

Taxi Licensing Policy (3.2) – Summary of Changes

Section	Change	Notes
Contents 15.8	Add Whistle-blowers policy to index	NR3 letter to all Licence holders
Appendix F	The National Register of Refusals and Revocations (NR3 Register)	NR3 Inclusion
Appendix G	ADD Vehicle emission standards appendix	To ensure vehicle emissions meet current and future environmental needs.
1.4	Delete – the Department of Transport 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance (Currently under review)	Replaced with: General Data Protection Regulations 2018 Police & Crime Act 2017 Department for Transport Statutory Taxi & Private Hire Vehicle Standards The Care Act 2014 The Public Interest Disclosures Act 1998 (PIDA) Safeguarding and Vulnerable Groups Act 2006
1.4	Update references to relevant documents and other relevant legislation	Add DFT use of NR3 and further relevant documents
3.1	Include National standards issued by DFT Add 'To ensure continued Public Safety, and legislative compliance, the Council may update or alter the policy periodically. Such changes would be published on the Cherwell District Council website and affected license holders would be notified in advance of all such changes'.	
3.2	Add 'The protection of the environment'	Project work on cleaner vehicles and move to non-hydrocarbon vehicles
3.6	Add 'The protection of the environment' purposes- Reducing harmful car emission into the environment Promoting the use of sustainably fuelled vehicles.	
5.2	Add: The term 'fit and proper' involves assessing that an application may be 'Safe and Suitable' to hold such a licence	That phrase is necessary to bring fit and proper assessments into modern definitions. Often referred to in court hearings.
5.5	All applications to renew a taxi drivers' licence should be made through the Cherwell District Council website:	To channel all applications online.

5.6	Need to add reference to NR3	Outlining when a licence is refused or revoked the information will be shared on the NR3 database.
5.6	ADD 'Cherwell District Council has signed up to the National Register of Refusals and Revocations (NR3 register). This means that when an application for a taxi driver's licence is refused, or when an existing taxi driver's licence is revoked, that information will be placed on the register. The details of all new applicants will also be checked against the information held on the register'.	NR3 inclusion in policy
6.2	Changed to include DFT Quote	Fit and proper person tests
6.3	Changed to include DFT Quote	Fit and proper person test
6.4	DFT required insert	Decisions on suitability of applicant/licensee
6.6	DFT required clarification	Not limited and includes reference to the Multi-Agency Safeguarding Hub
6.7	Delete 'penalty points issued or any other driving offence' to comply with DFT guidance and insert "48 hrs to notify any DVLA offences'	To comply with DFT guidance
6.8	Add: The Data Protection Act 1998, and the General Data Protection Regulations 2018	DFT requirement
6.9	Add: Applicants and licensees must disclose if they hold or have previously held a licence with another authority. An applicant or licensee is also required to disclose if they have had an application for a licence refused, or a licence revoked or suspended by any other licensing authority. When such licences have been disclosed the council will contact that authority to gather further details. Failure to disclose such information may result in the refusal or revocation of a licence.	DFT requirement
6.10	Add: 'omitted information'	DFT requirement
7.1.1	Delete 'potential'	Clarification wording
7.1.2	Add 'or Police interactions taken place during' and 'penalty points being issued to that licence, or the'	Clarification wording
7.1.3	Delete 'ongoing'	Clarification wording
7.1.4	Add 'and licence holders' and	Clarification wording

	<p>'All applicants and licence holders will be subject to 6 monthly DBS checks throughout their licence period, and at times when the Council consider it necessary and appropriate to do so. The DBS online update service, and subscription to the service is a compulsory requirement for all licence holders. It will be used to monitor the criminal record of the licence holder throughout the term of the licence.'</p>	
7.1.6	Add 'may'	Clarification wording
7.1.8	Add 'Where licence holders fail to maintain the online DBS subscription, or have not provided the council with the necessary information to check their DBS report, when required to do so, that licence will be suspended until such checks have been completed and the 'fit and proper' status of the licence holder has been fully assessed.'	Clarification wording
7.1.9	Add 'In the interests of public safety, the council will not issue a licence to any individual that appears on either barred list on DBS reporting system.'	DFT requirement
7.2.1	Change from 'six months' to 'three months'	DFT requirement
8.1	Add 'Child Exploitation (CSE/CDE)	DFT requirement
8.3	Add 'CDE and Disability awareness' and 'to completing'	DFT requirement
8.4	Add 'CDE'	DFT requirement
9.4	<p>Add 'Under the D.V.L.A. Group 2 Medical standards applicants and licensed drivers suffering from diabetes and using insulin, glinides, or other prescribed medications, must have an annual diabetes medical report. The diabetes specific medical report must be completed, and endorsed, by their diabetes care unit, or a medically qualified practitioner authorised by the Council. Oxfordshire University Hospitals diabetes specialists' units are authorised by the council to complete all diabetes assessments Failure to evidence a driver's medical fitness may result in the refusal, suspension or revocation of the licence.'</p> <p>'This diabetes specific medical is in addition to all other medical assessment requirements.'</p>	This is already an existing requirement, but not fully adhered to. OUCH wish to ensure we take measures to ensure this is applied.
11.1.1	Add 'As with driver licensing, the objective of vehicle licensing is to protect the public, who trust that the vehicles dispatched are above all else safe. It is important therefore the council are assured that those granted a vehicle licence also pose no threat to the public and have	Clarification wording

	no links to serious criminal activity. Although vehicle proprietors may not have direct contact with passengers, they are still entrusted to ensure that the vehicles and drivers used to carry passengers are appropriately licensed and so maintain the safety benefits of the licensing regime.'	
11.1.2	Add 'All vehicle licence holders will be required to meet the same level of the 'fit and proper' assessment outlined in the Hackney Carriage Private Hire Drivers section of the policy and appendices. For vehicle licence applicants this assessment will be partly based on a DBS Basic disclosures report as a minimum DBS report. All applicants and licence holders must subscribe to and maintain a subscription to the DBS on-line update service, and will be subject to annual DBS checks, or further checks when required by the Council. Failure to maintain this subscription, or provide the information required for such DBS checks may result in that licence being suspended or revoked.	Clarification wording
11.1.3	Add 'Only vehicles less than 6 years old and meet the requirements of Appendix G will receive a new licence'.	New environmental measures
11.1.4	Add 'Existing licensed vehicles cannot have their licence transferred to a higher polluting vehicle (for example, a D.V.L.A. Cat 6 electric vehicle cannot be replaced with a D.V.L.A. Cat 5 Hybrid vehicle).	New environmental measures
11.1.5	Replace 'already' with 'currently'	Clarification wording
11.1.6	Add 'The Council will not licence vehicles which fall with the D.V.L.A categories which indicate that the vehicle has been damaged or written off by insurers.'	Clarification wording
11.1.7	Add 'Applications should be made using the Council website: https://www.cherwellandsouthnorthantsuat.jadu.net/xfp/form/544?council=cdc .	Clarification wording
11.1.8	Add 'Evidence of the vehicle's emissions, no older than 28 days at the time of submitting the licence application.'	Environmental measure
11.1.9	Add 'In addition to the above, incomplete application forms, incorrect fees and or supporting documentation that does not conform will result in the application being rejected. Only when a complete application has been provided will the assessment process begin.'	Clarification wording
11.2.1	Add 'Vehicle licences are for a period of 1 year and will be subject to MOT testing annually. All MOT test reports must show that the vehicle has no faults, or advisories, and has passed the MOT test. Where advisories have been reported, the applicant must document the	Clarification wording

	completion of any remedial works required to correct the advisory fault/s.'	
11.2.2	Remove 'On application, and every six months thereafter, a vehicle will be required to pass a Cherwell District Council vehicle assessment test.'	Requirement removed from policy
11.2.2	Add 'Vehicles must be less than six years old at the time of first licensing must have working stop/start engine technology, if it is propelled by petrol, diesel or hybrid engines. That stop/start technology must be fully functional throughout the term of the licence.'	Environmental measure
11.2.3	Add 'Vehicles at the time of first licensing must be propelled by electric, hydrogen or be a hybrid engine using a combination of petrol and electric energy. From 2030 all vehicles at first licensing must be solely propelled by electric or hydrogen'	Environmental measure
11.2.4	Add 'The council will only licence vehicles less than 10 years old	Clarification
11.2.5	Add 'Once a vehicle is licensed, that licence cannot be transferred to another vehicle, whether temporary or otherwise, which has been categorised by the D.V.L.A., as emitting levels of pollution higher than the current licensed vehicle.	Environmental measure
11.2.6	Add 'Once a wheelchair accessible vehicle is licensed, that licence cannot be transferred to another vehicle, whether temporary or otherwise, to non-wheelchair accessible vehicle'	Clarification – very few private hire vehicles are wheelchair accessible in Cherwell. We need to maintain and extend this provision this where possible.
11.8.1	Add 'or through the Cherwell District Council website' 'An accident report form must be completed and submitted to the Council along with photographs of the damage within 24 hours of reporting the accident'	Clarification wording
11.8.2	Add 'the Council Licensing vehicle assessment Officer's. Such an inspection requirement would be to ensure the safety of the vehicle, for public use.' And 'after which that licence is automatically revoked'	Clarification wording
11.8.3	Add 'Once the accident damage has been repaired, the vehicle must be assessed by a Cherwell District Council Licensing officer. This vehicle assessment report will ensure the above assessment meets the Councils Tax Licensing Policy and determine if the repaired vehicle meets the requirements of the policy. Any rescinding of notices following the vehicle/policy assessment will be notified in writing to the licence holder.	Clarification wording

11.8.4	Add 'Any vehicles written off by insurers following an accident will have the vehicle licence revoked'	Clarification wording
11.11	Add title 'Additional Provisions for Wheelchair accessible vehicles.'	Extend accessibility
11.11.1.	Add '2. Wheelchair areas must allow at least 305mm (12") leg room from the wheelchair frame/seat to any structure in front of the seat. There must be enough roof space to allow the wheelchair used to be seated comfortably inside the vehicle'	Extend accessibility
12.1	Add 'an external' and 'The internal licence details must be displayed in the vehicle at all time, on the top left (passenger side) of the vehicles windscreen'	Clarification wording
12.3	Add 'non-contractual'	Clarification wording
13.1.1	Add 'As with driver licensing, the objective of operator licensing is to protect the public, who trust that the vehicles dispatched are above all else safe. It is important therefore the council are assured that those granted a operator's licence also pose no threat to the public and have no links to serious criminal activity. Although operators may not have direct contact with passengers, they are still entrusted to ensure that the vehicles and drivers used to carry passengers are appropriately licensed and so maintain the safety benefits of the licensing regime'	Clarification wording
13.1.2	Add 'All operators, and each individual/director associated with the licence, will be required to meet the same level of the 'fit and proper' assessment outlined in the Hackney Carriage Private Hire Drivers section of the policy and appendices. For applicants this assessment will be partly based on a DBS Basic disclosures report as a minimum DBS report. All applicants and licence holders must subscribe to and maintain a subscription to the DBS on-line update service, and will be subject to annual DBS checks, or further checks when required by the Council. Failure to maintain this subscription, or provide the information required for such DBS checks may result in that licence being suspended or revoked'	Clarification wording
13.1.3	Add 'Operators are required to evidence that they have had sight of a Basic DBS check on all individuals listed on their register of booking and dispatch staff and must ensure that Basic DBS checks are conducted on any individuals added to the register and that this is compatible with their policy on employing ex-offenders. DBS certificates provided by the individual must have been issued within two weeks of employment'	Clarification wording

	<p>commencing. When individuals start taking bookings and dispatching vehicles for an operator they are required, as part of their employment contract, to advise the operator of any convictions while they are employed in this role. Operators will be required to conduct Basic DBS checks on their register of booking and dispatch staff every three years, as a minimum. All such DBS checks must be documented on an employee's register'</p>	
13.1.4	<p>Add 'The register shall be a 'living document' that maintains records of all those in these roles for the same duration as booking records are required to be kept, this will enable cross-referencing between the two records. Operator must record that they had sight of a basic DBS check certificate, and in doing so must list the DBS certificate number, date of issue, and generalised comments regarding the DBS report. The certificate itself should not be retained. The employee should be retained their DBS report for the duration that the individual remains employed and on the register. All a new basic DBS certificate should be requested and sight of this recorded. The register must be stored in a secure location at the Operators listed address and be available for inspection upon request of authorised officers'</p>	Clarification wording
13.2.2	<p>Add 'Operators may outsource booking and dispatch functions, but they cannot pass on the obligation to protect children and vulnerable adults. Operators are required to evidence, by documentation, that comparable protections are applied by the company to which they outsource these functions. Such documentation must be made available to authorised officers upon request'</p>	Clarification wording
13.6.2	<p>Add 'All Operators must ensure that drivers and vehicle working on behalf of their licensed business do not park outside, or within the vicinity, of their licensed premises, unless picking up or dropping off a paying customer. Failure of the operator to adhere to this condition of the licence will lead to enforcement action which may include the issuing of penalty points, suspension or revocation of the licence or prosecution'</p>	Clarification wording
15.1.2	<p>Add 'All complaints and enforcement actions will be recorded on the councils licensing data base, and where patterns of behaviour or traits are outlined by that data, the council will review the suitability of that licence holder against the 'fit and proper' criteria, and the balance of probability'</p>	DFT requirement

15.3.3	Add 'and any such actions will be notified to Thames Valley Police'	DFT requirement
15.3.5	<p>Add 'In certain circumstances the council will make referrals to the DBS, following enforcement actions such as refusing or revoking a licence, when the applicant/licence holder is thought to present a risk of harm to children or vulnerable individuals.</p> <p>Referrals will be made when:</p> <p>i. An individual has harmed or poses a risk of harm to a child or vulnerable adult.</p> <p>ii. An individual has satisfied the 'harm test', as described in the Disclosure and Barring service (DBS) guidance about making referrals.</p> <p>iii. Where an individual has received a caution or conviction for a relevant offence.</p> <p>iv. Where the individual being referred is or may in the future be working in regulated activities.</p> <p>Such referrals may result in that individual being added to the DBS 'barred' list, and would be made in line with the DBS referrals guidance:</p> <p>https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs</p>	DFT requirement
15.8	Add Title 'Whistleblowing Policy'	DFT requirements
15.8.1	Add 'The Public Interest Disclosure Act 1998 (PIDA), commonly referred to as whistleblowing legislation, provides protection for those that have a reasonable belief of serious wrongdoing, including failure to comply with professional standards. In the normal course of events, if a licence holder or person, reveals information that his employer, or colleagues do not want revealed it may result in having a negative impact on the 'whistle-blower'. The 'Whistle-blowers' Policy enables licence holders and persons who 'blow the whistle' about wrongdoing to be protected from any such negative impacts'	DFT requirements
15.8.2	Add 'The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment it expects and encourages licence holders, and others that it deals with, who have serious concerns about any aspect of the Taxi licensing regime and related work, to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis. Any licence holder/person who wishes to disclose information to the	DFT requirements

	Council will be protected, and the source of this information will not be disclosed to other parties'	
15.8.3	<p>Add 'This policy document makes it clear that such issues can be raised without fear of victimisation, subsequent discrimination or disadvantage. This Confidential Reporting Policy is intended to encourage and enable licence holders, or persons, to raise serious concerns within the Council rather than overlooking a problem or 'blowing the whistle' outside. When a licence holder wishes to use the 'Whistle-blowers' policy, they should contact a Licensing Enforcement Officer, or the Licensing Manager. Alternatively, dependent upon the nature, seriousness and sensitivity of the issues involved and the person suspected of malpractice, the matter may be raised with the Chief</p> <p>Executive (Monitoring Officer), Solicitor to the Council (Deputy Monitoring Officer), or Head of Corporate Services. When reporting under this policy, the reporter should request the enactment of the 'whistle-blowers' policy before divulging any information'</p>	DFT requirements
15.8.4	Add 'Concerns may be raised verbally or in writing. Persons who wish to raise a concern should provide details of the nature of the concern or allegation and its background including relevant dates. The detail should be enough to demonstrate reasonable grounds for concern, although proof beyond doubt of an allegation is not expected at this stage'	DFT requirements
15.8.5	<p>Add 'This Confidential Reporting Policy is intended to cover major concerns that fall outside the scope of the normal complaints procedures.</p> <p>Areas covered by this Confidential Reporting Policy include:</p> <ul style="list-style-type: none"> ○ criminal or other misconduct ○ breaches of the Council's Policies/code of conduct or conditions of licence ○ contravention of the Council's accepted standards, policies/procedures or conditions ○ disclosures relating to miscarriages of justice ○ health and safety risks ○ damage to the environment ○ Public protection risk ○ fraud or corruption ○ sexual, physical or verbal abuse of any person or group ○ other conduct not in keeping with a licence holders' responsibilities/requirements ○ the concealment of any of the above. 	DFT requirements

15.8.6	Add 'Any serious concerns about any aspect of service provision or the conduct of a licence holder, Members of the Council, or others acting on behalf of the stated, can be reported under the Confidential Reporting Policy'	DFT requirements
15.8.7	Add 'The policy on Personal Harassment is designed to protect licence holders/persons from all forms of harassment. The Council is committed to good practice and high standards and endeavours to be supportive of its licence holders and public. The Council will not tolerate any forms of harassment or victimisation and will take appropriate action to protect licence holders/persons who raise a concern in good faith'	DFT requirements
15.8.8	Add 'All concerns will be treated in confidence and the identity of the person raising the concern will not be revealed without his or her consent (subject to any legal requirements or decisions). At the appropriate time, however, the person may be expected to come forward as a witness'	DFT requirements
15.8.9	Add 'Concerns expressed anonymously are likely to be difficult to deal with effectively. Consequently, persons are encouraged to put their name to any allegation. Any action taken in response to an anonymous allegation will be influenced by factors including the seriousness of the issues raised and the likelihood of confirming the allegation from attributable sources'	DFT requirements
15.8.10	Add 'If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the person making the allegation. If, however, an allegation is made that is deemed to be frivolous, malicious or for personal gain, action may be taken against the person/licence holder in accordance with the Council's Taxi Licensing Policy'	DFT requirements
15.8.11	Add 'Information received by Officers under the 'whistle-blowers' policy will only be divulged to other authorities when that information refers to, or presents as a risk in the areas of: <ul style="list-style-type: none"> ○ The protection of the public ○ Safeguarding children and the vulnerable ○ The prevention of crime and/or disorder ○ The safety and health of public and others' 	DFT requirements
15.8.12	Add 'The Officer with whom the concern has been raised will initially respond in writing within ten working days, and will: <ul style="list-style-type: none"> ○ acknowledging that the concern has been received 	DFT requirements

	<ul style="list-style-type: none"> ○ indicating how it is proposed to deal with the matter ○ giving an estimate of how long it will take to provide a final response ○ stating whether any initial enquiries have been made ○ supplying information on staff support mechanisms ○ stating whether further investigations will take place and if not, why not ○ Inform the whistle-blower of the results of the investigation, and actions taken against the accused. 	
15.8.13	Add 'This policy does not replace the Council's Service Requests and Complaints Procedure'	DFT requirements
Section	Summary of Appendix Changes	Comments
Contents	Add 'Appendix F – The National Register of Refusals and Revocations (NR3 Register)'	Insert NR3 details
Contents	Add 'Appendix G – Vehicle Emission Standards'	Insert Vehicle emission standards to ensure clarity and information is not lost within the Policy itself
A	Appendix – Criminal Records Policy	
3.2	Add 'or 'Safe and Suitable' person'	DFT requirement
3.3	Add ('Safe and Suitable')	DFT requirement
3.3	Add 'consecutive' and 'years prior to their application'	Clarification to wording
3.3	Add 'other' and remove 'that the applicant may have previously worked in'	Clarification to wording
4.3.4	Add 'Enforcement interactions with official bodies or Authorities;' and 'Verbal or written' and 'or is under official investigation'	DFT requirement
5.1.3	Add 'Where an applicant or licensee has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licensed. This includes slavery, child sexual abuse, exploitation,	DFT requirement

	grooming, psychological, emotional or financial abuse, but this is not an exhaustive list'	
5.1.4	Add 'Violence against person(s)'	DFT requirement
5.2.1	Add 'least 7 years'	DFT requirement
6.2	Add 'barred list'	DFT requirement
7.2	Add 'of 7 years'	DFT requirement
8.2	Add 'least 7 years'	DFT requirement
8.4	Add 'least 7 years have'	DFT requirement
8.5	Add 'show 7 years free'	DFT requirement
10.2	Add 'Using a hand-held device whilst driving Where an applicant has a conviction for using a held-hand mobile telephone or a hand- held device whilst driving, a licence will not be granted until at least five years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later'	DFT requirement
16.4	Add 'NR3 use and clarification on information / disclosure sharing'	DFT requirement and Clarification wording
B	Appendix - Driver Application Process and Conditions	
App Process	Add 'All applications to renew a taxi drivers' licence should be made through the Cherwell District Council website: https://www.cherwellandsouthnorthants.uat.jadu.net/xfp/form/544?council=cdc And- 'Consecutive' 'and disability awareness' 'The council will not issue licenses to cover periods while an applicant is waiting for documentation as part of the application process'	Clarification wording
Page 2	Add "A HM Revenue and Customs (HMRC) tax check code has been supplied**"	New pre-licence check requirement
1.5	Add 'Drivers aware of a child or vulnerable person is at risk of harm must immediately contact the police, or licensing team, or otherwise they should: ○ use the local safeguarding process, the first step of which is usually to contact the safeguarding lead within the local authority;	DFT requirement

	<ul style="list-style-type: none"> o call Crime Stoppers on 0800 555 111.' 	
2.2	<p>Add 'any member of the public' and</p> <p>'a'</p> <p>'other officer'</p> <p>Delete 'passenger'</p> <p>'the'</p> <p>'officer authorised by the council'</p>	Clarification wording
5.1	<p>Add '(available through the council's website)' and</p> <p>'along with photographs of the vehicle damage'</p>	Clarification wording
6.1	<p>Add 'When fitted to a Hackney Carriage taximeter must be used on every hire journey, and charges cannot exceed the metered fare'</p>	Clarification wording
9	<p>Add 'Councils Licensing Department'</p> <p>Remove 'Local Police Station'</p>	Police no longer take lost property
10.3	<p>Add 'Under the D.V.L.A. Group 2 Medical standards applicants and licensed drivers suffering from diabetes must have an annual medical report. That report may be completed, and endorsed, by their diabetes care unit, or GP, and submitted to the Council. Failure to evidence your medical fitness may result in the refusal, suspension or revocation of the license</p>	DFT requirement
11.1	<p>Add 'Enforcement interactions with official bodies or authorities' and</p> <p>'verbal or written caution'</p> <p>'or is under/subject to an official investigation'</p>	Clarification wording
14.2	<p>Add 'CCTV systems that can record audio as well as visual data must be overt (i.e. all parties should be aware when recordings are being made) and targeted (i.e. only activated when passengers (or drivers) consider it necessary). The recording of audio should be used to provide an objective record of events such as disputes or inappropriate behaviour and must not be continuously active by default and should recognise the need for privacy of passengers' private conversations between themselves. Activation of the audio recording capability of a system might be instigated when either the passenger or driver operates a switch or button'</p>	Clarification wording
14.3	<p>Add 'Dash camera's, which only records visual footage (not audio), and records footage outside of the licensed</p>	Clarification wording

	vehicle, is recommended for all licensed vehicles, provided the recordings and equipment comply with the Information Commissioners CCTV Code of Practice'	
14.4	Add 'All health and safety duties required by the Health and Safety at Work Act 1974 whether temporary or permanent on the work place in this case a vehicle being the work place must be followed at all times'	Clarification wording
14.5	Add 'All Licence Holders are to comply with current Government Legislation and Guidance applicable, an example is COVID-19 requirements such as wearing a face covering in a Vehicle (health and Safety defined as workplace)'. '	Clarification wording
C	Appendix - Vehicle Application Process and Conditions	
App Process	Add 'you will not receive a separate reminder' and 'or Vehicle assessments' 'Such a test must have been completed no more than 28 days before the application is received by the Council.' 'Provided you have evidenced that your vehicle meets the required standards you will be issued a license and plates' 'to the front top left of the windscreen (passenger side)'	Clarification wording
Page 1	Change maximum mileage for 1st registered vehicles to be exempt from requiring an MOT from 200 to 500 miles to align with policy	
	Private hire Vehicles	
1.1	Add A. All vehicles must be less than 6 years old at first licensing. B. All new vehicles licensing grants must meet the requirements as per Appendix G These vehicles must also have functioning start/stop technology, unless the vehicle is powered entirely by electric or Hydrogen. C. Existing licensed vehicles cannot have their licence transferred to a higher polluting vehicle (for example, a D.V.L.A. Cat 6 electric vehicle cannot be replaced with a D.V.L.A. Cat 5 Hybrid vehicle) and will not have their licences extended past the vehicle being 10 years old (from first being registered at the DVLA).	Environmental changes

	D. Vehicles modified to use a different fuel from which they were first manufactured, will not be licensed.	
1.1 F	Add 'four wheels, and'	Clarification wording
1.1 I	Add 'minimum access to rear seating will be 300mm'	Clarification wording
1.1 L	Add 'with part worn, remould' and 'evidence of tyre purchase may be required'	Clarification wording
1.1M	Add 'additional seat coverings must not cover air bag zones'	Clarification wording
1.2	Add c) A single seat should be at least 432mm (17") wide d) Each seat must have a minimum height of 410mm (16") from the floor to the top of the seat, allowing for leg room, when seated.	Clarification wording
1.3	Add g) Slip resistant surfaces: all surfaces over which a wheelchair user may travel shall have a slip resistant finish applied. h) Colour contrasting edge marks: a band contrasting with the remainder of the boarding ramp surface, 45mm to 55mm in width around and abutting the edge of the ramp or lift surface. i) Control and failsafe mechanisms or power operated equipment: power operated equipment shall only be capable of operation from a control adjacent to the ramp. j) Load sensors and re-cycling mechanisms for power-operated equipment: a device to stop the movement of the boarding ramp when motion is likely to cause injury. k) Manual override provisions for power operated equipment: a provision to repeatedly operate the equipment in the event of power failure shall be provided. l) Manual/portable ramp: Such ramps must have a designated stowage location which can store the equipment such that it does not present a risk of injury. Wheelchair assessable Entrances and Exits	Clarification wording

	<p>a. Number and position: a minimum of 1 located on the nearside</p> <p>b. Minimum doorway width: 740mm</p> <p>c. Minimum doorway height: 1230mm</p> <p>Wheelchair internal area</p> <p>a. Wheelchair areas must allow at least 305mm (12”) leg room from the wheelchair frame/seat to any structure in front of the seat. There must be enough roof space to allow the wheelchair used to be seated comfortably inside the vehicle.</p> <p>b. Wheelchair spaces requirements: 1130mm length, 690mm width, 1290mm height (min).</p> <p>c. All such vehicles will be licensed for the number of non-wheelchair customers only.</p>	
4.2 a	Add 'and meets the specifications listed in 1.1 B'	
4.2 b	Change maximum mileage for 1st registered vehicles to be exempt from requiring an MOT from 100 to 500 miles to align with policy	To align with policy
4.2 c	Change to Policy - Vehicles will not be licensed past 10 years of age.	Change to clarify and make policy clearer. Previous older vehicles had been considered with a supported full maintenance record and if they met criteria to be assessed as 'exceptionally well maintained'. This is however open to misuse and therefore the new policy will limit vehicle age.
4.2	<p>Add 'Applications to licences a vehicle which are over ten years old must be made in writing to the Licensing Department. All such application should include service history documentation and may be subject to Licensing Officers inspections.</p> <p>Such applications will be determined in their own merits, and should the application be refused any associated fee's will not be refunded.</p> <p>Refused applications have the right to appeal through the Magistrates Court service'</p>	Clarification wording
4.3 c	Add 'and tinted window coverings'	Clarification wording
4.6 c	Add 'All such signs must be of a minimum dimension of 40cm in length and 20cm in width and should use a large enough lettering font for the words to be easily read from 3 metres distance, or in a font no less than 150mm in height'	Clarification wording

6a	Add recommendation to install CCTV and requirement to notify Council of any CCTV installed in a licensed vehicle.	Amended requirements
6b	<p>Add</p> <p>b. CCTV systems that can record audio as well as visual data must be overt (i.e. all parties should be aware when recordings are being made) and targeted (i.e. only activated when passengers (or drivers) consider it necessary). The recording of audio should be used to provide an objective record of events such as disputes or inappropriate behaviour and must not be continuously active by default and should recognise the need for privacy of passengers' private conversations between themselves. Activation of the audio recording capability of a system might be instigated when either the passenger or driver operates a switch or button.</p> <p>c. Dash camera's, which only records visual footage (not audio), and records footage outside of the licensed vehicle, is recommended for all licensed vehicles, provided the recordings and equipment comply with the Information Commissioners CCTV Code of Practice</p>	Clarification wording
	Hackney carriages	
1.1	<p>Add</p> <p>I. All new vehicles licensing grants must meet the requirements as per Appendix G These vehicles must also have functioning start/stop technology, unless the vehicle is powered entirely by Electric or Hydrogen.</p> <p>II. Existing licensed vehicles cannot have their licence transferred to a higher polluting vehicle (for example, a D.V.L.A. Cat 6 electric vehicle cannot be replaced with a D.V.L.A. Cat 5 Hybrid vehicle) and will not have their licences extended past the vehicle being 10 years old (from first being registered at the DVLA).</p> <p>III. Vehicles modified to use a different fuel from which they were first manufactured, will not be licensed.</p>	Environmental wording
1.1	<p>Add</p> <p>h) A roof sign shall be attached to the roof, which is capable of being illuminated at night. The roof sign must display the word TAXI.</p>	Clarification wording

	<p>i) There must be a sign, which is capable of being illuminated at night, to indicate when the vehicle is available FOR HIRE.</p>	
1.2	<p>Add</p> <p>g) A single seat should be at least 432mm (17") wide</p> <p>h) Each seat must have a minimum height of 410mm (16") from the floor to the top of the seat, allowing for leg room, when seated.</p>	Clarification wording
1.3	<p>Add</p> <p>s) Slip resistant surfaces: all surfaces over which a wheelchair user may travel shall have a slip resistant finish applied.</p> <p>t) Colour contrasting edge marks: a band contrasting with the remainder of the boarding ramp surface, 45mm to 55mm in width around and abutting the edge of the ramp or lift surface.</p> <p>u) Control and failsafe mechanisms or power operated equipment: power operated equipment shall only be capable of operation from a control adjacent to the ramp.</p> <p>v) Load sensors and re-cycling mechanisms for power-operated equipment: a device to stop the movement of the boarding ramp when motion is likely to cause injury.</p> <p>w) Manual override provisions for power operated equipment: a provision to repeatedly operate the equipment in the event of power failure shall be provided.</p> <p>x) Manual/portable ramp: Such ramps must have a designated stowage location which can store the equipment such that it does not present a risk of injury.</p> <p>Wheelchair assessable Entrances and Exits</p> <p>d. Number and position: a minimum of 1 located on the nearside</p> <p>e. Minimum doorway width: 740mm</p> <p>f. Minimum doorway height: 1230mm</p> <p>Wheelchair internal area</p> <p>d. Wheelchair areas must allow at least 305mm (12") leg room from the wheelchair frame/seat to any</p>	Clarification wording

	<p>structure in front of the seat. There must be enough roof space to allow the wheelchair used to be seated comfortably inside the vehicle.</p> <p>e. Wheelchair spaces requirements: 1130mm length, 690mm width, 1290mm height (min).</p> <p>f. All such vehicles will be licensed for the number of non-wheelchair customers only.</p>	
3.2 a	Add 'and meets the specifications listed in Appendix C, 1.1 a'	Clarification wording
3.2.1 b	Change maximum mileage for 1st registered vehicles to be exempt from requiring an MOT from 200 to 500 miles to align with policy	Align to policy
3.2 c	<p>Change to Policy - Vehicles over 10 years old will not be licensed</p> <p>Remove exception criteria for assessment of eligibility of vehicles over 10 years old to be licensed.</p>	Change to clarify and make policy clearer. Previous older vehicles had been considered with a supported full maintenance record. This is however open to misuse.
3.3 b	Add 'in a font 150mm high'	Clarification wording
3.3 d	Add 'A windscreen and roof sign, capable of illumination, should be fitted, displaying the words 'FOR HIRE' , and 'TAXI' in black lettering against a white background.	Clarification wording
3.7 d	Add 'in a font no less than 150mm in height'	Clarification wording
5a	Add recommendation to install CCTV and requirement to notify Council of any CCTV installed in a licensed vehicle.	Amended requirements
5b	<p>Add</p> <p>b. CCTV systems that can record audio as well as visual data must be overt (i.e. all parties should be aware when recordings are being made) and targeted (i.e. only activated when passengers (or drivers) consider it necessary). The recording of audio should be used to provide an objective record of events such as disputes or inappropriate behaviour and must not be continuously active by default and should recognise the need for privacy of passengers' private conversations between themselves. Activation of the audio recording capability of a system might be instigated when either the passenger or driver operates a switch or button.</p> <p>c. Dash camera's, which only records visual footage (not audio), and records footage outside of the licensed vehicle, is recommended for all licensed vehicles, provided the recordings and equipment comply</p>	Clarification wording

	with the Information Commissioners CCTV Code of Practice	
D	Appendix - Operator Application Process and Conditions	
Page 1	Added HMRC tax code to list of pre-licensing checks	New requirement
1.	<p>Add</p> <p>Employee details:</p> <ul style="list-style-type: none"> • Employee register recording the full name and address of all operators/dispatch employees. • Employee register must record the certificate number and date of issue of a basic DBS report, and any comments from the operator regarding that report (for example no offence/no relevant offences). • Records of employee Basic DBS report having been checked by the employer/operator at least every three years, by recording the new report certificate number, date and comments. • Operators must record any offences disclosed by the employee following the receipt of a Basic DBS report/certificate. 	DFT requirement
2.	<p>Add</p> <ul style="list-style-type: none"> • the name of the passenger/hirers full name; • the time of the request; • the pick-up point; • the destination; • the full name of the driver; • the driver's licence number; • the vehicle registration number of the vehicle; • the name of any individual that responded to the booking request; • the name of any individual that dispatched the vehicle <p>Insert 'template'</p> <p>Add 'All such booking should be retained for a minimum period of six months. Private hire vehicle operators have a duty under data protection legislation to protect the information they record. The Information</p>	DFT requirement

	Commissioner's Office provides comprehensive on-line guidance on registering as a data controller and how to meet their obligations.	
5. a	Add 'verbal or written' 'interactions with official bodies or authorities'	DFT requirement
5. c	Add 'Any relevant offences which may come to light, with regards to their employees/dispatching operators. Such notification should include details of the actions taken by the licensed operator'	DFT requirement
8	Add 'e) Door signs must meet the requirements specified in Appendix C, 4.6 c.'	DFT requirement
11	Add 'No licensed vehicles may park on the Highway outside a Licensed Operators Office, unless picking up, or dropping of a paying customer, in such cases a maximum of 2 vehicles can be in attendance at the business address at any one time'	DFT requirement
E	Appendix - Hackney Carriage and Private Hire Driver Penalty Points Scheme	
3	Add 'When a license is issued 12 points or more in a 12 month period that license may be suspended for a period not exceeding 28 consecutive days in the first instance, thereafter that license may be suspended for a period not exceeding 3 months'	DFT requirement
4	Add '(namely 12 point in a 12month period)	DFT requirement
7	Penalty points Changes 18. Unsatisfactory behaviour or conduct of drive - 3-12 points 19. Failure to display "taxi" or 'Hire' signs, on a Hackney Carriage roof or windscreen, and/or faults preventing illumination of such signs – 4 points 25. Failure to notify the Council of any motoring or criminal convictions, interactions with Authorities, cautions etc during period of current licence (Appendix A, 4.3.4) – 6-12 points 26. Providing false/misleading information on application form, or failing to provide relevant information – 6-12 points	DFT requirement
General	Add 'may' and	DFT requirement

	'resulting in a licences suspension or revocation has a right to appeal to the Magistrates Court within 21 days'	
Drivers	Add 'for a licences suspension period not exceeding 3 months or the revocation of licence'	DFT requirement
Operators	Add 'for a licence suspension period not exceeding 3 months or the revocation of licence'	DFT Requirement
	Remove 'All suspensions and revocations will be determined by the Licensing Committee'	Clarification wording. This is a delegated function at CDC and should not be in the Policy.
Guidance	Remove 'driver'	Clarification wording This also applies to operators as well.