

**TO: LICENSING AND SAFETY COMMITTEE
24 JUNE 2021**

**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 seek approval to go out to consultation on amendments and additions to the Council's Guidance Notes and Conditions document.

2 RECOMMENDATIONS

2.1 That the Committee:

- i) approves the amendments and additions to the Guidance Notes and Conditions document set out at Annex A for consultation, and**
- ii) in the event that any comments are received, requires officers to liaise with the Chairman to determine whether a further report is required to consider those comments, or whether the document can be republished with approval of the Chairman in respect of any further amendments.**

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 additions and amendments to the Guidance Notes for 2021. In addition to updating dates, the material changes to the document are as follows:
- Amending guidance to provide clarity in respect of the criteria for vehicle licensing, both in respect of wheelchair accessibility and executive/dispensation/prestige vehicles, and
 - Clarifying that once a decision has been made by an officer under delegated powers, a Panel of the Council cannot hear an appeal against that decision. This does not prevent the referral of applications to Panels for decision where the applicant does not fall within the policy, such as new driver applications where the applicant has a relevant unspent conviction.
- 5.2 The consultation will run from 25 June 2021 to 6th August 2021 inclusive.

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 may comment on the consultation.

Method of Consultation

7.2 The consultation will take place via the Council's public consultation portal. Details of the consultation will be sent to all licence holders who have provided an email address to the Licensing team.

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 (January 2021)

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