

The proposed changes and additions to the Hackney Carriage and Private Hire licensing policy are:

- Section 1.4 has been updated to include further details about how applications for the grant and renewal of licences will be determined
- Section 1.8 has been updated to confirm that, where an application is refused and there has been no significant change in circumstances, a new application will not be considered for at least 6 months
- Details have been added on how to obtain a HMRC tax check code for new driver and operator applications, where applicable, and all renewal applications for drivers and operators
- Section 1.13 has been updated to state any new applicants must complete the application process within 12 months of their first appointment. If the process is not completed within this period, the applicant may be required to retake all relevant checks and tests.
- Where an applicant has previously held a licence that expired more than twelve months ago, they will be required to complete all relevant checks and test as a new driver
- Section 1.15 has been updated to clarify what will be classed as a conviction for the purposes of the policy and what information will be considered when determining whether any action should be taken against a licence.
- The section also confirms the fit and proper test that will be applied.
- Where an applicant is under investigation, or has been charged with an offence and is awaiting trial, the Council may defer its decision on an application. Where an existing licence holder is charged with an offence, the Council will determine the appropriate course of action
- Section 2.10 has been updated to require a copy of the test certificate for any lifting equipment used to load wheelchairs to be submitted when applying for first grant or renewal of a vehicle licence
- Section 2.12 has been updated to confirm that the installation of CCTV is strongly recommended
- A new section has been added requiring all licensed vehicles to have an electronic payment facility available at all times, enabling passengers to make contactless or card payments. This may include, but is not limited to, card payment terminals, operator websites and mobile apps

- Section 3.5 has been updated to increase the requirement for new applicants to have held a DVLA driving licence for a minimum of three years
- A new section has been added at 3.7 to introduce a written and spoken English language requirement. This will apply to all new applicants and currently licensed drivers, who must demonstrate an adequate standard of English by providing an acceptable qualification certificate or completing an English language assessment.
- New applicants must provide confirmation before a licence is issued
- Currently licensed drivers must provide confirmation within 6 months of the implementation of the policy.
- Further details are contained in section 5.10 of the policy
- Section 3.7b has been amended to replace the child sexual abuse and exploitation heading with a broader safeguarding requirement. All applicants must complete a Council-approved safeguarding training course specifically designed for hackney carriage and private hire drivers.
- The training must be completed every three years or upon renewal of a licence. A certificate dated within the last two months must be submitted to Licensing before a drivers licence can be issued or renewed.
- Section 3.16 has been amended in relation to lost property. Lost property must be returned to the owner where possible, or handed to the private hire operator or hackney carriage vehicle licence holder to be retained for a period not exceeding three months
- Section 3.23 has been amended to change the dress code for executive hire drivers to smart casual and to update the list of unacceptable standards of dress
- Section 4.2 has been updated to confirm that any offence which would attract a 10-year refusal under the conviction points scheme will, once a licence has been issued, result in 10 points being applied for each offence. The total will reduce by one point for each year that has elapsed
- Details have also been added about the supporting documents required when an applicant or licence holder is referred to committee, and how to appeal to the Magistrates' court following the refusal of an application
- A new section has been added to confirm that any applicant or licensed driver may be required to obtain a memorandum of convictions at their own expense
- A new section has been added requiring any new applicant who has received a caution or conviction for a drug-related offence within the last five years, or any

currently licensed driver who receives such a caution or conviction, to undergo a drug test at their own expense. Only tests based on hair or nail samples will be accepted

- The headings for Minor and Major motoring offences have been renamed. Minor offences will become General Motoring Offences, and Major offences will become Serious Motoring Offences.
- The details relating to these offences have been moved so that they now appear before the conviction points scheme.
- The tables under motoring offences have been amended to confirm that any application for the grant or renewal of a licence will be refused for 12 months from the end of any disqualification period
- Offence AC20, failing to give particulars or report an accident within 24 hours has been moved from General motoring offences to Serious motoring offences
- The wording relating to driving a motor vehicle under the influence of drink or drugs has been amended to confirm that any application from an individual with a conviction on their DVLA licence under this category will be refused, and any existing licence will be revoked
- The refusal periods for drug-related offences under Table 3 – Drugs in the conviction points scheme have been increased
- Appendix 4, the penalty points scheme, has been amended to increase the points applied to a number of breaches. Two new penalty point categories have also been added for failure to produce records relating to executive hire work and failure to provide a working electronic payment device
- Section 5.7 has been updated to state that the preferred method of contacting the Licensing team is by email
- Section 5.8 has been amended to update the wording relating to the DVLA checking mandate. The mandate is now electronic rather than paper based.
- Knowledge test results will now be issued by email within 24 hours, rather than displayed immediately after the test
- The medical form has been updated to the DVLA issued D4 medical examination report, which must be completed by a GP. The previous medical form will no longer be accepted. A copy of the new medical form is attached.

Section 2.13 of the policy requires all vehicles wishing to be licensed as Executive hire vehicles to produce records confirming that this type of work is being undertaken. These

records must be produced when applying for, or renewing, a vehicle licence. Failure to produce the required records will mean that the vehicle cannot be licensed as an Executive Hire vehicle.