

TO: LICENSING AND SAFETY COMMITTEE
9 OCTOBER 2014

**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 amendments and additions to the Council's Guidance Notes and Conditions document.

2 RECOMMENDATION

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) requires officers to bring back a report to the next meeting on the results of that consultation.**

3 REASONS FOR RECOMMENDATION

- 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 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
- 5.2 The consultation will run from 13 October to 28 November and a further report will be brought to Committee on 8 January 2015 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 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 (April 2014)

Contact for further information

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