

TO: LICENSING AND SAFETY COMMITTEE
18 October 2018

**REVIEW OF GUIDANCE NOTES AND CONDITIONS FOR HACKNEY CARRIAGE
AND PRIVATE HIRE VEHICLE OWNERS, OPERATORS AND DRIVERS**
Public Protection Manager

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to bring to the attention of the Committee the results of the recent consultation on the proposed amendments to the Council's Guidance Notes and Conditions document (current version at Annex A), and to seek approval to make these revisions to the document.

2 RECOMMENDATION

2.1 That the Committee:

- i) approves the amendments to the Guidance Notes and Conditions document as set out at Annex B with immediate effect**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Council issues the Guidance Notes and Conditions document to owners, drivers and operators of hackney carriages and private hire vehicles. These notes are intended to set out the legal requirements, licence conditions and give guidance to the trade. The guidance notes are updated on a regular basis to reflect changes in law and Council policy.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Members may choose to vary the additions or amendments proposed, or may propose additional changes to the document.

5 SUPPORTING INFORMATION

- 5.1 Attached at Annex B are the proposed additions and amendments to the Guidance Notes. In addition to updating dates, the material changes to the document are as follows:

- Section 5.2 to be updated to reflect a change in the procedure for processing DBS applications
- Section 5.17 to be updated to promote better disability awareness for both drivers and operators, to meet their obligations under the Equality Act 2010
- Section 22.1 to be updated as officers are not trained to examine vehicles following accidents
- Section 22.5 to be updated to provide greater flexibility where vehicles have been involved in accidents

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The legal implications are identified within the report.

Borough Treasurer

6.2 There are no significant financial implications arising from the recommendation in this report.

Equalities Impact Assessment

6.3 There are no implications arising from the recommendation in this report.

Strategic Risk Management Issues

6.4 There are no implications arising from the recommendation in this report.

7 CONSULTATION

Principal Groups Consulted

7.1 All licence holders and members of the public were able comment on the consultation.

Method of Consultation

7.2 The consultation took place from 24 July 2018 to 14 September 2018 via the Council's public consultation portal. Details of the consultation were sent to all licence holders who had previously provided an email address to the Licensing team.

Representations Received

7.3 No responses were received to the consultation.

Background Papers

None

Contact for further information

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