

## **Taxi Policy: Documented Changes**

### **Version 10.1 (for approval 25/01/2021)**

Following the Licensing Committee meeting on 10/12/2020 where the Committee determined to adopt the policy and identified areas which they would like to consider for future inclusion; the following changes were made:

1. Footer: Updated version number and revision date.
2. Updated Section 1 Document History to reflect the change.
3. Amended 4.5 to state approval and implementation date of the previous version of the policy.
4. Amended 6.11 to refer to Appendix 7 & 10 to show that these are under consideration as a mandatory requirement.
5. Added wheelchair passenger compartment spec to Appendix 6 (moved from Appendix 7 as this is now a specification).
6. Removed wheelchair passenger compartment spec from Appendix 7 (moved to Appendix 6 as above).
7. Added to Appendix 7: \*Please note that on the 25 January 2021 the Licensing Committee determined that before 1 April 2022 they would consider and determine if the recommendations above should become mandatory requirements. Should the Committee determine to make any of the above a mandatory requirement, the licensing authority will publish a date by which all licensed vehicles must be compliant.
8. Added to Appendix 10: \*Please note that on the 25 January 2021 the Licensing Committee determined that before 1 April 2022 they would consider and determine if the recommendations identified above (\*) should become mandatory requirements. Should the Committee determine to make any of the above a mandatory requirement, the licensing authority will publish a date by which all licensed vehicles must be compliant.
9. Appendix 12 – added CCTV to match Private Hire vehicles.
10. Appendix 13 – added CCTV to match Private Hire vehicles.

## **Previous Versions**

### **Version 10.0 (approved 10/12/2020)**

Following the publication of Department for Transport Statutory Hackney Carriage and Private Hire Vehicle Standards, and receipt of the consultation responses (primarily from the taxi trade) of a Licensing survey. The following changes were made:

1. **(Administrative change)** General update of the whole document to reflect changes over time in how applications are received and processed (online).
2. **(Local change)** Increased the period of time a new applicant is required to have held a (DVLA) driving licence before making an application, from 1 year to 2 years.
3. **(Local change)** Added a cancellation policy with regards to payment of fees for tests where the applicant/licence holder fails to attend.
4. **(Local change)** Specified that where a driver goes to a medical professional other than his own GP for a Group 2 standards medical assessment, the person conducting the medical must have access to the patient's own medical history.
5. **(Local & Statutory change)** Made it a requirement that all licensed drivers must subscribe to the Disclosure & Barring Service (DBS) update service and increased the number of checks to be carried out from one every three years, to one every six months.
6. **(Statutory change)** Made it a requirement that for any new applicant or existing licence holder who has spent a period in excess of 3 months outside the UK, to provide evidence of their good conduct while overseas.
7. **(Statutory change)** Reduced the period of time in which a person must notify the Council of their arrest and release, charge or conviction, caution or fixed penalty motoring offence (more than 3 points), from 7 days to 48 hours.
8. **(Local change)** Emphasised that licence holders conduct which can be considered by the Council, is not limited to criminal convictions.
9. **(Local change)** Encouraged the professional development of licence holders obtaining relevant qualification.
10. **(Statutory change)** Added that the Council shall actively use the National Database of Revocations and Refusals (known as 'NR3') to record and retrieve information.
11. **(Local & Statutory change)** Added a 'penalty points scheme' for the effective enforcement of minor breaches and to highlight those who are persistently non-compliant.
12. **(Local change)** Added that in cases where a licence is surrendered, it does not remove the right of the Council to revoke the licence (to prevent any attempt by a licence holder to not have their information recorded on the NR3 register).
13. **(Statutory change)** Added the requirement for vehicle licence holders and private hire operators (where they are not also licensed drivers) to produce an annual Basic DBS certificate.
14. **(Local change)** Added that the Council will publish a list of Wheelchair Accessible Vehicles (WAV) making it an offence for the driver of those vehicles to refuse a wheelchair passenger (in accordance with the Equality Act 2010).

15. **(Local change)** Added a Recommendation regarding the Age and Emissions levels of licensed vehicles.
16. **(Statutory change)** Added a requirement for Private Hire Operators to provide their policy on the recruitment of ex-offenders and, a conditions requiring that they maintain a register of their booking and dispatch staff and the dates on which the operator assess their suitability by checking a Basic DBS certificate.
17. **(Statutory change)** Added restrictions on operators using PCV drivers / PSV vehicles for private hire.
18. **(Statutory change)** Added the joint authorisation of enforcement officers of neighbouring local authorities.
19. **(Local change)** Added a section on Technology (Apps), Communication (Driver Bulletin) and Recognition (Positive News from the trade).
20. **(Statutory change)** Strengthened the Convictions policy.
21. **(Local change)** Removed the restriction to carry a full-size spare wheel in Hackney Carriages and allowed for the carrying of the manufactures standard for dealing with a puncture (inflation kits / space saver).
22. **(Local change)** Added Recommended vehicle specifications to include, plate fixing brackets, minimum height requirements to allow for headroom of wheelchair passengers, vehicle age limit, vehicle emissions limits and cctv.
23. **(Local change)** Added a restriction on fixing plates/adverts on windows
24. **(Local change)** Made it a requirement to notify the Council of any change of telephone number or email address.
25. **(Local change)** Made it a condition not to use communication devices when the vehicle has been hired (preventing drivers talking on hands-free mobiles when they have a passenger, except in cases of emergency)
26. **(Local change)** Added specifications for the (optional) addition of a partition screen in private hire vehicles.
27. **(Local change)** Added Recommended vehicle specifications for private hire vehicles: non- removable door signs, fixing brackets, age limit, emissions limit, cctv and wheelchair accessible.
28. **(Local change)** Added requirement for a notice to be displayed in Private Hire vehicles regarding the agreement of a fare prior to commencing the journey to mitigate fare disputes.
29. **(Local change)** Added the ability for advertisement on Private Hire vehicles but limited to: advertising the vehicle is for private hire pre-booked journeys,

advertising the private hire company, advertising that the vehicle is wheelchair accessible.

30. **(Statutory change)** Added to conditions regarding the minimum records which must be kept by an operator, to include details of the staff accepting the booking and dispatching the vehicle.
31. **(Statutory & Local change)** Added a driver 'code of conduct'.
32. **(Local change)** Added condition on the wearing of a drivers badge.
33. **(Statutory & Local change)** Added a Taxi Licensing Board Hearing policy outlining the process, decision making and appeals.
34. **(Statutory change)** Added delegation of functions
35. **(Local change)** Added CCTV specifications to update existing spec to match those of neighbouring authority.