

**TO: LICENSING AND SAFETY COMMITTEE
10 OCTOBER 2013**

**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 RECOMMENDATIONS

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 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 document at this stage prior to the consultation.

5 SUPPORTING INFORMATION

- 5.1 Attached at Annex A are the proposed new Guidance Notes for 2014. In addition to updating dates, the material changes are as follows:

- A proposed revised policy in respect of tinted windows in licensed vehicles detailed at paragraphs 11.10 - 11.12
- Clarification of the process required if a private hire operator wishes to move base as detailed at paragraph 30.5.

- 5.2 The consultation will run from 14 October to 11 December and a further report will be brought to Committee on 9 January 2014 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. Details of the consultation will be included in a newsletter which is sent to all 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 2013)

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