

**TO: LICENSING AND SAFETY COMMITTEE
5 JULY 2012**

**REVIEW OF GUIDANCE NOTES AND CONDITIONS FOR HACKNEY CARRIAGE
AND PRIVATE HIRE VEHICLE OWNERS, OPERATORS AND DRIVERS
Chief Officer: Environment and Public Protection**

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval to go out to consultation on an amended version of the Council's Guidance Notes and Conditions document.

2 RECOMMENDATION

2.1 That the Committee:

- i) approves the amended Guidance Notes and Conditions document at Annex A for consultation, and**
- ii) requires officers to bring back a report to the next meeting on the results of that consultation.**

3 REASONS FOR RECOMMENDATION(S)

- 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 document at this stage prior to the consultation.

5 SUPPORTING INFORMATION

- 5.1 Attached at Annex A are the proposed new Guidance Notes for 2012. In addition to updating dates and amending website links, the material changes are as follows:

- Updating the process for checking driving licence information as a new provider is now being used in order to speed up the checks
- To add details of the Chauffeur badge as implemented by the Committee in October 2011
- To specify that electronic documentation may be accepted where the Licensing team is able to verify the veracity of the document
- To confirm that every licensed vehicle must carry a replacement bulb kit
- To clarify that payments must not be made directly to drivers of dispensation vehicles
- To remove the requirement for private hire operators to print hard copies of their booking records unless requested by an authorised Council officer or police officer
- To update the 'Recording of Contraventions' procedure including amendments to the penalty points table.

- To add a requirement for Home to School driver applicants to pass the Council's knowledge test, with the exception of the geographical section of the test.
- 5.2 The consultation will run from July to September 2012 and a further report will be brought to Committee on 11 October 2012 for consideration of any comments received.

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 will be consulted.

Method of Consultation

- 7.2 It is proposed that the proposed new Guidance will be published on the Council's website for the purposes of the consultation. Hard copies will also be available on request. The link to the Guidance will be sent via email where the Council has been notified of the licence holder's email address and by letter to all other licence holders.

Representations Received

- 7.3 Not applicable at this stage.

Background Papers

Guidance Notes and Conditions for Hackney Carriage and Private Hire Vehicle Owners, Operators and Drivers (April 2011)

Contact for further information

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