

Private Hire and Hackney Carriage Policy Review 2024

Page/Ref no	Item	Change/Review Required	Reason for Review	Options
Front Cover	Version Control	Insert version control.	To monitor review dates (5 years)	Insert version control
3.1	Spelling – Licensing	Ensure Licensing spelt correctly throughout document.		Spellcheck Licensing throughout document
3.2	Authorisation of Officers	Amend any reference to Director of Communities and Environment to Chief Officer – Governance.	To accurately represent scheme of delegation	Amend as appropriate
3.2	Authorisation of Officers	Authorisation of Officers outside the District – not been actioned should change to considered not appropriate.	Same reasons to maintain position.	Amend wording as appropriate
3.3	Training/Competency of Officers/Members	Update Job title.	To accurately represent scheme of delegation	Amend wording as appropriate
4.2.1	Driver Application Requirements	Update disclosure and barring service, training, HMRC and links to webpages.	Update to reflect current process	Amend wording as appropriate
4.2.1	Driver Renewal Applications	Update HMRC requirements	Update to reflect current process	Amend wording as appropriate
4.4.1	Driver Criminality checks	DBS – Review content in light of new third-party provider of checks	Update to reflect current process	Amend wording as appropriate
4.4.2	Ongoing Criminality Monitors for Licensed Drivers	DBS – Review content in light of new third- party provider of interim checks	Update to reflect current process	Amend wording as appropriate
4.5	Driver Medicals	Check Links to Guidance	Ensure Information is up to date/relevant	Update as required
4.6	Practical Driving Assessment Requirements	Check Links to Guidance	Ensure Information is up to date/relevant	Update as required
4.7	Driver Training Requirements	Review and update content of training requirements	Update to reflect current process	Amend wording as appropriate
5.2.3	Notification of Transfer of Vehicle Licence	Update paragraph to include fee requirement	Update to reflect current process	Amend wording as appropriate
5.2.4	Application to Change a Vehicle on a Vehicle Licence	Update wording to strengthen understanding and application requirements	Clarity for licence holders, Officers and third parties.	Amend wording as appropriate

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5.5	Emission Standards	Are aspirations realistic/achievable in current market and infrastructure available locally to support licensed trade usage.	To ensure licensed trade are clear on aspirations and can plan ahead when sourcing replacement vehicles	From January 2025 only issue new licences to Euro 6 compliant vehicles. From January 2030 only issue new licences to zero emission vehicles. Amend wording as appropriate
5.12	Tuk-Tuks/Pedicabs	Review wording/permission	Licensing Committee agreed in principle to licence pedicabs as HC vehicles	Amend wording as appropriate
5.14	CCTV	Review CCTV Arrangements/Consideration on Mandatory Requirements	Complaints received, severity of incidents, would CCTV help?	Amend wording as appropriate
5.15	Dual Plating	1 Vehicle Operator/Working for another Operator	To allow drivers greater freedoms	Amend wording as appropriate
5.16	Livery of Vehicles	Review/Implement Roof-sign Requirements	108 Roof-sign are in storage, been paid for via Licensing Fees.	Amend wording as appropriate
5.17	Child Seats in Vehicles	Review Information provided	To ensure Information is up to date and factually correct	Amend wording as appropriate
5.22	Issues Specific to Hackney Carriage Vehicle Licensing	Review Introduction of 2 x available Hackney Carriage Vehicle Licences	No interest in licences. Consider removal of zero emission, maintain mandatory wheelchair accessible requirements	Amend wording as appropriate
6.2	Private Hire Operator Application Process New and Renewal	Include HMRC Requirements	Legal Requirement and Update will reflect current process	Amend wording as appropriate
6.5	Private Hire Operator Licensing Conditions	Review wording – new conditions implemented	Update to reflect current position	Amend wording as appropriate
7.2	Complaints about Hackney Carriage and Private Hire	Firm up number of incidents/occurrences before referral to Licensing Committee	Members, Officer and Licence Holders will be clear on expectations	Amend wording as appropriate

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7.3	Complaints about Licensing Service	Align content with Council corporate complaint policy	Members, Officer and Licence Holders will be clear on expectations	Amend wording as appropriate
7.4	Service Requests	State response time for service (5 working days)	Members, Officer and Licence Holders will be clear on expectations	Amend wording as appropriate
7.9	Data Sharing/NR3 (Refusals Register)	Update requirements to check each applicant against the register upon new/renewal application	Refusals/Revocations Register now a legal requirement	Amend wording as appropriate
Appendix A	Guidelines on the Relevance of Convictions, Cautions, and Conduct.	Drivers – Update DBS Requirements	Update to reflect current process	Amend wording as appropriate
		Private Hire Operators – Review DBS Requirements for Directors, Currently Annual, Consider aligning with Licensing Requirements (5 years)	Too onerous on operators, majority are licensed drivers so have update service.	Amend wording as appropriate
	Review Standards for Categories of Crimes and minimum period of time lapse before licensing is considered	Crimes resulting in death – no licence Exploitation – no licence Violence – 10 years Possession of weapon – 7 years Sexual/Indecency or Sex Offenders Register– no licence Dishonesty – 7 years Drugs – supply – 10 years, possession 5 years Discrimination – 7 years Motoring Convictions Drink/Drug – 7 years Phone use – 5 years Minor (7 points or less) – 5 years Major – 7 years Hackney Carriage/Private Hire Offences – 7 years Vehicle use – 7 years	Protect Public Safety Members, Officer and Licence Holders will be clear on expectations	Members are asked to consider each category and confirm whether to maintain, reduce or increase minimum standards.

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Appendix C	Annual Report	Are members content with contents, would preference be to receive bi-annual reports on all activity or just Taxi/PH Licensing.	To ensure members receive relevant information and updates regarding the licensing service	Members to review content of annual report, level of detail and determine whether to adjust frequency or reporting.
Appendix I	PHV Specification	Emission Standards	Members, Officer and Licence Holders will be clear on expectations	Amend wording as appropriate
Appendix J	HCV Specification	Emission Standards	Members, Officer and Licence Holders will be clear on expectations	Amend wording as appropriate
		Roof-sign requirements	Members, Officer and Licence Holders will be clear on expectations	Amend wording as appropriate
Appendix K	Vehicle Inspection Template	Incorrect heading	Incorrect heading/misleading	Amend heading as appropriate
Appendix L/M	Licence Plate Position	Trade Request	Members, Officer and Licence Holders will be clear on expectations	Determine suitable alternative positioning
Appendix P	PHO Conditions	D1 Private Hire Operators – Review DBS Requirements for Directors, Currently Annual, Consider aligning with Licensing Requirements (5 years)	Too onerous on operators, majority are licensed drivers so have update service.	Amend heading as appropriate
		E1 Safeguarding – Provide clarity for PHOs as to who is responsible for determining base staff suitability	Provide PHO licence holders with clarity on responsibilities	Amend heading as appropriate