

**TO: LICENSING AND SAFETY COMMITTEE  
11 JUNE 2015**

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**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 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 (Annex A), and to seek approval to make these revisions to the document.

**2 RECOMMENDATIONS**

**2.1 That the Committee:**

- i) notes the results of the consultation as set out at Annex B; and**
- ii) approves the amendments and additions to the Guidance Notes and Conditions document as set out at Annex C 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 for 2015. In addition to updating dates, the material changes to the document are as follows:

- A new condition requiring operators to notify the Council of any convictions, cautions or fixed penalties
- A new condition relating to suitability of base controllers
- A new condition relating to trading names of operators
- A new condition requiring temporary replacement vehicles and those on fleet policies or temporary cover notes to carry a copy of the insurance in the vehicle
- Amendment of three existing conditions for clarity.

## **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 13 October to 28 November 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 Three responses were received to the consultation, outlined in Annex A.

### Background Papers

Guidance Notes and Conditions for Hackney Carriage and Private Hire Vehicle Owners, Operators and Drivers (April 2014)

### Contact for further information

Laura Driscoll  
Licensing Team Leader  
01344 352517  
[laura.driscoll@bracknell-forest.gov.uk](mailto:laura.driscoll@bracknell-forest.gov.uk)