

- 5.2.1 There is no significant impact to any protected characteristic in making this proposed change.

5.3 Environmental Impact

None

5.4 Legal Comment

- 5.4.1 Section 48(2) Local Government (Miscellaneous Provisions) Act 1976 states that a council may attach to the grant of a licence for a private hire vehicle such conditions as they may consider reasonably necessary.

- 5.4.2 Section 47(1) Local Government (Miscellaneous Provisions) Act 1976 states that a council may attach such conditions as the council may consider reasonably necessary to a hackney carriage licence granted under the Town Police Clauses Act 1847.

5.5 Links with Corporate Priorities

- 5.5.1 This report has links to community protection and cohesion.

5.6 Financial Comment

- 5.6.1 The Public Protection Team operates a 6 monthly inspection process for vehicles aged between 5 and 7 years which is managed within current resource levels. An external supplier (TWS) provides this service and the applicant pays Telford & Wrekin on the day of the appointment.

- 5.6.2 The recommendation extends this process to vehicles aged over 7 years. The volume of applications is unknown at this stage. (AM 21st February 2012)

5.7 Risks and Opportunities

- 5.7.1 In proposing this action the Corporate Risk Management Methodology has been complied with. This approach is not intended to eliminate risks but to identify the risks and

manage them. However not all risks can be managed all of the time and some risks may not have been identified.

5.7.2 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 an appeal to the Magistrates Court.

6. Ward Implications

6.1 This report has Borough wide Implications.

7. Background Papers

- 7.1 Local Government (Miscellaneous Provisions) Act 1976
- 7.2 Town Police Clauses Act 1847
- 7.3 Department for Transport Taxi and Private Hire Vehicle Licensing Best Practice Guidance
- 7.4 Button on Taxis Licensing Law and Practice
- 7.5 Telford & Wrekin Council's conditions of licence for Hackney Carriage and Private Hire Vehicles

Report prepared by, Suzanne Fisher, Public Protection Team Leader, Licensing Services, Darby House - For further information please telephone 01952-383261 or email Licensing@telford.gov.uk

Appendix A - Telford & Wrekin Council's Hackney Carriage Conditions of Licence – 10th January 2012

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 in accordance with reasonable instructions of an Authorised Officer of the Council. The plate should be fitted in such a manner as to be easily removable by such officer or Police Constable. 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 in accordance with the reasonable instructions of an Authorised Officer of the Council.
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 M1 Category European Whole Vehicle Type Approval .
2.2	The proprietor shall ensure that the Hackney Carriage shall only be of the type approved for public hire used by the Commissioner of Police of the London Metropolitan area, namely a purpose built vehicle designed to carry up to seven passengers and that complies with the following;
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 vehicles is ten years. The Council may waiver the age restriction in the case of individual 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 10 year age limit, the vehicle will be subject to 6 monthly compliance tests.
2.7	Vehicles equipped with Space Saver / Skinny/ Get you home tyres will not be licensed by the Council. 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 has been equipped with manufactured or retro-fitted blacked out windscreens and/or windows. Standard tinted windscreens and windows are acceptable providing all occupants in the vehicle can be clearly seen from the outside with the doors closed and the windows up. In any case proprietors are advised to consult the Council if in any doubt before purchasing such type of 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 black, or one of the manufacturer's colours, the use of which has been 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. The vehicle shall at all times whilst in service for hire and reward, display a current vehicles excise road fund licence.
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. It must be a fire extinguisher no smaller than 1.8 kgs in weight incorporating a built in pressure display gauge and to contain dry powder or water or other chemical re-agent recommended for use in vehicle fires. The extinguisher shall comply with BS 5423 and/or EN3 and shall be a testable item on Compliance Standards Testing of licensed vehicles.
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 U. N. Safety Standards R44.03
5.2	The Vehicle Proprietor in conjunction with the company and/or the Driver shall ensure that any infant seat

Appendix A - Telford & Wrekin Council's Hackney Carriage Conditions of Licence – 10th January 2012

	used during a Hackney Carriage journey 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.
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:-
7.2	Notices issued from time to time by Telford & Wrekin Council for the information of the travelling public.
7.3	A copy of the approved table of fares displayed in a clearly visible position.
7.4	A sign stating 'Seat Belt Regulations – Seat Belts must be worn'.
7.5	A sign bearing the words 'First Aid Kit Carried' fixed to the rear body work of the vehicle.
7.6	A sign on both rear doors of the vehicle as issued by the Council regarding No Smoking.
7.7	A sign (the nationally recognised symbol) confirming that the taxi is wheelchair accessible and caters for the needs of the disabled.
7.8	A sign (if applicable) confirming that the driver of the vehicle accepts travel tokens.
7.9	A certificate (if applicable) confirming that the driver named on such certificate is exempt on medical grounds from carrying wheelchair bound passengers.
7.10	A certificate, if applicable, confirming that the driver is exempt on medical grounds from carrying approved Guide Hearing and other Assistance Dogs.
7.11	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.
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;
8.2	The Council's written permission is required before the display of any advertisement,
8.3	Any advertisements shall not advertise unsuitable material, such material to be at the sole discretion of the Council.
8.4	All advertisements shall comply with the British Code of Advertising Practice and shall be in a form acceptable to the Advertising Standards Agency and the Council. The Council reserves the right to withdraw any advertisement which may be considered inaccurate, misleading, unlawful, defamatory, in bad taste or of an unacceptable standard,
8.5	No advertisement shall relate to or advertise alcohol or tobacco or be of a political nature.
8.6	Commercial advertisements may also be displayed on the base of the tip up seats and above the glass passenger partition. Such advertisements must first be approved by the Council before display, and must not obstruct the driver's view of the road or the passenger's view of the meter.
8.7	Details of the operating firm of the taxi may be displayed on the vehicle but only in accordance with the conditions below, except for sub-clause b) below which only relates to advertisements inside the vehicle:-
8.8	An internal sign may be affixed, but only to the nearside internal partition glass, in top nearside position, facing to the rear;
8.9	No sign shall exceed 51 centimetres wide by 8 centimetres high (although this condition only relates to internal signs);
8.10	A sign shall not display anything other than the name of a firm, radio circuit or association and/or telephone number;
8.11	No sign shall refer to any firm, radio circuit or association or telephone number which is outside the Telford & Wrekin Council area;
8.12	No such sign shall be illuminated.
8.13	The proprietor shall ensure that any advertisements carried on their vehicle are not disfigured or damaged and shall immediately remove any advertisement that are or become damaged or disfigured.

Appendix A - Telford & Wrekin Council's Hackney Carriage Conditions of Licence – 10th January 2012

9.	Council Notices
9.1	The proprietor shall cause to be affixed and maintained in a conspicuous position in accordance with the directions of the Council any sign or notices, as required from time to time by the Council.
10..	Passengers
10..1	The proprietor shall not permit any person other than the driver to ride in the front of the vehicle, except in a vehicle that has an approved type of seat and seatbelt fitted at the time of manufacture or has an additional seat retro-fitted by a company with a history and expertise in that type of work.
NOTE	Note that any additional seats retro-fitted into licensed vehicles will increase the passenger carrying capacity of the vehicle and proprietors must ensure that Vehicle Registration Documents are submitted to DVLA Swansea to be updated to reflect the number of additional passengers the vehicle can carry for hire and reward. (The Council will only licence vehicles to the maximum seating capacity shown on the Vehicle Registration Document.) Central Motion locks should apply to all passenger doors.
11.	Taximeters
11.1	The proprietor shall cause the vehicle to be fitted with a 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.
11.2	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.
11.3	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 Vehicle licence.
12.	Fare Tables
12.1	The proprietor shall ensure that a copy of the current fare table supplied by the Council from time to time 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 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.
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 proprietor of the vehicle shall notify the Council of any conviction recorded against him or her by any court within 7 days of such a conviction being imposed.
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.
15.2	An appointment to test the new vehicle will not be made by the Council unless the vehicle is available for immediate inspection and in any case no more than 48hours in advance. The proprietor must also undertake to licence the vehicle immediately after testing.
15.3	A fee will be paid at the Council approved Testing Station for the mechanical and electrical inspection of the replacement vehicle and a new Certificate of Compliance issued before the licence is transferred.
16.	Customer Feedback Cards
16.1	The proprietor shall ensure that customer feedback cards should be installed in all Hackney Carriages asking for feedback on customer service with the results of the customer feedback being shared with operators, the Council and the Chairman of the Council's Licensing Committee.
17.	Equipment
17.1	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 the official handbook issued by Telford & Wrekin Council.
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, Guides or Handbook, 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 – 383262.

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.
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.

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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?

Appendix A - Telford & Wrekin Council Private Hire Vehicle Conditions of Licence – 1st October 2011

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 the proprietor to the place provided by the manufacturer or in accordance with reasonable instructions of an Authorised Officer of the Council. The plate should be fitted in such a manner as to be easily removable by such officer or Police Constable.
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. Said plates will be displayed at all times in accordance with Council instructions.
1.4	The fare card where issued by the Council shall at all times be kept and maintained inside the vehicle in accordance with the reasonable instructions of an Authorised Officer of the Council.
1.5	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.
1.6	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
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 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.
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 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.
2.4	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 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:
3.1.1	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.
3.1.2	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.
3.1.3	That 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.
3.2	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.
3.3	<u>Limousines</u> In the absence of any national standards set to help Local Authorities deal with the licensing of stretched limousines the Council will regard such vehicles as in the Special Types Category and upon application will licence them until further notice as standard Private Hire vehicles. The need for legislation to cover the operation of this type of vehicle is being considered by D. o .T. In the interim any vehicle that is licensed shall comply to the Councils five year age limit and shall be subjected to Compliance Standard testing under the Road Vehicles (Construction & Use) Regulations 1986 and all existing conditions relating to licensed Private Hire vehicles. The Council reserves the right to amend conditions relating to these vehicles as and when required.
3.3.1	For reasons of safety Proprietors of such vehicles shall simultaneously engage, the services of two licensed Private Hire drivers at any time that the vehicle is used for hire and reward and it shall only be licensed by the Council for seven fare paying passengers. As and when new legislation, directives and/or new conditions are introduced the Council reserves the right to adopt any such measures without further notice.
3.4	All vehicle proprietors must obtain written consent from the Council prior to licensing Mini-Bus derivatives,

Appendix A - Telford & Wrekin Council Private Hire Vehicle Conditions of Licence – 1st October 2011

	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.
3.5	Vehicle Tyres - restrictions as per Manufacturers' standards.
3.6	The Council will only licence suitable vehicles which do not exceed that age limit for motor cars and Multi Purpose Vehicles (or for purpose built or adapted minibuses) of seven years. Vehicles to be tested every six months from five years of age in line with best practice guidance. However no vehicle to be over 5 years of age when first licensed.
3.7	The vehicle must not be of a type approved by the Council for Public Hire. (Hackney Carriage).
3.8	<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 Team to licence another type of vehicle they are advised to speak to a member of the Licensing Team 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.
3.9	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.
4.	Condition of Vehicle
	The proprietor shall ensure that:-
4.1	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.
4.2	The interior and exterior of the vehicle shall be maintained in a clean safe condition by the proprietor.
4.3	Provide sufficient means by which any person in a Private Hire vehicle may communicate with the driver during the course of the hiring.
4.4	Cause the interior of the vehicle to be kept wind and water tight.
4.5	Provide any necessary window and means of opening and closing the same with not less than one window on each side of the passenger compartment.
4.6	Cause the seats in the passenger compartment to be cushioned and covered.
4.7	Cause the floor in the passenger compartment to be covered with a proper carpet, mat or other suitable covering.
5.	Fire Extinguisher & First Aid Kit
5.1	<p>Fire Extinguisher –Construction & Use Regulations – Schedule 7</p> <p>Must be suitable to the risk and is to be carried in the vehicle at all times. It must be a fire extinguisher no smaller than 1.0kg incorporating a built in pressure gauge and to contain dry powder or water or other chemical reagent recommended for use in vehicle fires. The extinguisher should be securely fitted to the vehicle in such position as to be, easily accessible, readily available and must comply with BS 5423 and/or EN3 Standard. The extinguisher shall be a testable item on the Compliance Standards Testing of licensed Private Hire vehicles.</p>
5.2	<p>First Aid Kit – Road Vehicles Construction & Use Regulations 1986 Schedule 7</p> <p>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.</p>
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.
6.2.1	In any case all Trailers shall meet the braking requirements in accordance with the type and size of said Trailer.
6.3	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.
6.4	All Trailers will be subjected to a Compliance Standards check and if found to be satisfactory, issued with a

Appendix A - Telford & Wrekin Council Private Hire Vehicle Conditions of Licence – 1st October 2011

	one year certificate.
6.5	The Trailer shall be fitted with a rigid hard top and shall be sealed against rain and water to protect luggage and goods.
6.6	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 Private Hire vehicles during the currency of the Licence:-
7.1.1	Notices issued from time to time by Telford & Wrekin Council for the information of the travelling public.
7.1.2	A copy of the approved table of fares displayed in a clearly visible position (if required).
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 on both rear doors of the vehicle as issued by the Council regarding No Smoking.
7.1.6	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.
8.	Advertisements
8.1	No form of advertising is permissible on any licensed Private Hire vehicle.
8.2	The proprietor shall not display or suffer or permit to be displayed on or from his/her premises or from any other place or from any licensed Private Hire vehicle, 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 (with letters of a size not less than those used for the word or words aforementioned.)
8.3	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.
8.4	The Proprietor shall ensure that no Executive vehicle owned or operated by them bears any form of advertising whatsoever.
9.	Passengers
9.1	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.
10.	Meters
10.1	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.
10.1.2	The proprietor shall, if the vehicle is fitted with a meter, cause it to be installed and calibrated 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.
10.1.3	The licence holder shall ensure that the meter is sufficiently illuminated and that when in use it is visible to all passengers.
10.1.4	The proprietor shall cause the meter to be maintained in a sound electrical and mechanical condition at all times.
10.1.5	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.
10.1.6	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.
10.1.7	The proprietor shall notify the Council prior to any proposed fare scale changes and shall cause the meter to be altered accordingly and retested before recommencing service for hire and reward.
10.1.8	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 <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.
11.	Inspection of Vehicle and Meter
11.1	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.
11.2	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.
12.	Insurance
12.1	During the currency of the vehicle licence, the Proprietor shall keep in force, in relation to the use of the

Appendix A - Telford & Wrekin Council Private Hire Vehicle Conditions of Licence – 1st October 2011

	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.
12.2	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).
12.3	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.
12.4	The proprietor shall provide proof of Public Liability Insurance to the Council to the value of £5,000,000.
13. Convictions	
13.1	The proprietor of the vehicle shall notify the Council of any conviction recorded against him or her by any court within 7 days of such a conviction being imposed.
14. Transfer of a Licence	
14.1	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.
14.2	An appointment to test the new vehicle will not be made by the Council unless the vehicle is available for immediate inspection and in any case no more than 48hours in advance. The proprietor must also undertake to licence the vehicle immediately after testing.
14.3	A fee will be paid at the Council approved Testing Station for the mechanical and electrical inspection of the replacement vehicle before the licence is transferred.
14.4	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.
15. Customer Feedback Cards	
15.1	The proprietor shall ensure that customer feedback cards should be installed in all Private Hire Vehicles asking for feedback on customer service with the results of the customer feedback being shared with operators, the Council and the Chairman of the Council's Licensing Committee.
16. Equipment	
16.1	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 the official handbook issued by Telford & Wrekin Council.
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, Guides or Handbook, 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 – 383262.

List of Private Hire Vehicles

Vehicle (Numbers of Passengers)

(Vehicles 8 Passengers or More Need to be Wheelchair Accessible)

Skoda - Octavia (4) Roomster (4) Superb (4)

Kia - Magentis (4) Sedona (6) Carens (4)

Renault - Scenic (4) Laguna (4) Espace (6) Master (8)

Vauxhall -Vectra (4) Astra Estate (4) Zafira (6) Meriva (4) Mivano (4)
Insignia (4) Vivaro (8) TS Shuttle (8)

Citroen - Berlingo (4) Picasso C4 (4) Zsara (4) C8 (4,6 & 7) C6 (4)
C5 (4) C4 Grand Picasso 1.6hdi vtr + (6)

Volkswagen - Passat (4) Golf plus (4) Golf Estate (4) Touran (6) Sharan (6)
Transporte (8) Shuttle (8) Jetta Sports TDI 2 litre (4)

Peugeot - 407 (4) 307 Estate (4) 807 (4) Peugeot Boxer (mid-wheelbase,
wheelchair accessible to carry two W/C+FOUR passengers)

Ford - Cmax (4) Mondeo (4) Mondeo 5 Door Hatch (4) Focus Estate (4) Focus
Zetec (4) Galaxy (6) Torneo (7) Ford Transit T280 (8)

Mazda - 6 series (4)

Toyota -Avensis (4) Corolla (4)

Fiat -Doblo (4) Chroma (4) Multipla (5) Ulysses (7) Ducato (8) Scudo (8)

BMW -3 Series Estate (4)

Nissan - Primera (4) Almera Tino SD Hatchback (4) (Rear seats to be removed)

Hyundai - T-Jet (6) i800 (7)

Audi – A4 (4)

Honda – Accord (4)

Chrysler - Grand Voyager (6)

Saab – 93 (4)

Mitsubishi - Grandis Classic (6)

Designated List of Wheelchair Accessible Vehicles

The vehicles listed below meet the criteria for wheelchair accessibility.

Private Hire Vehicles

Vauxhall

Vivaro

Ford

Torneo

Transit

Volkswagon

Shuttle

Transporter

Fiat

Scudo

Ducato

Mercedes

Vito Traveliner

Executive Car Status - Guidance.

Following a meeting with members of Telford Operators and Drivers Associations the following list has been drawn up in relation to the licensing of Executive vehicles.

The list of vehicles and trim levels are to be seen as a guide as to what vehicles are appropriate to be licensed as Executive vehicles by Telford & Wrekin Council. If an operator is thinking of asking the Licensing Team to licence another type of vehicle they are advised to speak to a member of the Licensing Team in advance of purchasing the vehicle.

The following are general guidelines as to what is required in terms of condition and equipment:

- 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.

It is agreed that the following types and makes of vehicle will normally be licensed as executive vehicles if they comply with the above criteria:-

List of Executive Vehicles

Vehicle

Volkswagen - Phaeton

BMW - 5 Series, 7 Series.

Jaguar - XJ, XF and S Type

Mercedes - E and S Class

Audi - A6 and A8

Lexus - 300 and 400

Volvo - S80

Chrysler - 300

Peugeot –807 (Executive Model only)

Ford – Galaxy GHIA TDCI only (6 pax)

Appendix B – 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.
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?

Appendix C – Criteria for “Exceptional Condition” – Private Hire Vehicles

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.

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. In the case of Wheelchair Accessible Vehicles, 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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