



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Environment and Licensing Committee

Date: **Tuesday 9 February 2016**

Time: **4.15 pm**

Place: **Council Chamber**

For any further information please contact:

Lyndsey Parnell

Senior Elections and Members' Services Officer

0115 901 3910

Environment and Licensing Committee

Membership

Chair Councillor Marje Paling

Vice-Chair Councillor Nicki Brooks

Councillor Bruce Andrews
Councillor Sandra Barnes
Councillor Bob Collis
Councillor Gary Gregory
Councillor Barbara Miller
Councillor John Parr
Councillor Carol Pepper
Councillor Alex Scroggie
Councillor Jane Walker

AGENDA

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- 2 **To approve, as a correct record, the minutes of the meeting held on 12 January 2016.** 5 - 10
- 3 **Introduction of a Safeguarding Awareness session with test as part of the Private Hire /Hackney Carriage Drivers and Private Hire Operators Licensing Process** 11 - 14

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Service Manager for Public Protection - Andy Callingham
- 6 **Changes to Hackney Carriage and Private Hire Vehicle Licence Conditions and Hackney Carriage and Private Hire Driver's Licence Conditions** 57 - 60

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- 7 **Proposed General and Taxi Licensing Fees for 2016/17** 61 - 66

To approve a proposed increase to taxi licensing fees for 2016/17, subject to advertisement requirements being satisfied, and to approve an increase in general fees for 2016/17.
- 8 **Declaration of Interests.**
- 9 **Any other item which the Chair considers urgent.**
- 10 **Exclusion of the Press and Public.**

To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Report of Corporate Director - David Wakelin

MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 12 January 2016

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Barbara Miller
Councillor Bruce Andrews Councillor John Parr
Councillor Sandra Barnes Councillor Alex Scroggie
Councillor Bob Collis Councillor Jane Walker
Councillor Gary Gregory

Absent: Councillor Carol Pepper

Officers in Attendance: R Pentlow, H Cash, L Mellors, K Nealon and
F Whyley

300 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Councillor Poole attended the meeting as substitute for Councillor Pepper, who had given her apologies.

301 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 8 DECEMBER 2015

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

302 DECLARATION OF INTERESTS.

None.

303 NOTICES SERVED.

To note the contents of the report.

304 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

305 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

306 APPLICATION FOR A JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - RT

Consideration was given to a report by Corporate, David Wakelin, regarding a Joint Hackney Carriage/Private Hire Driver's Licence from RT.

RT attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from this policy.

RESOLVED:

To approve RT's application for a Hackney Carriage/Private Hire Driver's Licence for a period of 1 year.

307 APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - SM

Consideration was given to a report by Corporate, David Wakelin, regarding a Joint Hackney Carriage/Private Hire Driver's Licence from SM.

SM attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that exceptional circumstances existed which warranted departure from this policy.

RESOLVED:

To approve SM's application for a Hackney Carriage/Private Hire Driver's Licence for a period of 1 year, with a warning.

308

APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - JSL

Consideration was given to a report by Corporate, David Wakelin, regarding a Joint Hackney Carriage/Private Hire Driver's Licence from JSL.

JSL attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from this policy.

RESOLVED:

To refuse JSL's application for a Hackney Carriage/Private Hire Driver's Licence on the grounds that he is not considered to be a fit and proper person.

JSL was advised of his right to appeal against the decision of the Committee.

309

APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - BH

Consideration was given to a report by Corporate Director, David Wakelin, regarding a Joint Hackney Carriage/Private Hire Driver's Licence from BH.

BH attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from this policy.

RESOLVED:

To refuse BH's application for a Hackney Carriage/Private Hire Driver's Licence on the grounds that he is not considered to be a fit and proper person.

BH was advised of his right to appeal against the decision of the Committee.

Councillor Andrews and Councillor Poole left the meeting at 6.25pm.

310

CHANGE OF CIRCUMSTANCES OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE AND RENEWAL OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - KKJ

The Committee considered a report from Corporate Director, David Wakelin, regarding change of circumstances and a renewal application for a Joint Hackney Carriage/Private Hire Driver's Licence from KKJ.

KKJ attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines and took into consideration the circumstances of the event. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from this policy.

RESOLVED:

To revoke KKJ's licence without immediate effect on the grounds that he is not a fit and proper person and to give KKJ 21 days to surrender his licence.

To refuse KKJ's application to renew his Hackney Carriage/Private Hire Driver's Licence on the grounds that he is not a fit and proper person.

KKJ was advised of his right to appeal against the decisions of the Committee.

311

APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - GSDMK

Consideration was given to a report by Corporate, David Wakelin, regarding a Joint Hackney Carriage/Private Hire Driver's Licence from GSDMK.

GSDK and his daughter attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from this policy.

RESOLVED:

To approve GSDMK's application for a Hackney Carriage/Private Hire Driver's Licence for a period of 1 year.

The meeting finished at 7.53 pm

Signed by Chair:
Date:

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Report to Environment and Licensing Committee

Subject: Introduction of a Safeguarding Awareness session with test as part of the Private Hire /Hackney Carriage Drivers and Private Hire Operators Licensing Process

Date: 9th February 2016

Author: Service Manager, Public Protection

Purpose of the Report

To seek approval from Members, to introduce a Safeguarding Awareness session with test for Private Hire / Hackney Carriage Drivers and Private Hire Operators as part of the application and renewal process for Private Hire and Hackney Carriage Driver's and Private Hire Operators licences ("driver's licences").

Background

The Local Government (Miscellaneous Provisions) Act 1976 ("the Act") enables Local Authorities to administer licences for Hackney carriage and Private Hire drivers. The Act provides that a Local Authority shall not grant a licence unless they are satisfied that the applicant is a 'fit and proper' person to hold such a licence. There is no definition of the term 'fit and proper' and the Council can apply any tests and checks it deems appropriate to establish this.

Gedling Borough Council has a duty under the Children Act 1989 and Children Act 2004, and subsequent amendments, to safeguard and promote the welfare of children. Further, under the Care Act (2014) the authority has a duty to respond to safeguarding vulnerable adults, the definition of which includes domestic abuse survivors.

Recent high profile Serious Case Reviews, Domestic Homicide Reviews and Independent Inquiries including the Jay Report; Independent Inquiry into Child Sexual Exploitation in Rotherham (1997 – 2013) have further focused the attention of agencies and organisations towards a breadth of safeguarding issues.

Proposal

It is proposed that Safeguarding Awareness Session (Appendix 1) along with a test be introduced to ensure that all drivers who are currently licensed with Gedling Borough Council and all those who apply to be licensed with Gedling Borough Council have a sound understanding of their responsibilities towards safeguarding vulnerable children / young people and adults. The proposed awareness session and test will cover:

- what is meant by safeguarding
- the protection of children and young people
- child sexual exploitation
- the protection of vulnerable adults
- domestic violence and abuse.

Further the session will seek to make it clear to drivers and operators who they should report any concerns to, including “whistleblowing”. It is felt this will be beneficial to the trade and the public and will ensure a safe, professional standard of service is provided by drivers licensed by this Authority.

The awareness sessions will take place at the Richard Herrod Centre in Carlton. Each session will consist of a two hour presentation covering the aforementioned topics, followed by a test on the topics covered. The awareness session and test will be delivered by Gedling Borough Council’s accredited training centre staff. The awareness session has been adapted from one developed by and being delivered in Nottingham City. It has been agreed that in an effort to raise awareness to drivers to a minimum standard across Nottinghamshire the session content has been quality assured by the Adults and Children’s Safeguarding Boards Training Teams for Nottinghamshire and Nottingham City and the seven district / borough authorities will deliver the same session.

The proposal is that all drivers who are currently licensed with Gedling Borough Council will have to attend the awareness session and pass the test upon renewal. The test can be taken an unlimited number of times and once passed need not be taken for a period of 3 years from the date of passing. New applications for licences will not be granted until the applicant has attended the awareness session and passed the proposed test. The proposed test will consist of 12 multiple choice questions taken at random from a bank of 40 presenting the candidate with the right answer plus three incorrect answers with the suggested minimum pass rate being 75%.

It is envisaged that new applicants will be able to book and sit the safeguarding test from 1st April 2016. In relation to drivers who are renewing their licences, the Licensing Section currently send out standard renewal letters three months prior to the expiration of the driver’s licence. If the awareness session is approved, the next renewal reminder letters will be sent to those whose licences expire on or after 1st July 2016. These drivers will be advised that they are required to attend

the safeguarding awareness session and pass the test before their licences can be renewed.

At present, the Licensing Section have a number of new and renewal applications pending. If the safeguarding session and test is introduced, all applicants currently awaiting a decision on their driver's licence or renewal of their licence will not be required to sit and pass the test until their first or next renewal or first declaration, should the applicant be applying for a 3 year drivers licence.

The fee for attending the session is included in the revised fees for a one year and a three year driver licence. Candidates will be advised that if they book for the awareness session and test and then cannot attend they must notify the Council no later than 48 hours before the booked test.

The Council has a duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between predicted groups (such as disabled people or ethnic minority groups) when considering proposed new or changing policies, services or functions. An Equalities Impact Assessment has been prepared in relation to the Gedling Borough Council Safeguarding Awareness session and test and is attached at Appendix 2.

Consultation

In order to ensure the views of the trade are considered the Licensing section will carry out a consultation exercise with the taxi trade in relation to the introduction of the Safeguarding Awareness session and test.

Consultation letters will be sent out to current and prospective members of the trade.

Financial Implications

There is an estimated additional income of £12,600 for 2016/17 from the additional cost of a one and three year driver licence. This additional income is fully offset by the fixed, administrative and staffing costs of providing the safeguarding training and test.

Recommendation

That Members approve the following:

- The Licensing Section consults on the introduction of the Gedling Borough Council Safeguarding Awareness session and test.
- That the Corporate Director in consultation with the Chair of Environment and Licensing Committee be authorised to introduce the Safeguarding Awareness session with test after taking into account any comments received during the consultation period.
- That all those submitting an application for a Private Hire/Hackney Carriage Driver's licence and or an Operators Licence on or after 1st April 2016 be required to attend and pass the Gedling Borough Council Safeguarding Awareness session and pass the test as part of the application process.
- That all those who currently hold a Gedling Borough Council Private Hire/Hackney Carriage driver's licence and or an Operators Licence which is due for renewal on or after 1st July 2016 be required to pass the Gedling Borough Council Safeguarding Awareness session as part of the renewal application process.
- The holder of Hackney Carriage Drivers Licence or Operators licence will be required to undertake refresher safeguarding training and test every 3 years either as part of the renewal process for holders of a 1 year licence, or at the first declaration stage for 3 year licence holders.
- That the minimum pass rate for the Gedling Borough Council Safeguarding Test be set at 75%.
- That Officers report back to The Environment and Licensing Committee 12 months after the introduction of the Gedling Borough Council Safeguarding Awareness session and test to update Members as to its progress.

Appendices

Appendix1. Safeguarding presentation slides

Appendix2. Equality Impact Assessment

Report to the Environment and Licensing Committee

Subject: Changes to the Statement of Policy and Guidelines for the consideration of applications for Hackney Carriage/Private Hire Drivers and Private Hire Operators

Date: 9th February 2016

Author: Corporate

Director

Purpose

The Licensing Section and Legal Services have reviewed the policy in consultation with the Chair and Vice Chair. Attached at Appendix 1 is the revised document which includes the changes that are being proposed. Members are asked to:

1. Approve the proposed Policy prior to it being sent out for consultation. It is intended that the consultation close on 14th March 2016 and the final policy (with any necessary changes as a result of responses to the consultation) will be adopted

Background

The Local Government (Miscellaneous Provisions) Act 1976 (“the Act”) enables Local Authorities to administer licences for Hackney Carriage and Private Hire drivers. The Act provides that a Local Authority shall not grant a licence unless they are satisfied that the applicant is a ‘fit and proper’ person to hold such a licence. There is no definition of the term ‘fit and proper’ and the Council can apply any tests and checks it deems appropriate to establish this.

Gedling Borough Council has a duty under the Children Act 1989 and Children Act 2004, and subsequent amendments, to safeguard and promote the welfare of children. Further, under the Care Act (2014) the authority has a duty to respond to safeguarding vulnerable adults, the definition of which includes domestic abuse survivors.

Recent high profile Serious Case Reviews, Domestic Homicide Reviews and Independent Inquiries including the Jay Report; Independent Inquiry into Child Sexual Exploitation in Rotherham (1997 – 2013) have further focused the attention of agencies and organisations towards a breadth of safeguarding issues.

Proposals

It is proposed that all new applicants are required to attend Safeguarding Training and pass a short test as part of the application process, and every third year thereafter as part of the renewal application. All existing drivers are required to undertake the training and pass the test at first renewal after 1 April 2016, and every 3rd year as part of their renewal application. The reason for the test is public safety; any driver who fails the test has not reached the required standard for safety. Changes have been made to section on page 2 (section 12) of the Policy.

Financial Implications

A separate report is being presented detailing fees for the new licences.

Appendices

Appendix 1, Amended policy document

Appendix 2, Equality Impact Assessment

Background Papers

None

Recommendations

- That, subject to the approval of the introduction of Safeguarding Awareness session with test, to approve the amendments to the Statement of Policy and Guidelines for the Licensing of Hackney Carriage Drivers, Private Hire Drivers and Private Hire Operators for consultation with the Hackney Carriage and Private Hire trade.
- That the Corporate Director in consultation with the Chair of Environment and Licensing Committee be authorised to agree the final Policy after taking into account any comments received during the consultation period.

Report to Environment and Licensing Committee

Subject: Changes to Hackney Carriage and Private Hire Vehicle Age Policy, Specification for Hackney Carriages and Private Hire Vehicles and the Hackney Carriage and Private Hire Supplementary Testing Manual

Date: 9th February 2016

Author: Service Manager, Public Protection

Purpose of the Report

To approve:

- the proposed Hackney Carriage and Private Hire Specification, Inspection and Testing Manual detailed in appendix A for consultation with the Hackney Carriage and Private Hire trade, and the Corporate Director in consultation with the Chair of Environment and Licensing Committee be authorised to agree the final Manual after taking into account any comments received during the consultation period.
- that all vehicles presented at the test station in pursuit of either a Private Hire or Hackney Carriage vehicle licence, on or after 1st April 2016, will be considered and tested in line with Gedling Borough Council Hackney Carriage and Private Hire Specification, Inspection and Testing Manual (as amended following the consultation)

Background

The Local Government (Miscellaneous Provisions) Act 1976 (“the Act”) enables Local Authorities to administer licences for Hackney carriage and Private Hire vehicles and drivers. The Act provides that a Local Authority shall not grant a licence unless the vehicle is deemed suitable in type, size and design - is in suitable condition, and the vehicle is ‘safe and comfortable.’ The Council can apply any tests and checks it deems appropriate to establish this.

The proposed changes to the Hackney Carriage and Private Hire Vehicle Age Policy; the Specification for Hackney Carriages and Private Hire Vehicles and the Hackney Carriage and Private Hire Supplementary Testing Manual are to recognise new technologies, vehicle performance / types / sizes, and feedback from drivers and the trade. By combining the three existing documents, the

Council is aiming to provide one document that will be the sole source of information for prospective vehicle licence applicants and for vehicle licence holders already licensed by Gedling Borough Council.

The proposed amendments can be found in the new document Hackney Carriage & Private Hire Vehicle Specification, Inspection and Testing Manual, see Appendix A which is accompanied by a Record of Changes, at Appendix B

Proposal

It is proposed that all vehicles, both new to the fleet and existing licensed vehicles, be subjected to, and be tested against the new combined Specification, Inspection and Testing Manual as laid out in Appendix A. It is felt this document will be beneficial to the trade and the public, as it will provide clear and consistent information, with respect to obtaining a vehicle licence from this Authority.

If the changes are approved and the document is adopted, all vehicles from the 1st April 2016, will be required to meet the specification, and will be tested in line with the requirements of the new document. Existing licensed vehicles presented for retest to obtain another licence will be subject to the specification and test at the time of renewal inspection.

The Council has a duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between predicted groups (such as disabled people or ethnic minority groups) when considering proposed new or changing policies, services or functions. An Equalities Impact Assessment has been prepared in relation to the Hackney Carriage and Private Hire Specification, Inspection and Testing Manual and is attached at Appendix C.

Consultation

In order to ensure the views of the trade are considered the Licensing section will carry out a consultation exercise with the Taxi and Private Hire trade in relation to the introduction of the proposed Hackney Carriage & Private Hire Vehicle Specification, Inspection and Testing Manual.

Consultation letters will be sent to current and prospective members of the Hackney Carriage and Private Hire trade, should Members approve the consultation.

Recommendation

That Members approve:

- the proposed Hackney Carriage and Private Hire Specification, Inspection and Testing Manual detailed in Appendix A for consultation with the Hackney Carriage and Private Hire trade, and the Corporate Director in consultation with the Chair of Environment and Licensing Committee be

authorised to agree the final Manual after taking into account any comments received during the consultation period.

- That all vehicles presented at the test station in pursuit of either a Private Hire or Hackney Carriage vehicle licence, on or after 1st April 2016, will be considered and tested in line with Gedling Borough Council Hackney Carriage and Private Hire Specification, Inspection and Testing Manual (subject to any changes made following the consultation).

Attachments

Appendix A

Hackney Carriage and Private Hire Specification, Inspection and Testing Manual

Appendix B

Record of Changes

Appendix C

Equality Impact Assessment

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GEDLING BOROUGH COUNCIL LICENSED

HACKNEY CARRIAGE

&

PRIVATE HIRE VEHICLE

SPECIFICATION, INSPECTION AND TESTING MANUAL

Including One Passenger Vehicles as a Private Hire Vehicle

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SECTION 1 – Vehicle Specification

Before a Licence is granted in respect of a Hackney Carriage or Private Hire vehicle, the applicant must ensure that the vehicle is suitable in type, size and design for use as a Hackney Carriage or Private Hire vehicle in accordance with the standards laid down by the Council.

Without prejudice to the generality of the foregoing, a licence will only be issued in respect of a Hackney Carriage or Private Hire vehicle provided it complies with all the following requirements (note that at the Council's discretion any of the following items can be relaxed).

1. Age and Condition

A new Hackney Carriage or Private Hire Vehicle Licence will not be issued to any vehicle over 6 years of age. The age of the vehicle will be measured from the date of first registration.

All vehicles are tested on a six monthly basis and, provided they satisfactorily pass the Council's test, will be issued with a licence for a period of six months. However, Vehicles which are 3 years of age or under and have a mileage of less than 36,000, (the Council considers 12000 miles per year to be average mileage) will be granted a licence for a period of one year provided the vehicle satisfactorily passes the Council's test. The vehicle must be under 3 years of age from date of registration and the Vehicle Inspector will need to check the Vehicle Registration Document to verify this.

A current MOT Certificate must be produced when the vehicle is presented for inspection at the Councils Test Centre, regardless of the age of the vehicle.

Vehicles that have been declared to be an insurance 'write off' in category A, B, C will not be licensed. Vehicles that have been declared a category D 'write off' may be licensed providing the applicant provides an appropriate Engineer's report, approved by the Council, verifying the standard of repairs.

2. Engine - layout, fuel type and minimum capacity

The vehicle must have a front engine layout and be powered by a fuel type of either petrol, diesel, LPG, electric, or a combination of the aforementioned. The **minimum** capacity for an internal combustion engine powered by petrol, diesel or LPG is 1000cc. Vehicles with 1000cc registered before 1st January 2015 will not be granted a licence. The minimum capacity for vehicles registered before 1st January 2015 is 1300cc.

3. Vehicle Format – Including Cars & Mini Buses

Cars

The vehicle must be in the format of having 4 operational passenger doors and a watertight roof. Four road wheels fitted with the manufacturers recommended size tyres. Remoulds will only be acceptable if they carry a clearly legible manufacturer's mark that the tyres conform to the current British Standard BSAU144E

.The vehicle must achieve the minimum dimensions as specified within Vehicle Dimension section of this specification. (11. Vehicle Dimensions).

Mini Buses

The vehicle must be in the format of having a minimum of 2 operational unobstructed emergency exits, (front passenger door included) and a watertight roof. Four road wheels fitted with the manufacturers recommended size tyres. Remoulds will only be acceptable if they carry a clearly legible manufacturer's mark that the tyres conform to the current British Standard BSAU144E.

The vehicle must achieve the minimum dimensions as specified within Vehicle Dimension section of this specification where applicable. (11. Vehicle Dimensions)

4. Seating Capacity – including seat belts

Cars

The vehicle must have a minimum capacity of 4 passengers, but no more than 8 passengers in addition to the driver. Seatbelts must be fitted, one for each passenger plus the driver, which shall be readily accessible for use and maintained in a usable state of repair, irrespective of the age of vehicle. Vehicles must have a free, easy access to all seats from both sides of the vehicle. (Sliding or tilting seats will not be considered an obstruction provided the seat action, tilt / slide is maintained and fully functional)

The vehicle must achieve the minimum dimensions as specified within Vehicle Dimension section of this specification. (11. Vehicle Dimensions).

Mini Buses

The vehicle must have a minimum capacity of 4 passengers, but no more than 8 passengers in addition to the driver. Seatbelts must be fitted for all passengers irrespective of the age of vehicle. Vehicles must have a free, easy access to all seats. The seats are to be arranged in theatre configurations – forward / rear facing. Side facing seating is not permitted. (Sliding or tilting seats will not be considered an obstruction provided the seat action, tilt / slide is maintained and fully functional)

The vehicle must achieve the minimum dimensions as specified within Vehicle Dimension section of this specification. (11. Vehicle Dimensions).

5. Wheelchair Lift / Hoist / Ramps and Anchor Points

Any vehicle fitted with either a wheelchair lift or hoist will require the applicant to demonstrate the equipment has been maintained and tested by qualified engineers, who by way of certification, confirm the lifting equipment is deemed safe and fit for use at the time of the vehicle test and inspection. Vehicle applications without the relevant equipment certification will not be granted a licence.

- Access to the vehicle by lift, hoist or ramps to be made via the side or rear door(s) of the vehicle.
- Wheelchair seating is restricted to the rear section of the vehicle
- When stowed the lift, hoist or ramp(s) will not obstruct access to the cabin
- Any lift, hoist or ramp fitted to the vehicle shall clearly display the operating instructions for the equipment fitted. The operating instructions are to be located adjacent to the wheelchairs point of entry / exit of the vehicle and must be easily readable by the person operating the equipment from the outside the vehicle.
- Wheelchair compatible vehicles shall not have any other seats fitted in the rear of the vehicle, other than a seat for a care assistant. This seat will be located on one side of the vehicle only and must comply with Section 4 of the specification.

All vehicles capable of loading and carrying a wheelchair whilst it is occupied must be fitted with anchor points and seat belts. All wheelchair anchor points and belts within the vehicle are to be maintained, and must be fully functional at the time of the vehicle test and inspection.

6. Spare Wheel

A spare wheel and tyre of the manufacturers design, jack and wheel brace.

Space saver tyres and other emergency repair systems are allowed provided:

- I. the type of space saver tyre is an original part of the vehicle's design and manufacture.
- II. the space saver tyre is limited to use in an emergency situation only at a maximum speed of 50 mph. Distance and mileage is to comply with manufacturer's instructions.
- III. If a vehicle is equipped with a space saver spare tyre or other emergency repair system as manufactured, it may only be used to get the vehicle to a location for the tyre to be changed for a full sized tyre – after any vehicle passengers have been transported to a place of safety.

7. Boot / Luggage Compartment

A grille, luggage cover or similar to be fitted in an estate vehicle sufficient to prevent luggage carried in the rear compartment from coming into contact with persons using the rear seat.

8. Fire Extinguisher

The vehicle is to carry an efficient fire extinguisher, which must be a two-litre AFFF foam extinguisher, or a 1 kg dry powder, and securely fitted in such a position to be readily available for use.

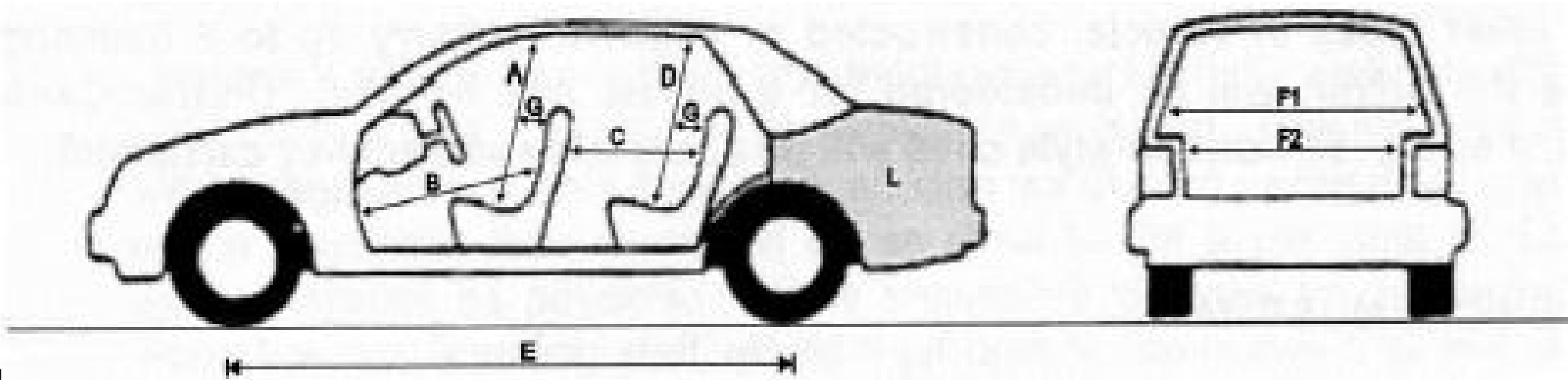
9. First Aid Kit

The vehicle is to carry an approved first aid kit, which conforms to the Health and Safety (First Aid) Regulations 1981 Specification for travelling first aid kits.

10. Replacement Fuses and Lamps

The vehicle is to carry a set of replacement fuses of various amp rating and replacement bulbs – to include headlight, taillight, side light, brake light, indicator light and rear number plate light.

11. Vehicle Dimensions



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Dimensions:

A	91.5cm	(36")	Cushion not compressed
B	94 cm	(37")	Seat fully rearwards
C	61 cm	(24")	Front seat fully rearwards
D	84 cm	(33")	Cushion not compressed
E	244cm	(96")	Wheelbase
F1	132cm	(52")	Interior width between doors
F2	122cm	(48")	Between armrests
G	25.5cm	(10")	Point of measurement parallel with headrest
L	3.5m ²	(11.5 cu ft.)	Minimum luggage capacity (hard luggage)

When measuring the second row of seats in the rearmost section of the vehicle, if 2 seats are fitted on the second row, dimensions F1 and F2 may be reduced by $\frac{1}{3}$. Dimensions F1 and F2 will not be reduced when the second row consists of more than 2 seats.

12. One Passenger Vehicle

In the case of a single passenger vehicle the vehicle must comply with all the standards above save for standards 1,2 and 4 and the dimensions which are replaced with the following:-

1. Front or rear engine layout – capacity minimum 800cc
2. Two passenger doors
4. Capacity for one passenger in addition to the driver. Vehicles must have direct, unobstructed access to all seats.

Dimensions:

- The passenger seat must have a minimum width of 40cm.
- There must be adequate space for an assistance dog to be carried in the foot well in front of the passenger seat or in the luggage space at the rear of the vehicle.
- There must be a minimum of 150 ltrs of luggage space.

SECTION 2 – Vehicle Test

Vehicle Test Information

The test is to determine the vehicle is `safe and comfortable` and meets the specification and requirement as determined within this document. Vehicles will be tested to MOT standard, with the vehicle being subjected to a static inspection and a road test.

All vehicle tests should be booked and paid for before presenting the vehicle for test at the test centre. Proof of booking and payment confirmation will be required on presenting the vehicle for test.

The following documents will be required for presentation at the test centre prior to the test commencing. Failure to provide any of the following documents may result in the test being delayed or the vehicle failing the test.

- Vehicle Log Book – V5 form (A signed Green slip or notice from previous keeper if the vehicle is progressing through change of ownership)
- Current MOT Certificate (A current MOT Certificate must be produced when the vehicle is presented for inspection at the Council's Test Centre, regardless of the age of the vehicle)
- Current Road Tax – print-out from the website www.gov.uk/check-vehicle-tax
- Current Certificate of Insurance
- Vehicle Test Sheet – including proof of booking and payment
- Taxi Meter Calibration Certificate (confirming the meter is calibrated with the Councils Rates of Fares, is calendar controlled and is sealed according to the Councils requirements).
- Wheelchair lift / hoist test certificate (if applicable)

All test fees are non-refundable unless the test has been cancelled 48 hours prior to the date of the test. If the vehicle presented at the test station does not match the vehicle details recorded on the booking list, the vehicle will not be tested and the test fee will not be refunded. Should the driver wish for the vehicle to be tested, then a new booking will be required and the vehicle presented on the new date.

1. Documents		
Method of Inspection	Reason for Failure	Notes
1.1 Check all relevant paperwork is present and correct	1.1 Out of date or no MOT. Vehicle does not meet the vehicle specification. Incorrect level of insurance cover for license.no proof of ownership or purchase	1.1 All Vehicles are required to have a current MOT certificate regardless of the age of the vehicle
2. Vehicular Exterior		
Method of Inspection	Reason for Failure	Notes
2.1 The exterior of the bodywork, the underside of the vehicle and the engine compartment must be free from mud, oil and grease to allow for proper inspection of these areas (see Notes), i.e. cleaned.	2.1 Contamination preventing proper inspection.	2.1 If the vehicle comes for inspection in a filthy condition the inspection will not be carried out.
2.2 Check the operation of all external doors' catches and locks to ensure that all doors can be securely closed and easily opened.	2.2 Defective external door catches which prevent a door opening and closing properly. Missing or ineffective door locks.	
2.3 Check all doors to ensure that they are properly aligned and will close easily.	2.3 Poorly fitting doors to the vehicle.	
2.4 Ensure that the door hinges are in good condition allowing free movement of the door.	2.4 Defective door hinges.	
2.5 Check all wind-check positions to ensure that doors are held in place when opened.	2.5 Wind-checks which fail to hold the doors in place when opened.	2.5 Any wind check straps must be of a type approved by the manufacturer.
2.6 Examine the external body panels and structure for evidence of corrosion, damage and/or unsatisfactory repairs.	2.6 Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle.	2.6 Engineers certification may be required to satisfy the vehicle examiner that repairs have been properly carried out.

<p>2.7 Examine the external paintwork for damage which adversely affects the appearance of the vehicle (see Notes).</p>	<p>2.7 Exterior of vehicle so dirty that the overall finish of the paintwork cannot be assessed. Paintwork so deteriorated, damaged, rust blistered or stone chipped, that it detracts from the overall appearance of the vehicle. Renovations to paintwork which produce runs, flat or uneven finish or of non-matching colour, i.e. not compatible with adjacent panels. Repairs incomplete in primer or undercoat. Overspray on glass or other fittings.</p>	<p>2.7 Hackney Carriage and Private Hire Vehicle</p>
<p>2.8 Check that the nearside and offside door/wing mirrors are fitted to the vehicle in a secure manner and that they function correctly.</p>	<p>2.8 Missing or defective door/wing mirrors.</p>	
<p>2.9 Ensure that the front and rear bumpers are in good order (without damage) and are securely fixed to the vehicle.</p>	<p>2.9 Damaged or inadequately secured front or rear bumpers.</p>	
<p>2.10 Ensure that front and rear number plates comply with the Vehicle Excise and Registration Act 1994 and the Road Vehicles (Registration and Licensing) Regulations. (See Notes.)</p>	<p>2.10 Damaged front or rear number plates e.g.: cracks, splits, and discolouration. Number plates which do not comply with the Vehicle Excise and Registration Act 1994 and Road Vehicles (Registration and Licensing) Regulations.</p>	<p>2.10 Registration mark obscured or indistinguishable is contrary to Section 43(1) of Vehicle Excise and Registration Act 1994. Registration mark failing to conform is contrary to regulation 17 of Road Vehicles (Registration and Licensing) Regulations and Section 59(1) of the Vehicle Excise and Registration Act 1994. Registration numbers should be (cars/mini bus):- 80mm Height 57mm Width 14mm Stroke width 11mm Space between letters 33mm Space between group of</p>

		<p>letters and figures. The year letter shall be regarded as a figure. Italic or gothic will normally contravene the stroke width measurement. It is an offence to rearrange, alter or miss-represent figures to form words.</p>
2.11 Examine the rubber seals to every door for serious damage, looseness or absence.	2.11 Damaged, missing or loose door seals which are likely to cause draught, rainwater penetration, unreasonable road noise or a trip hazard.	2.11 The vehicle will fail the test where defects in a door seal are considered to be likely to cause rain penetration, excessive draught, excessive road noise inside the vehicle or represent a trip hazard to users of the vehicle.
2.12 Ensure that the vehicle boot lid opens, closes and locks properly and that the hinges and opening mechanism adequately support the lid when it is in the open position.	2.12 Worn hinges to boot lid, defective boot lock, weak or defective boot opening device and / or defective gas struts.	
2.13 Check the operation of the number plate light, reversing lights and front and rear fog lights.	2.13 Inoperable or insufficient number plate, reversing or fog lights.	2.13 Lights may be of insufficient intensity when incorrect bulbs have been fitted. Any lamp fitted must work correctly and be properly aligned.
2.14 Check operation on all wiper blades and mechanisms	2.14 Wiper mechanism incorrectly parking, torn or damaged causing poor clearance of glass.	
3. Hackney Carriage and Private Hire Vehicle Signs		
Method of Inspection	Reason for Failure	Notes
3.1 Examine the roof mounted sign affixed to the vehicle (see Notes), and ensure that its size, design and construction conform to the Council's standards. Ensure	3.1 A sign that does not conform to the Council's standards affixed to the vehicle.	3.1 The Council's licence conditions require that a Hackney Carriage must be equipped with an illuminated sign on the roof of the vehicle bearing the word

<p>that the sign is undamaged and the lettering clearly legible.</p>	<p>Letters and numbers handwritten with permanent marker</p>	<p>"FOR HIRE" on the front in plain letters at least 1½" in height and 'GBC' or GEDLING BOROUGH COUNCIL and the vehicle Licence No. on the back. Such lettering is to be of a permanent nature eg adhesive letters and numbers affixed directly to the body of the roof sign</p>
<p>3.2 Examine the fixing brackets which affix the roof mounted signs to the vehicle to ensure that the signs are secured in a satisfactory manner and are not likely to work loose.</p>	<p>3.2 A sign that is not satisfactorily secured to the vehicle.</p>	
<p>3.3 Check that roof mounted signs are properly illuminated (see Notes).</p>	<p>3.3 A sign which is damaged or has lettering which is not clearly legible.</p>	<p>3.3 The roof sign should be connected to the meter switch so that the cancelling of the meter automatically illuminates the sign and activating or switching off of the meter by other means (e.g. an isolator switch) extinguishes the sign.</p>
<p>3.4 Check that the roof mounted sign may be switched off by separate switch</p>	<p>3.4 A sign which can be switched off by separate means .</p>	<p>3.4 The roof sign should be connected to the meter switch so that the cancelling of the meter automatically illuminates the sign and activating or switching off of the meter by other means (eg an isolator switch) automatically extinguishes the sign.</p>
<p>3.5 Examine the signs where affixed to the vehicle to ensure that they comply with the Council's vehicle licence conditions</p>	<p>3.5 Non-compliance with conditions. THE ONLY ADVERTISING ALLOWED ON VEHICLES IS THE COMPANY NAME AND TELEPHONE NUMBER CONFINED TO A NOTICE FIXED TO BOTH FRONT DOOR PANELS</p>	

4. Licence Plates – Front plates from 1st April 2016		
Method of Inspection	Reason for Failure	Notes
4.1 Inspect the vehicle licence plates (where fitted) fixed to the front and rear of the vehicle for signs of damage or excessive wear and ensure that it is securely fixed. Ensure that the information on the plate is clearly legible.	4.1 A damaged plate or a plate with information not clearly legible.	4.1 The Council's licence conditions require:- The licence plate to be displayed at all times immediately above/on/below the bumper so as not to obscure the registration mark.
4.2 Examine the plate fixings to the vehicle to ensure that it is securely fixed using bolts, screws or other method approved by the Council in accordance with the Local Authority's Conditions.	4.2 A plate which is not adequately secured to the vehicle.	4.2 Plates should be securely fixed to vehicle but must be able to be removed by a police officer or authorised officer of the Council. A plate affixed with very strong Velcro may be acceptable.
5. Tyres and Spare Wheel		
Method of Inspection	Reason for Failure	Notes
5.1 Tyres must be of the same type (see Notes). Ensure that a spare wheel or repair system is provided.	5.1 Variation in type of Tyre. A tyre which is of a different size or construction (See Notes).	5.1 SPACE SAVERS OR OTHER EMERGENCY REPAIR SYSTEMS – Space saver tyres and other emergency repair systems are allowed provided:- I. the type of space saver tyre or emergency repair system is an original part of the vehicle's design and manufacture; and II. The space saver tyre is limited to use in an emergency situation only at a maximum speed of 50 mph. Distance and mileage is to comply with manufacturer's instructions III. It may only be used to get the vehicle to a location for the tyre to be changed for a full sized tyre – after any vehicle passengers have been

		transported to a place of safety.
5.2 Examine the tyres for signs of damage or excessive wear (see Notes). Ensure that the spare tyre complies with all legal requirements for tyres when fixed to the vehicle.	5.2 Damaged (e.g. Nails or objects embedded in the tyre causing puncture or other problems), worn, substandard or otherwise illegal tyres. Tyres below the Council's minimum Tread depth (see notes).	5.2 Tyre tread pattern should be a minimum of 2mm in depth throughout the complete circumference and tread breadth of the tyre.
5.3 Visually Check all tyre pressure to ensure that it is inflated to the correct pressure for the vehicle.	5.3 Under or over inflated spare tyre.	
5.4 Examine the jack and wheel brace provided with the vehicle to ensure that they are in good working order.	5.4 Failure to provide a suitable jack and/or wheel brace with the vehicle.	
5.5 Check the spare wheel fixing bracket (or similar securing device) to ensure that the wheel is properly secured in the correct position.	5.5 Failure to satisfactorily secure the spare wheel.	
5.6 Check the rims of all wheels for any signs of distortion or damage	5.6 A damaged or distorted wheel rim.	
5.7 Check brake discs and pads for excess wear.	5.7 Pad wear down to 2.5mm or less. Excess disc wear or disc faults.	
6. Boot / Luggage Compartment		
Method of Inspection	Reason for Inspection	Notes
6.1 Examine for evidence of damage, corrosion or water penetration.	6.1 Damage or corrosion to the floor inner wing panels or lid.	A jack, first aid kit, fire extinguisher and wheel chair ramps (where applicable) may be carried in the luggage compartment.
6.2 Examine floor covering to ensure that it is in good condition and offers adequate protection to luggage stores.	6.2 Excessive wear, damage or staining to floor covering.	
6.3 Examine the interior for accumulations of dirt, dust, grease, litter etc. or staining of any surface with which	6.3 Accumulations of dirt, grease, rubbish etc. which could soil or damage	

luggage may come into contact.	luggage stored therein.	
6.4 Check for the presence of containers of any flammable or corrosive material (e.g. oil, petrol).	6.4 Containers for the storage of oil, petrol or any flammable or corrosive material shall not be carried in the vehicle.	6.4 These materials are a fire hazard. They may also contaminate passengers luggage, taint food, etc.
6.5 Ensure that all interior panels are in position, covering electrical wiring and associated fittings	6.5 Panels insecure or missing.	
7. Engine Compartment / Transmission / Mountings		
Method of Inspection	Reason for Failure	Notes
7.1 Carry out a visual inspection of the engine compartment for signs of oil or fuel leaks. (See Notes)	7.1 Any fluid leakage where contamination is apparent over parts of the engine or underside of the vehicle or where fluid is seen to be dripping from the vehicle.	7.1 Inspection to be carried out from both above and below the vehicle.
7.2 Ensure that the battery is properly secured in position.	7.2 Insecure battery.	
7.3 Examine all rubber/plastic hoses for signs of wear or deterioration.	7.3 Significantly worn or deteriorated hoses.	
7.4 Check the fan belt for signs of incorrect adjustment and/or deterioration.	7.4 An incorrectly adjusted or deteriorated fan belt.	
7.5 Examine the engine mountings for signs of deterioration.	7.5 Insecure or deteriorated engine mountings.	
7.6 Ensure that the radiator is properly secured to the vehicle and check for signs of any leaks.	7.6 A leaking or inadequately secured radiator.	
7.7 Examine the inner wing panels and suspension mounting tops for evidence of corrosion (see Notes).	7.7 Corrosion to the inner wing panels and suspension mounting tops.	7.7 This should include any corrosion around headlamp mountings.

7.8 Check the master cylinders for any signs of spillage or leakage of fluid.	7.8 Leaking master cylinders	
7.9 Check the clutch mechanisms for correct operation.	7.9 Fluid leakage or mechanical components wear in the clutch mechanisms.	
7.10 Check the operation of the bonnet release catch.	7.10 Defective bonnet release catch/mechanism.	
8. Interior of Vehicle		
Method of Inspection	Reason for Failure	Notes
8.1 Examine the floor and upholstery inside the vehicle for accumulations of dust, dirt, litter, general debris, staining or excessive wear.	8.1 A vehicle which is in a dirty condition with accumulations of dust, litter, debris etc. or staining to the carpets or upholstery or evidence of smoking.	8.1 Vehicle will be failed if cushion/backrests, upholstery, carpeting or matting is collapsed, holed, split, temporarily repaired, dirty or stained.
8.2 Check that there are no excessive unpleasant odours noticeable inside the vehicle.	8.2 Unacceptable smells of vomit, food, smoke or other contaminants	
8.3 Remove any mats from the floor and examine the carpeting for signs of leakage of water into the vehicle.	8.3 Evidence of leakage of water into the vehicle from rainwater penetration or leaking cooling/heating system.	
8.4 Examine any mats provided to ensure that they are not worn or damaged.		
8.5 Sit in each of the passenger seats within the vehicle to ensure that all seat cushions and back rests are in a good condition and offer proper support to passengers and the driver.		8.5 Correctly fitted seat covers will be acceptable.
8.6 Examine all seats to ensure that they are properly secured to the vehicle; with a fixed rear seat ensure that the seat cushion is not loose.	8.6 Seats which are not adequately secured to the vehicle.	
8.7 Check that all seats have seatbelts fitted and that the	8.7 No seatbelt(s) or seatbelt(s) that do not work.	8.7 The Council's conditions specify that a seatbelt should be provided for every

seatbelts work.		passenger and that these should be readily accessible and maintained in a usable state of repair.
8.8 Check the operation of the interior light within the vehicle, both the manual switch and the door operated switches.	8.8 Faulty interior light fitting. Faulty interior light switch. Faulty interior light door switches.	
8.9 Examine the interior rear view mirror and ensure that it is securely fixed.	8.9 A loose, damaged or missing rear view mirror.	
8.10 Check the operation of the heater/ windscreen demister to ensure that it is in satisfactory working order.	8.10 Defective heater/windscreen demister.	
8.11 Examine the clutch and brake pedal rubbers for signs of excessive wear.	8.11 Worn or missing brake and/or clutch pedal rubbers.	
8.12 Check the operation of all window winders ensuring that they allow all windows to be fully lowered and raised easily.	8.12 Window winders that do not allow windows to be easily lowered or raised.	
8.13 Check the operation of all door release catches to ensure that doors can be opened easily from within the vehicle.	8.13 Defective interior door release catches.	
8.14 Ensure that child proof locks (if fitted) to rear doors are in working order.	8.14 Defective child proof locks.	
8.15 Check that any rubbish trays provided for the vehicle are intact and capable of being used. (Where trays have been removed they should be blanked off.)	8.15 Unserviceable trays or trays that have not been blanked off where removed.	
8.16 If a metal grille is fitted, check to ensure that there are no sharp or exposed parts which could cause injury to a passenger or driver.	8.16 Loose or incorrectly fitted grille or exposed parts which could cause injury.	8.16 The fitting of a metal grille is not compulsory.
8.17 Check that estate cars are fitted with luggage	8.17 Luggage guard/cover not fitted or	

guard or cover.	ineffective.	
8.18 Check 'No Smoking' Sticker(s) prominently displayed.	8.18 Not displaying sticker.	
8.19 Check steering wheel in sound condition	8.19 Steering wheel fabric/leather twists on wheel causing insecurity.	
8.20 Where vehicles have been adapted	8.20 Wheelchair fixings are not working for wheelchair access check all the Fixings necessary to carry wheelchairs	
8.21 Examine the seating capacity to check	8.21 Over 8 passenger seats (excluding for maximum allowance of 8 passengers driver) (excluding driver)	
8.22 Check position of seating for access	8.22 No clear and unobstructed access	8.22 Vehicle must have a free, easy access to all seats (Sliding or tilting seats will not be considered an obstruction provided the seat action, tilt / slide is maintained and fully functional)
8.23 Check airbag system for damage/failure.	8.23 Steering wheel or dashboard has damage to airbag area. Airbag warning lamp does not illuminate when ignition turned on or fails To go out after engine starts. Low fuel lamp illuminated.	
8.24 Check all dashboard warning lamps for correct use Check fuel level. illuminated at all times or Incorrectly.	8.24 If any warning lamp remains illuminated, the vehicle will not be subjected to a road test	
8.25 Check for Drivers Licence badge holder located on the dashboard and that it is clearly visible from all seats within the vehicle.	8.25 No badge holder / or obstructed view of badge holder.	Badge holder must not be sited over the location from where air bags are deployed
9.First Aid Kit / Replacement Bulbs & Fuses		
Method of Inspection	Reason for Failure	Notes
9.1 Ensure that a first aid kit is provided within the vehicle. Examine the kit to ensure that the contents	9.1 Failure to provide a first aid kit, or a kit which does not conform to the	9.1 The Health & Safety (First Aid) Regulations 1981 Specification for

<p>conform to the requirements laid down in the Council's specification (see Notes).</p>	<p>Council's specification. A first aid kit which is sited in a position which is not readily accessible for use.</p>	<p>travelling First Aid Kits is:- (a) Six individually wrapped sterile adhesive dressings. (b) One medium sized sterile non medicated dressing (XXXapprox.. 10cm x 8cm; examples of suitable dressings currently available are the Standard Dressings No 8 and No. 13 BPC). © One triangular bandage (this should, if possible, be sterile: if not, a sterile covering appropriate for serious wounds should also be included). (d) Six safety pins. The first aid kit must be within the 'use by' date.</p>
<p>9.2 See that the first aid kit is permanently legibly marked with the registration number of the vehicle being tested.</p>	<p>9.2 A first aid kit which is not permanently legibly marked with the Registration number of the vehicle.</p>	
<p>9.3 Check the vehicle is carrying set of replacement bulbs for the headlights, taillights, sidelights, brake lights and indicators</p>	<p>9.3 Replacement bulb set does not contain 1 headlight, 1 taillight, 1 side light, 1 brake light, 1 indicator light and 1 rear number plate light as minimum.</p>	<p>9.3 bulbs to be suitable for the vehicle type and be road legal</p>
<p>9.4 Check the vehicle is to carry a set of replacement fuses</p>	<p>9.4 A selection of various sizes of fuses are not carried on the vehicle</p>	<p>9.4 Fuses to be suitable for vehicle type.</p>
<p>10. Fire Extinguishers</p>		
<p>Method of Inspection</p>	<p>Reason for Failure</p>	<p>Notes</p>
<p>10.1 Ensure that the fire extinguisher provided is a 2 litre</p>	<p>10.1 Failure to provide a fire extinguisher, or a fire extinguisher of the</p>	

AFFF foam extinguisher, or a minimum 1kg dry powder extinguisher.	stated type, within the vehicle.	
10.2 See that the fire extinguisher is sited in a conspicuous and easily accessible position within the vehicle.	10.2 A fire extinguisher which is not in a conspicuous and readily accessible position within the vehicle.	
10.3 Examine the fire extinguisher to ensure that it is within the test date and that the seal is not broken. Where a pressure gauge is fitted ensure that the extinguisher is at the correct pressure.	10.3 (a) A fire extinguisher which has a broken seal. (b) A fire extinguisher which is not pressurised (stored pressure type of extinguisher) (c) A fire extinguisher which is more than five years old from date of manufacture.	
10.4 Examine the fire extinguisher mounting to see that it is sufficiently well secured to the vehicle to prevent it becoming dislodged by normal use of the vehicle.	10.4 A fire extinguisher which is not securely fixed within the vehicle.	10.4 A fire extinguisher may be secured in the boot area provided a sign to the effect is displayed prominently and legibly inside the vehicle.
10.5 Check whether the fire extinguisher is permanently legibly marked with the Registration Number of the vehicle.	10.5 A fire extinguisher which is not permanently and legibly marked with the Registration Number of the vehicle.	
11. Road Test		
Method of Inspection	Reason for Failure	Notes
(All vehicles will undergo a road test unless the vehicle has failed any MOT testable item or there is insufficient fuel for the journey)		
11.1 Check for any vibrations through the steering column or transmission.	11.1 Any unreasonable vibration through the steering column or transmission.	

11.2 Check that the steering is true and positive and does not 'pull' to the nearside or offside.	11.2 Steering which pulls to the nearside or offside or which is not positive.	
11.3 Check that the operation of the footbrake does not cause the vehicle to judder or to pull the vehicle to the nearside or offside.	11.3 Juddering or pulling to nearside/offside when the footbrake is applied.	
11.4 Listen for any unusual noise from the engine and transmission.	11.4 Unacceptable engine or transmission noise.	
11.5 Check the clutch for correct operation.	11.5 A clutch which fails to give proper clearance or slips in operation.	
11.6 Check the operation of the gear lever for signs of wear in the mechanism.	11.6 Evidence of wear in gear lever mechanism.	
11.7 Observe the vehicle exhaust emission for evidence of excessive smoke.	11.7 Excessive smoke emission.	
11.8 Observe the performance of the engine during the road test for signs of any misfiring, lack of engine power etc., or any indication that the engine is not functioning in the correct manner.	11.8 Any evidence that there is a problem affecting the performance or reliability of the vehicle.	
11.9 Check the operation of the speedometer.	11.9 Speedometer inoperative or defective.	
11.10 Report any other matters which affect the fitness of the vehicle for use as a hackney carriage or private hire vehicle.		

12. Meters - Meters to be of Calendar Controlled type for new and renewal vehicles tested from 1 st April 2016		
Method of Inspection	Reason for Failure	Notes
12.1 Ensure that the meter is sited in a position where it can be clearly seen from all passenger seats within the vehicle or in accordance with the Authority's licence conditions.	12.1 Absence of a meter, or a meter which is not suitably sited within the vehicle.	12.1 Private hire vehicles are not required to have a meter fitted within the vehicle. When fitted to a private hire vehicle a meter must comply with the specifications as set out in this sheet.
12.2 Examine the meter mounting to ensure that it is satisfactorily secured within the vehicle. And that mounting seals are intact	12.2 A meter which is not adequately secured within the vehicle and sealed accordingly.	
12.3 Check the meter to ensure that the figures indicating the fare are illuminated.	12.3 Lack of adequate illumination to the meter display.	
12.4 Ensure that the meter is correctly calibrated and sealed in accordance with the agreed table of fares (see Notes).	12.4 An incorrectly calibrated meter. An unsealed meter. A non-calendar controlled meter. Failure to produce Calibration Certificate Meter and Calibration Certificate do not match	12.4 The calibration test should be carried out by test driving the vehicle over the agreed 'measured distance' and ensuring the appropriate fare displayed corresponds to the distance covered. Verify meter fitted in the vehicle is the meter stated on the Calibration Certificate
12.5 Check that a table of fares (in the format laid down by the Council), is displayed in the vehicle in a position where it can be clearly seen by passengers in the front and rear of the vehicle.	12.5 Failure to display a table of fares in a conspicuous position within the vehicle.	

Record of Proposed Changes to the Hackney Carriage / Private Hire Vehicle Specification, Inspection and Testing Manual

Current	Proposed
The Age Policy does not currently limit the age of a vehicle new to the fleet	Age Policy to specify that a vehicle over 6 years old new to the fleet will not be granted a
Exceptional condition are used within the age policy	Exceptional conditions removed due to the introduction of the 6 year age limit for vehicles new to
Full service history of the vehicle is required	Service history removed due to the introduction of the 6 year age limit for vehicles new to the fleet
Average mileage not specified	Average mileage removed due to the introduction of the 6 year age limit for vehicles new to the fleet
Minimum engine capacity of 1300cc	Minimum engine capacity of 1000cc (vehicles first registered after 1st January 2015)
Type of taxi meter not currently specified	Calendar controlled meters to be specified from 1st April 2016
Taxi Meter calibration certificate currently not required	New Taxi Meter calibration certificate required at every
Removal of wheel trims required before the test and inspection	Removal of wheel trims not required before the test and
minimum of six months MOT	MOT required - no length of time
MOT required once the vehicle becomes a licensed vehicle provided the vehicle is older than 1 year from date of first registration	MOT required at inspection regardless of vehicle age
Emissions certificate required	Emission certificate no longer required as emissions are part of the MOT test.
No reference to mini bus vehicles within the vehicle specification or test manual	Mini buses recognised in both specification and test manual

Lifting equipment used for providing wheelchair access to vehicles not recognised	Lifting equipment used for providing wheelchair access to vehicles now recognised and test certificate required
The requirement to carry Spare bulbs and fuses not recognised	The requirement to carry Spare bulbs and fuses now recognised
Seats obstructing access to other seats are to be removed	Seats no longer require removal
No method of displaying the drivers licence within the vehicle	Drivers Licence badge holder located on the dashboard and that it is clearly visible from all seats within the vehicle
Vehicles 3 years of age or under and have a mileage of 50,000 miles will be granted a licence	Vehicles 3 years of age or under and have a mileage of 36,000 miles will be granted a licence
Any vehicle could be presented for an inspection and test. Eg an operator would bring any vehicle on their fleet in for a test, not the actual vehicle on the booking list.	Only the vehicle on the booking list will be inspected and tested
One licence plate currently issued which is to be displayed on the rear of the vehicle	Two licence plates will be issued from April 2016. A plate will be fixed on both the front and rear of the vehicle
Insurance 'Write Off' Vehicles not recognised	Insurance 'Write Off' Vehicles now recognised

**Record of Proposed Changes to the Hackney
Carriage Drivers Licence Conditions**

Current	Proposed
Driver to wear badge	Driver to wear badge and to display 2nd badge using badge holder mounted on dashboard
Meter Section outdated	Meter Section updated
Smoking not recognised	Smoking now recognised including E- Cigarettes

Record of Proposed Changes to the Hackney Carriage Vehicle Licence Conditions

Current	Proposed
The requirement to carry Spare bulbs and fuses not recognised	The requirement to carry Spare bulbs and fuses now recognised
No method of displaying the drivers licence within the vehicle	Drivers Licence badge holder located on the dashboard and that it is clearly visible from all seats within the vehicle
One licence plate currently issued which is to be displayed on the rear of the vehicle	Two licence plates will be issued from April 2016. A plate will be fixed on both the front and rear of the vehicle
Meter Section outdated	Meter Section updated. Calendar controlled meters to be specified from 1st April 2016
Table of Fares	Table of Fares rewritten
Hackney Carriages used as private hire vehicles not recognised	Hackney Carriages used as Private Hire Vehicles now recognised

Record of Proposed Changes to the Private Hire Drivers Licence Conditions

Current	Proposed
Driver to wear badge	Driver to wear badge and to display 2nd badge using badge holder mounted on dashboard
Smoking not recognised	Smoking now recognised including all forms of E-Cigarettes

Record of Proposed Changes to the Private Hire Vehicle Licence Conditions

Current	Proposed
The requirement to carry Spare bulbs and fuses not recognised	The requirement to carry Spare bulbs and fuses now recognised
No method of displaying the drivers licence within the vehicle	Drivers Licence badge holder located on the dashboard and that it is clearly visible from all seats within the vehicle
One licence plate currently issued which is to be displayed on the rear of the vehicle	Two licence plates will be issued from April 2016. A plate will be fixed on both the front and rear of the vehicle

Policy to be assessed	Various changes to the Hackney Carriage, Private Hire and Operator licence conditions, vehicle specification and testing manual as well as the statement of Policy for the licensing improvements presented to committee on 9 th February 2016.
Assessment completed by:	Mr Kevin Nealon, Community Protection Manager, Public Protection Service.

Aims/objectives of the Policy/Service/Procedure

The aim of this policy is to:

1. Address a number of issues relating to the Councils Hackney Carriage Drivers, Private Hire Vehicle specification as well as the inspection and testing manual driver conditions and Statement of Policy.
2. Ensure that any aspects of the proposed changes do not have (or potentially have) a negative impact on the protected characteristics of any stakeholder as detailed in the Equality Act 2010.
3. To ensure that all decisions made under the delegation of the policy have been do so after considering the impact of those stakeholders defined as having a protected characteristic.
4. To ensure that members and officers take a firm, balanced, and considered approach to issuing of any licenses covered by the policy.
5. To ensure the safety of the traveling public

Who are the customers and stakeholders of this service?

1. The general public.
2. Those members of the public who may choose to travel in a licensed vehicle
3. People working in the taxi trade who require either a Hackney Carriage or Private Hire drivers licence of an Operator's Licence.
4. Council employees.
5. Elected members.

Detail below what information you already have about the impact this policy/service/procedure has on the following groups including results from consultation, complaints, census:

Black and minority ethnic people
 The Council has no formal data relating to the ethnicity of HC&PH drivers or operators or of the residents who use them or those who provide services to the Taxi trade.

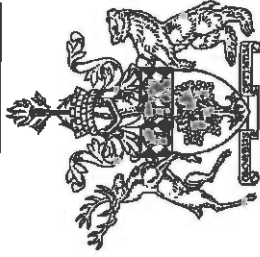
Men/women and transgender
 The Council has no formal data relating to the balance of male and female ratio of people who either hold a HC&PH vehicle or operators or the customers that use them. However anecdotal evidence suggests female drivers make up fewer than 5% of licence holders.

Disabled people
 Licensed private hire and hackney carriage drivers must hold a valid DVLA issued drivers licence. In order to obtain a private hire or hackney licence applicants must also be assessed for their medical fitness by a doctor.
 In cases where due to an individual's disability a DVLA issued drivers licence could not be obtained or if a hackney carriage or private hire driver's licence can't be issued on the grounds of medical fitness then the individual would not be eligible to obtain a licence.

	<p>The Council has no formal data relating to any disabilities of any Gedling Borough Council HC& PH drivers or operators or the number of disabled customers who use Gedling Borough Council licensed vehicles. Having a disability would not preclude person from holding a HC&PH or operator's licence and officers are aware of at least one licensed driver who also holds a blue badge.</p> <p>The Council holds no information in relation to this protected characteristic for any Gedling Borough Council licensed HC&PH driver or operator or any customers or those who provide services the Taxi trade.</p>	
Gay/Lesbian/bisexual People		
People from different faiths	No information is held on this characteristic.	
People of different ages	Drivers must have held a full driving licence for at least 12 months and as such the youngest a Private Hire or Hackney driver could be is 18 years of age	
How will this policy/service/procedure impact on the following groups:		
	Positive impact	Negative impact
Different racial groups	None	None
Men/women and transgender	The requirement for the driver to display a second badge on the dashboard which must be visible from ever seat within the vehicle with offer reassurance to female passengers especially those travelling on their own.	None
Disabled people	The lifting equipment used to providing wheelchair access to vehicles I snow recognised and a test	None

	certificate is required. This will offer reassurance to those who rely on a wheelchair and who use HC/PH vehicles.	
Gay/Lesbian/bisexual people	None	None
People from different faiths	None	None
People of different ages	Some younger drivers who are starting out in career as a HC/PH driver may find that cars with smaller engines are cheaper and this may allow them to enter the trade.	
What changes could be made to the policy/service/procedure to address any negative impacts?		
What monitoring will be carried out to ensure this policy/service/procedure meets diverse needs		
Officers will review this policy within one year.		
What actions will be included in your service plan arising from this assessment?		
Action	Outcome	Date?
		Who?

<p>Are you satisfied that all aspects of this policy/service/procedure have been thoroughly assessed for all the strands of diversity and that no further investigation is required? Yes</p> <p>If no then a fuller impact assessment is required.</p>		



EQUALITY IMPACT NEEDS ASSESSMENT

Signed.....*J. Kelly*.....(Manager) Signed.....*[Signature]*.....(Corporate Equality Representative)

Report to Environment and Licensing Committee

Subject: Changes to Hackney Carriage and Private Hire Vehicle Licence Conditions and Hackney Carriage and Private Hire Driver's Licence Conditions

Date: 9th February 2016

Author: Service Manager, Public Protection

Purpose of the Report

To seek approval from Members to introduce the proposed changes to:

Hackney Carriage Vehicle Licence Conditions
Private Hire Vehicle Licence Conditions
Hackney Carriage Driver's Licence Conditions
Private Hire Driver's Licence Conditions

Background

The Local Government (Miscellaneous Provisions) Act 1976 ("the Act") enables Local Authorities to administer licences for Hackney Carriage and Private Hire vehicles and drivers. The Act also provides that a Local Authority may attach to the grant of a licence such conditions as it may consider reasonably necessary.

The proposed changes to the Hackney Carriage and Private Hire Driver's Licence, and the Hackney Carriage and Private Hire Vehicle Licence Conditions incorporate the changes to the Hackney Carriage & Private Hire Vehicle Specification, Inspection and Testing manual; and to make the documents more understandable, both sets of conditions of licence have been rewritten. The proposed amendments can be found in the new documents Hackney Carriage & Private Hire Vehicle Licence Conditions - Appendix A, which is accompanied by a Record of Changes - Appendix B, and Hackney Carriage and Private Hire Driver's Licence - Appendix C, which is accompanied by a Record of Changes - Appendix D.

Proposal

It is proposed that all vehicles and drivers, licensed as either a Hackney Carriage, or a Private Hire vehicle and/or driver, will be required to adhere to the new Conditions of Licence respectively, as laid out in Appendix A, and/or C. These documents will be beneficial to the trade and the public as they will

provide clear and consistent information, with respect to enforcing both vehicle and driver licences from this Authority.

If the changes are approved and the Conditions of Licences are adopted, all vehicles and drivers licensed (whether new or renewed licences) from the 1st April 2016, will be will be required to meet and maintain the new conditions of licence for the whole period for which the licence has been granted .

The Council has a duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between predicted groups (such as disabled people or ethnic minority groups) when considering proposed new or changing policies, services or functions. An Equalities Impact Assessment has been prepared in relation to the Conditions and is attached at Appendix C.

Consultation

In order to ensure the views of the trade are considered the Licensing Section will carry out a consultation exercise with the taxi and Private Hire trade in relation to the introduction of the proposed Hackney Carriage & Private Hire Vehicle and Driver's Licence Conditions.

Consultation letters will be sent to current and prospective members of the Hackney Carriage and Private Hire trade, should Members approve the consultation.

Recommendation

That Members approve the following:

- Approve the proposed Hackney Carriage and Private Hire Vehicle Licence Conditions and the Hackney Carriage and Private Hire Driver's Conditions detailed in appendix A and C respectively, for consultation with the Hackney Carriage and Private Hire trade, and the Corporate Director in consultation with the Chair of Environment and Licensing Committee be authorised to agree the final conditions after taking into account any comments received during the consultation period.
- That all vehicle and driver's licences, Private Hire or Hackney Carriage issued on or after 1st April 2016, will be conditioned in line with Gedling Borough Council Hackney Carriage and Private Hire Vehicle or Driver's Licence Conditions respectively.

Attachments

Appendix A
Hackney Carriage and Private Hire Vehicle Licence Conditions

Appendix B
Record of Changes

Appendix C
Hackney Carriage and Private Hire Vehicle Driver's Licence Conditions

Appendix D
Record of Changes

Appendix E
Equality Impact Assessment

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Report to: Environment and Licensing Committee
Subject: Proposed General and Taxi Licensing Fees for 2016/17
Date: 9th February 2016
Author: Service Manager, Public Protection

Purpose of Report

To approve a proposed increase to taxi licensing fees for 2016/17 as shown in Appendix 1, subject to advertisement requirements being satisfied, and to approve an increase in general fees for 2016/17 as shown in Appendix 2.

Information

The fixing of fees proposed in the attached fee schedules at Appendix 1 and 2 for 2016/17 is a function of the Licensing Committee as laid out in the Local Authorities (Functions and Responsibilities)(England) Regulations 2000.

The proposed fees and charges for 2016/17 are designed to ensure that the service operates on a full cost recovery basis. All fees for 2015/16 show an increase of fees from 2016/17, this increase reflects increased costs and a fuller assessment of the total costs of providing the service particularly with reference to the increased workload for customer services.

With specific reference to taxis, The Local Government (Miscellaneous Provisions) Act 1976 ('the Act') permits the Council to set vehicle and operator licence fees, but where this fee exceeds £25, as is the case at Gedling, a public notice of the proposed fees must be advertised in a local newspaper circulating in the district. The advertisement must advise where any objections to the fee changes can be lodged and must allow a period of at least 28 days from publication of the notice for objections to be lodged. If no objections are made or if all objections are withdrawn the fees come into effect at the end of the 28 day period. Where objections are not withdrawn, the Council must then consider the objections before determining the fee level and setting a further date, not later than two months after the first specified date, on which the new fees shall come into force.

In relation to taxi drivers' licence application fees, there is no statutory requirement to publicise any changes in the level of fees. However, as with the

vehicle and operator licence fees, Gedling will publish details of the proposed fees for 2016/17 and provide for a period of 28 days from publication for any objections to the fees to be lodged with the Council. Any such objections will be considered by the Council before the proposed fees are finally approved. This 28 day period will be a period of consultation, the results of this will be considered before final determination of these fees.

In relation to the other fees listed in the attached Appendix 2 for 2016/17 there is no requirement to advertise any increases in fees and again, the fees have been calculated on a cost recovery basis.

Proposal

It is proposed that the fees and charges detailed in Appendix 2 for 2016/17 be approved from 1st April 2016.

In respect of taxi operators licence fees and vehicle licence fees, it is proposed that the fees outlined in Appendix 1 for 2016/17 be approved for advertisement in accordance with the Act and subject to no objections being received by the specified date (28 days after publication) those fees will come into effect. If objections are received, in line with the Act the Council will have to consider the objections and set a further date no later than 2 months after the first specified date on which the new fees would come into force.

In respect of Taxi drivers' licence application fees it is proposed that Members approve the proposed fees outlined in Appendix 1 for 2016/17 for advertising but that the final decision to approve new fees for 2016/17 for taxi driver applications be delegated to the Corporate Director in consultation with the Chair of Environment and Licensing Committee following advertisement of the proposed fees and a 28 day period for consultation. The Driver Licence fee is increased by £14.00 annually to account for the introduction of compulsory safeguarding training.

Financial implications

The proposed fees and charges are designed to ensure that the service operates on a full cost recovery basis

Recommendations

1. That Members approve the fees and charges detailed in Appendix 2 for 2016/17 with effect from 1st April 2016.
2. That Members approve the fees for taxi operators and vehicle licences as detailed in Appendix 1 for 2016/17 for advertisement in accordance

with the Local Government (Miscellaneous Provisions) Act 1976, such fees to automatically come into force if no objections are received within the statutory period.

3. That Members approve the proposed fees for taxi driver's licences detailed in Appendix 1 for 2016/17 for advertisement and the Corporate Director in consultation with the Chair of Environment and Licensing Committee be authorised to agree the final fees after taking into account any comments received during the consultation period.

Appendix 1.

Proposed Taxi Licence Fees

Driver Licence Fee 1 year	£119.00
Driver Licence Fee 3 year	£307.00
Knowledge Test Fee	£41.00
Vehicle Licence Fee	£116.00
Vehicle Inspection	£68.00
Re-test	£42.00
Meter Test	£33.00
Operator's Licence 1 year	£88.00 plus £88.00 per additional vehicle
Operator's Licence 3 year	£467.00 plus £132.00 per additional vehicle
Transfer of vehicle licence	£11.00
Change of name and/or address on a licence	£11.00
Replacement badge and plate fee	£15.00
Vehicle registration change	£11.00
Replacement badge holder	£5.00
Vehicle retest (including after accident damage/enforcement action)	£42.00

NB. If after applying for a 3 year driver licence, the applicant is only granted a 1 year licence, then there will be a refund of £76.00 payable from the 3 year application fee of £307.00

Appendix 2.

Proposed General Licence Fees

Licenses (exempt from VAT)	
Special treatment involving massage	£165.00
Special treatment	£154.00
Laser treatment-first application	£213.00
Laser treatment-renewal	£107.00
Laser treatment-variation	£213.00
Sex establishments	£5,772.00
Animal boarding	£150.00
Riding establishments	£150.00

Breeding of dogs	£136.00
Breeding of dogs where associated with animal boarding	£44.00
Dangerous wild animals	£191.00
Pet animals (pet shops)	£112.00
Mobile home, new site licence fee	£477.00
Mobile home, transfer or amendment of licence	£159.00
Mobile home, annual pitch fee	£5.30
Registrations (exempt from VAT)	
Ear piercing/tattooing/electrolysis/acupuncture	
-Persons	£59.00
-Premises	£129.00

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Report to Environment and Licensing Committee

Subject: Change of circumstance of Hackney Carriage / Private Hire Drivers Licence No. 2523

Date: 9th February 2016

Author: Corporate Director

Name of Applicant: Asim Ali

Mr Ali holds a current Hackney Carriage / Private Hire Drivers Licence which is due to expire on 19th January 2017

Mr Ali did not notify the authority of any pending prosecution on his application for renewal application in December 2015

According to our records Mr Ali did not notify the Authority of convictions in January 2016 in accordance with his licence conditions.

Conviction declared by the licence holder in accordance with his licence conditions

20.01.2016 Plying for hire on 23.08.2015

£80 fine
£100 Contribution
Costs
£20 Victim
Surcharge

Taxi Licensing Policy

The Authority's Statement of Policy and Guidelines for the Licensing of Hackney Carriage Drivers, Private Hire Drivers and Private Hire Operators states:

(iii) Major Traffic Offences

An isolated conviction for a major traffic offence such as dangerous driving which involves a disqualification from driving for any period will require careful

consideration of the facts, particularly where the offence has resulted in injury or accident. At least 3 years free from conviction after the restoration of the DVLA licence should elapse before an applicant is granted a licence.

Where an applicant has been convicted of a major traffic offence which has not resulted in disqualification, careful consideration should be given to the circumstances surrounding the offence. An application for a licence will normally be refused where the conviction is less than 2 years prior to the date the application is considered.

Where an existing licence-holder is disqualified from driving as a result of a conviction for a major traffic offence, the licence will be revoked by the Corporate Director under delegated powers.

Where an existing licence-holder is convicted of a major traffic offence, but the licence-holder is not disqualified from driving, the licence should normally be revoked and any subsequent application for a new licence will be determined in accordance with the guidance above.

(g) Offences under the Town Police Clauses Acts and Part II of the Local Government (Miscellaneous Provisions) Act 1976

(i) “Plying for hire” Offences

Suspension of a driver’s licence may be appropriate where an existing licence-holder has been convicted of an offence of plying for hire. The following table serves as guidance on the appropriate length of suspension, but the suspension period may be varied depending on the individual circumstances surrounding each case.

Circumstances	Period of Suspension
Where a driver is convicted of Plying for Hire on a first occasion and the Borough Council is notified by the driver of the offence.	28 days
Where a driver is convicted of Plying for Hire on a first occasion and the Borough Council is <u>not</u> notified by the driver of the offence	56 days
Where a driver is convicted of Plying for Hire on more than one occasion within 2 years	112 days

In addition, the Committee takes a serious view where it is alleged that an applicant has committed an offence of plying for hire without a licence at any time during the 6 months immediately prior to the date the application is considered. In such circumstances, the applicant will normally be refused a licence if the Committee is satisfied on balance that the applicant picked up a passenger without a prior booking.

Further Information

None

Issues for consideration by the Environment and Licensing Committee

The Committee is asked to determine what action they wish to take with regard to the change of circumstance of Mr Ali in relation to his Hackney Carriage/Private Hire Driver's Licence. Options available to the Committee are:-

1. Take no action.
2. Issue a warning.
3. Suspend the licence for a period of time.
4. Suspend the licence for a period of time and issue a warning.
5. Revoke the licence.

Mr Ali has been invited to attend and address the Committee.

Recommendation

For consideration by the Environment and Licensing Committee

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