

Appendix 2 – Table of Proposed Changes to Taxi Policies

	BCC Current policy	Proposed policy	Number in Statutory Taxi standards document	Page number in policy document
Introduction	n/a	New section	n/a	1
Policy overview & objectives	n/a	New section including timescales for policy reviews.	2	1-2
Departure from policy		'Where the individual circumstances of a case justify a departure from the policy, clear reasons for doing so will be given.'	n/a	2
Table of contents	n/a	New section	n/a	2-5
Hackney Carriage Vehicle Policy	<p>Age Limit Policy</p> <p>Other vehicles e.g. a petrol driven Euro 5 emission standard vehicle may be acceptable provided it complies with all aspects of the policy.</p> <p>Any vehicle first registered before 1st January 2006 will not be licensed beyond 31 March 2018.</p> <p>Any vehicle that does not comply with European Community Whole Vehicle Type Approval (ECWVTA) will not be licensed past 31 March 2018.</p> <p>Any vehicle first registered between 1st January 2006 and 31st December 2010 will not be licensed after 10 years from the date of first registration. Any vehicle over 10 years of age on or before 31st March 2018 will not be licensed past 31st March 2018.</p>	Removed due to these sections being out of date.	n/a	n/a

Hackney Carriage Vehicle Policy	<p>Fire extinguisher – All vehicles should be equipped with a fire extinguisher of British Standard No BSEN3 of at least 1 kilogram of powder capacity and shall bear the manufacturers expiry date.</p>	<p>Fire extinguisher - Removed as advice is now for drivers to vacate their vehicle</p>	n/a	n/a
Hackney Carriage Vehicle Policy	<p>Vehicle Testing – All vehicles on initial application should be of such standard and condition so as to have passed the MOT and safety/cosmetic test as specified by the Council. On subsequent applications vehicles should be inspected every twelve months at a place specified by the Council. This inspection will include the MOT and safety/cosmetic check as set by the Council.</p>	<p>Vehicle Testing - wording of the test amended to make the requirement clearer and added vehicles to be maintained. to: All vehicles on initial application should be of such standard and condition so as to have passed the vehicle safety cosmetic test including an MOT as specified by the Council. Vehicles shall be maintained to such standard and condition whilst the vehicle remains licensed. On subsequent applications vehicles should be inspected every twelve months at a place specified by the Council. This inspection will include the vehicle safety cosmetic tests including the MOT as set by the Council.</p>	n/a	7
Hackney Carriage Vehicle Policy	<p>Write off – Any vehicle written off may be replaced with another vehicle provided it is not older than the written off vehicle.</p>	<p>Write off – expanded to include existing requirement “ Any vehicle written off may be replaced with another vehicle provided it is not older than the written off vehicle. The replacement vehicle may be of the same fuel type as the written off vehicle, or if it is not must comply with the policy in this respect. Applications for replacement vehicles shall be submitted within 3 months from the date the write off was confirmed by the insurance company.”</p>	n/a	8
Hackney Carriage Vehicle Policy	n/a	<p>Seating - New requirement stating no alterations: Any alteration to the seating configuration or capacity of a vehicle is not permitted.</p>	n/a	8
Hackney Carriage Vehicle Policy	n/a	<p>New requirement relating to electronic payments: Any hackney carriage vehicle should have an electronic payment facility to accept debit/credit and contactless payments. Any hackney carriage vehicle should have the electronic</p>	n/a	8

		<p>payment facility and the authorised signage installed on grant/renewal.</p> <ol style="list-style-type: none"> a. The electronic payment facility will be affixed so it is always in prominent view of the customer. b. The electronic payment facility must be stored in the holder at all times when the driver is available for hire. c. All vehicles must also display the issued electronic payment facility signage is prominently on view to passengers. 		
Hackney Carriage Vehicle Policy	n/a	<p>New requirements relating to basic disclosures for all vehicle proprietors and certificates of good character.</p> <ol style="list-style-type: none"> 1. In respect of new applications a basic disclosure check for each individual/company director/company secretary (as applicable) must be provided. The disclosure must be dated no earlier than 2 months prior to the date of the Council receiving the complete application. Vehicle proprietors that also hold a current private hire or hackney carriage drivers licence do not need to provide a basic disclosure unless they cease to hold a drivers licence. 2. All individuals/company directors/company secretary (as applicable) must supply a new basic disclosure to the Council annually, unless they are existing drivers as above. The disclosure must be dated no earlier than 2 months prior to the date of the Council receiving the complete application. 3. All applicants including individuals, company directors, company secretaries shall generally be expected to provide a certificate of good character (or similar) from each country if they have lived outside of the UK for a continuous period of three months (or more) within the last five years of the date of their licence application, save in exceptional circumstances. Where this Certificate has been produced in a non-English 	23 and 29 and	9

		<p>language, the applicant will generally be required to produce a translation of the Certificate from the Embassy or Consulate of that country and provide the original document, save in exceptional circumstances. An exception might be permitted where a refugee has been allowed to stay in the UK and has been given asylum, and this exception will only apply to that country. The cost of certificates of good character (or similar) are to be met by the applicant in full.</p>		
Hackney Carriage Vehicle Policy	n/a	<p>New requirement – English proficiency – The Council will have the right to require applicants and licence holders to complete a test of their language proficiency which will cover both oral and written English language skills and be specified by the Council. Such a test will be completed the licensees expense.</p>	28	9
Private Hire Vehicle Specification	<p><i>(Provision 1 to 1c are in force until 31 March 2018)</i> 1. At the date of the first application (which means the first application for a Private Hire Vehicle Licence made in respect of a particular vehicle and any subsequent application in respect of the same vehicle made more than three months following expiry of a Private Hire Vehicle Licence) no more than three and a half years shall have elapsed from The Relevant Date. (The Relevant Date has the same meaning as in the Licensing Conditions). An out of time replacement application made in respect of a previously licensed vehicle within three months of expiry of the last licence will be accepted notwithstanding more than three years has elapsed from The Relevant Date PROVIDED THAT;</p> <p>a. No licence should generally be issued so as to expire more than ten years after the Relevant Date and;</p> <p>b. where more than eight years has elapsed from the Relevant Date when an out of time replacement application is made any Licence issued shall endure for no more than</p>	Removal as no longer applicable	n/a	n/a

	<p>six months and;</p> <p>c. where an out of time replacement application is received more than seven days after expiry of The Licence an additional fee may be levied by The Council;</p>			
Private Hire Vehicle Specification	<p>Vehicle Measurements:</p> <p>a. From the top of the seat cushions to the roof at the lowest point directly above the seat cushions should be a minimum of 865mm (approximately 34 inches).</p> <p>b. The measurement between the rear of the front seats and the backrest of the rear seat should be a minimum of 750mm (approximately 30 inches).</p> <p>c. The measurement between the backrest of the front passenger seat and the dashboard fascia should be a minimum of 750mm (approximately 30 inches) when measured horizontally forward with the seat cushion.</p> <p>d. The depth of the seat from the backrest to the front edge must be a minimum of 405mm (approximately 16 inches).</p> <p>e. All passenger seats within the vehicle shall have a minimum of 405mm (approximately 16 inches) width per passenger.</p> <p>f. In the case of vehicles licensed for 5 to 8 passengers, the measurement between the rear of a front passenger seat and the backrest of the rear seat should be a minimum of 650mm (approximately 26 inches).</p>	<p>Vehicle measurements - All references to inches removed in respect of measurements and mm kept in.</p> <p>a. From the top of the seat cushions to the roof at the lowest point directly above the seat cushions should be a minimum of 865mm</p> <p>b. The measurement between the rear of the front seats and the backrest of the rear seat should be a minimum of 750mm</p> <p>c. The measurement between the backrest of the front passenger seat and the dashboard fascia should be a minimum of 750mm when measured horizontally forward with the seat cushion.</p> <p>d. The depth of the seat from the backrest to the front edge must be a minimum of 405mm.</p> <p>e. All passenger seats within the vehicle shall have a minimum of 405mm) width per passenger.</p> <p>f. In the case of vehicles licensed for 5 to 8 passengers, the measurement between the rear of a front passenger seat and the backrest of the rear seat should be a minimum of 650mm.</p>	n/a	11-12
Private Hire Vehicle Specification	<p>Fire extinguisher</p> <p>All vehicles should be equipped with a fire extinguisher of British Standard No BSEN3 of at least 1 kilogramme of powder capacity and shall bear the manufacturers expiry</p>	Removed as advice is now for drivers to vacate their vehicle	n/a	n/a

	date.			
Private Hire Vehicle Specification	<p>Vehicle testing</p> <p>All vehicles on initial application should be of such standard and condition so as to have passed the MOT and safety/cosmetic test as specified by the Council.</p> <p>On subsequent applications vehicles should be inspected every twelve months at a place specified by the Council. This inspection will include the MOT and safety/cosmetic check as set by the Council.</p>	<p>Amendment to make the requirement clearer and that vehicle is maintained as this standard whilst licensed.</p> <p>All vehicles on initial application should be of such standard and condition so as to have passed the vehicle safety cosmetic test including an MOT as specified by the Council. Vehicles shall be maintained to such standard and condition whilst the vehicle remains licensed.</p> <p>On subsequent applications vehicles should be inspected every twelve months at a place specified by the Council. This inspection will include the vehicle safety cosmetic tests including the MOT as set by the Council.</p>	n/a	12
Private Hire Vehicle Specification	<p>Write offs</p> <p>Any vehicle written off may be replaced with another vehicle provided it is not older than the written off vehicle</p>	<p>Expanded to include existing arrangements:</p> <p>Any vehicle written off may be replaced with another vehicle provided it is not older than the written off vehicle. The replacement vehicle may be of the same fuel type as the written off vehicle, or if it is not must comply with the policy in this respect. Applications for replacement vehicles shall be submitted within 3 months from the date the write off was confirmed by the insurance company</p>	n/a	12
Private Hire Vehicle Specification	<p>Alterations</p> <p>Any alteration to the seating configuration or capacity of a vehicle is not permitted without prior written consent from the Council. Consent will not be given unless written confirmation from the vehicle's manufacturer is provided stating that such alterations are safe.</p>	<p>Amended to:</p> <p>Any alteration to the seating configuration or capacity of a vehicle is not permitted.</p>	n/a	13
Private Hire Vehicle Specification	n/a	Tints – Amendment to existing requirements for tints which are in Inspection Standards.	n/a	13

		<p>Tinted glass windows are permissible to the rear side windows provided that they are only those supplied as standard by the original vehicle manufacturer and comply with current vehicle Construction and Use Regulations or any subsequent replacement.</p> <p>14. Tinted films or glass applied retrospectively to the vehicle windows are not permitted.</p>		
Private Hire Vehicle Specification	n/a	<p>Fit and Proper - New requirement relating to basic disclosures and certificate of good character</p> <p>In respect of new applications a basic disclosure check for each individual/company director/company secretary (as applicable) must be provided. The disclosure must be dated no earlier than 2 months prior to the date of the Council receiving the complete application. Vehicle proprietors that also hold a current private hire or hackney carriage drivers licence do not need to provide a basic disclosure unless they cease to hold a drivers licence.</p> <p>16. All individuals/company directors/company secretary (as applicable) must supply a new basic disclosure to the Council annually, unless they are existing drivers as above. The disclosure must be dated no earlier than 2 months prior to the date of the Council receiving the complete application.</p> <p>All applicants including individuals, company directors, company secretaries shall generally be expected to provide a certificate of good character (or similar) from each country if they have lived outside of the UK for a continuous period of three months (or more) within the last five years of the date of their licence application, save in exceptional circumstances. Where this Certificate has been produced in a non-English language, the applicant will generally be required to produce a translation of the Certificate from the Embassy or Consulate of that country and provide the original document, save in exceptional circumstances. An exception might be permitted where a refugee has been allowed to stay in the UK and has been given asylum, and this exception will only</p>	23 and 29	13

		apply to that country. The cost of certificates of good character (or similar) are to be met by the applicant in full.		
Private Hire Vehicle Specification	n/a	Language proficiency introduction of requirement: The Council will have the right to require applicants and licence holders to complete a mandatory test of their language proficiency which will cover both oral and written English language skills and be specified by the Council. Such a test will be completed the licensees expense.	28	13
Inspection Standards	Appendix A section 8.2 and Section 8 ancillary equipment	Removed fire extinguisher no longer required	n/a	n/a
Inspection Standards	Section 8 Ancillary equipment	Reference to inches removed in respect of measurements	n/a	n/a
Inspection Standards	Section 8.2 Fire Extinguisher	Removed fire extinguisher no longer required	n/a	n/a
Inspection Standards	n/a	Section 8.4 Card payment facility added: Method of Inspection A. Check that the electronic payment facility is affixed so that the payment machine is always in prominent view of the customer B. Check signage is affixed Reason for rejection a. Wiring is damaged, frayed, loose or not properly secured	n/a	41
Fit & Proper Person Policy	Enhanced DBS Check An enhanced DBS check, or future equivalent as specified by the Licensing Manager, must be completed through the Licensing Team. a. The application must be submitted through the Council's Licensing Department and for new applicants the returned DBS certificate must be less than six months old when the private hire or Hackney carriage driver licence application is	Enhanced DBS check requirements updated to include DBS update service and impact on pending applications and existing licences. 1. All applicants and drivers shall be required to undertake the following steps: a. An enhanced DBS certificate, or future equivalent must be provided to the satisfaction of the Licensing Team. b. The applicant must subscribe to the DBS Update Service	8	48-49

	<p>ready to be issued.</p> <p>b. Existing licensees must supply a new enhanced DBS certificate (completed through the Council's Licensing Department) on renewal every three years.</p> <p>c. The Council will have the right to require a further DBS check to be completed at the licensees expense at any time during the currency of the licence should the Council have reason to doubt the fitness of the licence holder to hold the licence.</p>	<p>, or future equivalent and maintain subscription to the service and at all times whilst they hold a hackney carriage or private hire drivers licence</p> <p>c. Information relating to the applicants DBS Update Service Details and a Consent Form shall be provided to the satisfaction of the Licensing Team</p> <p>d. The Council will have the right to require a further DBS check to be completed at the licensees expense at any time during the currency of the licence should the Council have reason to doubt the fitness of the licence holder to hold the licence.</p> <p>e. In the event of a delay of 6 weeks or more for a DBS application to be returned the Licensing Team may inform the Chair of the Public Safety and Protection Committee of the delay.</p> <p>f. If an applicant or licence holder does not continuously subscribe to the DBS Update service or the status of a DBS certificate changes the applicant will be required to;</p> <p>(i) Provide a new enhanced DBS Certificate or future equivalent;</p> <p>(ii) Subscribe to the DBS Update Service , or future equivalent;</p> <p>(iii) Provide information relating to the applicants DBS Update Service Details and a Consent Form shall be provided to the satisfaction of the Licensing Team</p> <p>Any pending applications may not be determined and existing licences may be revoked or suspended until these steps are completed to the satisfaction of the Licensing Team.</p>		
Fit & Proper Person Policy	n/a	<p>Introduction of requirement for Certificate of Good Character:</p> <p>2. Where any applicant has been resident abroad at any time up to 5 years prior to an application they must generally provide a Certificate of Good Character or</p>	23	49

		<p>similar document from each and every country within which they have been resident, save in exceptional circumstances. Residency for these purposes is considered by this Licensing Authority as where the person has lived in a country for longer than 6 months in a given calendar year. Where this Certificate has been produced in a non-English language, the applicant will generally be required to produce a translation of the Certificate from the Embassy or Consulate of that country and provide the original document, save in exceptional circumstances. An exception might be permitted where a refugee has been allowed to stay in the UK and has been given asylum, and this exception will only apply to that country. The cost of any DBS checks undertaken, subscription to the DBS Update Service and Certificates of Good Character are to be met by the applicant in full.</p>		
Fit & Proper Person Policy	n/a	<p>Mandatory Safeguarding Training – new requirement</p> <p>All new applicants for a Hackney carriage or private hire driver licence must complete mandatory safeguarding training as specified by the Council.</p> <p>All licensed Hackney carriage or private hire drivers must complete mandatory safeguarding training as specified by the Council within 6 months of the policy being implemented.</p>	27	51
Fit & Proper Person Policy	A language proficiency test is currently carried out prior to the Gold Standard training.	<p>Requirement added to the policy including that the Council may require existing drivers Test of a drivers oral and written English language skills:</p> <p>All new applicants must complete a mandatory test of their language proficiency, which will cover both oral and written English language skills and be specified by the Council. The Council may require existing Hackney carriage and private hire drivers to conduct this test. Such a test will be completed the licensees expense.</p>	28	51

Fit & Proper Person Policy	<p>Expired Licences:</p> <p>In the event a private hire or Hackney carriage driver licence expires the following applies:</p> <table border="0"> <tr> <td data-bbox="371 411 712 443">Application Date</td> <td data-bbox="725 411 1084 443">Requirement from applicant</td> </tr> <tr> <td data-bbox="371 475 712 539">Up to seven days after expiry Of the previous licence*</td> <td data-bbox="725 475 1084 635"> 1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee </td> </tr> <tr> <td data-bbox="371 659 712 754">Between seven days and up To six months after expiry Date*</td> <td data-bbox="725 659 1084 882"> 1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee 3. Complete and submit DBS check and pay current fee </td> </tr> <tr> <td data-bbox="371 938 712 1034">Between six months and up to twelve months after expiry Date*</td> <td data-bbox="725 938 1084 1249"> 1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee 3. Complete and submit DBS check and pay current fee. The licence can only be Issued on return of a Satisfactory result </td> </tr> <tr> <td data-bbox="371 1281 712 1345">12 months and over from Expiry*</td> <td data-bbox="725 1281 1084 1313">TREAT AS NEW APPLICANT</td> </tr> </table> <p>*Where an expired licence is being renewed by a driver</p>	Application Date	Requirement from applicant	Up to seven days after expiry Of the previous licence*	1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee	Between seven days and up To six months after expiry Date*	1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee 3. Complete and submit DBS check and pay current fee	Between six months and up to twelve months after expiry Date*	1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee 3. Complete and submit DBS check and pay current fee. The licence can only be Issued on return of a Satisfactory result	12 months and over from Expiry*	TREAT AS NEW APPLICANT	<p>Requirements updated to:</p> <p>In the event a private hire or Hackney carriage driver licence expires the following applies:</p> <p>a. For applications submitted less than 12 months from expiry of the previous licence the applicant will not be required to complete the Gold Standard or Knowledge Test if they have previously completed this requirement. If the applicant has not yet completed the Gold Standard training they shall be required to complete this by their next renewal or grant application;</p> <p>Applicants who already hold a current Hackney carriage or private hire driver licence do not have to undertake the Bristol Gold Standard training if applying for the alternative licence.</p>	n/a	51
Application Date	Requirement from applicant													
Up to seven days after expiry Of the previous licence*	1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee													
Between seven days and up To six months after expiry Date*	1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee 3. Complete and submit DBS check and pay current fee													
Between six months and up to twelve months after expiry Date*	1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee 3. Complete and submit DBS check and pay current fee. The licence can only be Issued on return of a Satisfactory result													
12 months and over from Expiry*	TREAT AS NEW APPLICANT													

	who still holds a current Hackney carriage or private hire driver licence the above criteria will not apply with the exception that a grant application form and grant fee in addition to the licence fee will be required.			
Guidelines relating to relevance of criminal behaviour	n/a	<p>New section relating to self-reporting added:</p> <p><u>Licensee Self Reporting</u></p> <p>Licence holders are required to notify the Council in writing by close of business on the following working day of the happening of any of the following events:</p> <ol style="list-style-type: none"> 1. Receiving a simple or conditional caution or being convicted of any criminal offence 2. Being arrested or interviewed or charged in connection with any sexual offence, any offence involving dishonesty or violence and any motoring offence. <p>Any failure to notify the Council of the happening of any of the above events may result in a review by the Council as to whether the licence holder is a fit and proper person.</p> <p>Importantly, a failure by a licence holder to disclose any of the above events that the Council is subsequently advised of might be seen as behaviour that questions honesty and therefore the suitability of the licence holder regardless of the outcome of the initial allegation.</p> <p>A licensee shall not be entitled to benefit from a failure to disclose such relevant information to the Council where any period of time specified in this policy has expired.</p>	39	55

Guidelines relating to relevance of criminal behaviour	The policy currently details a guide on the action that may be taken where convictions etc. are proved for	<p>Policy updated in respect of the following based on statutory standards. Therefore a number of conviction in the current policy will now be reclassified under the following sections/amendments:</p> <ul style="list-style-type: none"> - Offending behaviour updated to include alternative methods of disposal - Crimes resulting in death section added. - Exploitation section added. - Violence section amended to offences involving violence against the person/property. Amended from 5-10 years to 10 years. - Drink driving/driving under the influence of drugs section added. - Possession of a weapon added. - Sexual offences and offences of indecency section added. Indecency sections from existing policy deleted. - Dishonesty section amended from 3-5 years free of conviction to 7 years. - Drugs section amended from 5 to 10 years. - Discrimination & Equalities section added. - Motoring convictions – updated, removed reference to minor, major and hybrid offences and added <p><i>Consideration will be given to the nature of the offence and the penalty including points and fines.</i></p> <ul style="list-style-type: none"> - Drink driving/driving under the influence of drugs added - Using a hand-held device whilst driving section added. - Appendices – 1, II,III, IV, V, VI deleted 	39	55-59
Private Hire Operator Policy	n/a	Draft policy approved by Public Safety and Protection Committee in 2020 has been updated in light of statutory standards.	29-33, 35	62-69

		<p>In line with the statutory standards the following requirements have been added:</p> <ul style="list-style-type: none">- Amendment for basic disclosure from being required every 3 years to annually.- Introduction of certificate of good character as a requirement.- A number of paragraphs have been updated/added/removed based on statutory standards- We have taken the major of requirements of the statutory standards and expanded the section relating to decisions: <i>The Council's decision will be independent of a driver licence refusal/suspension/revocation and based on appropriate information. The Council will generally only consider information that would be available via a basic DBS check. If however the Council has in its possession information regarding an individual that was disclosed via an enhanced DBS check which casts doubt over whether that individual is a fit and proper person to hold a PHV Operator's licence, the Council may take it into account if considered relevant.</i> <ul style="list-style-type: none">- PSV licensed drivers <p>Additional requirements compared to the statutory standards are:</p> <ul style="list-style-type: none">- Language proficiency assessments where required,- Requirements in respect of trading name, requirement to hold a safeguarding policy,- Operators to maintain a copy of the current vehicle safety cosmetic test for all vehicles. <p>We have deleted the following sections from the previously agreed: requirements for renewal/grant applications, lost</p>		
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		<p>property and right to licence checks which will be detailed in guidance.</p> <p>We also included additional information relating to the bookings register including the name of both the passengers and person making the booking (rather than solely the passenger), the date of the booking (if different to the journey date), the fare agreed, any particular needs of the customer, if subcontracted the name of the operator, how the booking was made, whether the booking was fulfilled and if not the reasons why it was not fulfilled.</p>		
Hackney Carriage and Private Hire Licence Conditions	Definition for “ safety/cosmetic test ” shall be the test carried out to the standard as specified by The Council	Changes wording to “ vehicle safety cosmetic test ” shall be the test carried out to the standard as specified by The Council	n/a	73
Hackney Carriage and Private Hire Licence Conditions	Private hire vehicle licence condition 5: Licensed Vehicles shall be inspected (for both MOT and safety /cosmetic testing as specified by the Council) at least once a year at a place specified by the Council . Where more than eight years has elapsed from the Relevant Date such inspection shall occur every twice yearly.2	Changed to : Licensed Vehicles shall be inspected (for both MOT and vehicle safety cosmetic testing as specified by the Council) at least once a year at a place specified by the Council . Where more than eight years has elapsed from the Relevant Date such inspection shall occur every twice yearly.	n/a	74
Hackney Carriage and Private Hire Licence Conditions	Private Hire vehicle licence condition: 7.10.7. carry and maintain in good condition, a fire extinguisher that accords with that specified in the current Vehicle Specification issued by The Council from time to time, such extinguisher to be kept in a readily accessible position to facilitate its use by the driver if required.	Removed	n/a	n/a
Hackney Carriage and Private Hire	n/a	Private Hire vehicle licence - New condition relating to seat alteration	n/a	76

Licence Conditions		Any alteration to the seating configuration or capacity of a vehicle is not permitted.		
Hackney Carriage and Private Hire Licence Conditions	n/a	Private Hire Vehicle Licence - New condition relating to tints Tinted films or glass applied retrospectively to the Licensed Vehicle windows are not permitted	n/a	76
Hackney Carriage and Private Hire Licence Conditions	<p>Private Hire Vehicle Licence</p> <p>The Licensee shall ensure that The Council is notified in writing by close of business on the following working day of the happening of any of the following events:</p> <p>11.1. The Licensee receiving a simple or conditional caution or being convicted of any criminal offence;</p> <p>11.2. The Licensee being bound over by any court;</p> <p>11.3. The licensee being arrested or interviewed in connection with investigations into allegations of offences of the following type;</p> <p>11.3.1. any offence involving an allegation of dishonesty, indecency or violence;</p> <p>11.3.2. any offence involving an allegation of a failure to comply with the Relevant Legislation;</p> <p>11.3.3. any offence arising out of the use or keeping of any motor vehicle;</p> <p>11.3.4. any offence which on conviction can result in a term of imprisonment.</p> <p>11.4. any material change in the circumstances of The Licensee where a material change is one that would require The Licensee to provide different information on application to The Council than has been provided in connection with the most recent application for a Private Hire Vehicle Licence made by The Licensee, including,</p>	<p>Revised condition in terms of notification:</p> <p>The Licensee shall ensure that The Council is notified in writing by the next working day of the happening of any of the following events;</p> <ol style="list-style-type: none"> 1.1. The Licensee being arrested or interviewed in connection with investigations for any offence ; 1.2. any material change in the circumstances of The Licensee where a material change is one that would require The Licensee to provide different information on application to The Council than has been provided in connection with the most recent application for a Private Hire Vehicle Licence made by The Licensee, including, by way of example, a change of address, change of name, change of employer or business, and diagnosis of a medical condition; 1.3. any accident to the Licensed Vehicle resulting in damage 1.4. any alteration to the vehicle (including mechanical or bodywork alterations). For the avoidance of doubt, unless it is with the prior written consent of The Council, no alteration may be made to the vehicle which would result in a contravention of any of the conditions attaching to The Licence. Where alterations are made then the Council shall be 	10	77

	<p>by way of example, a change of address, change of name, change of employer or business, and diagnosis of a medical condition;</p> <p>11.5. any accident to the Licensed Vehicle resulting in damage</p> <p>11.6. any alteration to the vehicle (including mechanical or bodywork alterations). For the avoidance of doubt, unless it is with the prior written consent of The Council, no alteration may be made to the vehicle which would result in a contravention of any of the conditions attaching to The Licence. Where alterations are made then the Council shall be entitled to require the vehicle to undergo a further inspection.</p> <p>11.7. the sale or acquisition of a Licensed Vehicle.</p>	<p>entitled to require the vehicle to undergo a further inspection.</p> <p>1.5. the sale or acquisition of a Licensed Vehicle.</p>		
Hackney Carriage and Private Hire Licence Conditions	n/a	<p>Private Hire vehicle licence -New condition relating to vehicle only licensed by one authority</p> <p>The vehicle shall only be licensed by Bristol City Council. If the Licensing Authority becomes aware of other vehicle licences (hackney carriage or private hire) running concurrently with this licence, then this licence will be revoked.</p>	n/a	77
Hackney Carriage and Private Hire Licence Conditions	<p>Private Hire Operator current condition:</p> <p>The Licensee shall provide and keep a register of bookings in such form as shall agreed by The Council, which register shall be retained for a period of not less than twelve months from the date of last entry and in which register shall be entered, contemporaneously and in writing before commencement of each journey the following particulars-</p>	<p>Based on statutory standards except we require register to be held for 12 months rather than 6 months.</p> <p>The Licensee shall ensure that an entry is made in a register either a record book or computerised booking and dispatch system for each booking which shall include:</p> <p>2.1 The name of any individual that responded to the booking request</p> <p>2.2 The date on which the booking is made and if different,</p>	32-33	77-78

	<p>4.1. the time of hire; 4.2. name of Passenger; 4.3. pick up point; 4.4. destination; 4.5. licence number of vehicle and 4.6. name of driver to whom work is allocated.</p>	<p>the date of the proposed journey; 2.3 The name of the person for whom the booking is made and if different the name of the passenger; 2.4 The agreed time and place of pick-up point, or, if more than one, the agreed time and place of the first pick-up point; 2.5 The destination(s); 2.6 The drivers badge and licence number and vehicle plate and registration number allocated the booking; 2.7 The fare agreed for the journey (where appropriate); 2.8 Any particular needs of the customer for example disability requirements (where appropriate); 2.9 If appropriate, the name of the other operator for whom a booking was received and / or to whom the booking was subcontracted and any relevant notes; 2.10 How the booking was made (i.e. in person, telephone, online); 2.11 The name of any individual that dispatched the vehicle 2.12 Whether the booking was fulfilled and if not the reasons why it was not fulfilled.</p> <p>2. The register of bookings shall be retained at the Premises for at least 12 months from the date of last entry.</p>		
Hackney Carriage and Private Hire Licence Conditions	n/a	The register of bookings shall be retained at the Premises for at least 12 months from the date of last entry.	33	78
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Licensee shall ensure that any staff responsible for making booking records are competent to do so and are capable of using the system used for the keeping of records including providing records on request to an authorised officer or the police.	n/a	78
Hackney Carriage and Private Hire Licence	Private Hire Operator condition - The Licensee shall provide and keep a register of Vehicles in the form of a bound book which register shall be retained for a period of not less than twelve months from the date of last entry and	The Licensee shall maintain and keep an up-to-date a register containing the following information: -Name, date of birth and home address of every Private Hire Driver operated by them;	n/a	78-79

<p>Conditions</p>	<p>in which register shall be entered, in writing the following particulars of each Vehicle under his control –</p> <ul style="list-style-type: none"> - make; - registration number; - Licence number; - Proprietor; -date control commenced and -date upon which control ceased. <p>The Licensee shall provide and keep a register of Private Hire Drivers in the form of a bound book, which register shall be retained for a period of not less than twelve months from the date of last entry and in which register shall be entered in writing the following particulars of each driver working for the Licensee –</p> <ul style="list-style-type: none"> 6.1. name; 6.2. badge number; 6.3. date driver commenced working for the Licensee; 6.4. date driver ceased working for the Licensee <p>The Licensee shall retain, until at least the date referred to in condition 5.6 above, the Vehicle Licence or a certified copy of it in respect of every Vehicle that is required to be recorded in accordance with condition 5 above and shall immediately produce the same when required by an Authorised Officer or Constable.</p> <p>The Licensee shall retain, until at least the date referred to in condition 6.4 above, the Private Hire Drivers Licence (and/or the Hackney Carriage Drivers Licence where applicable) or a certified copy of it in respect of every driver whose details are required to be recorded in accordance with condition 5 above and shall immediately produce the same when required by an Authorised Officer or Constable. Within seven days of the date whereby the driver ceases to be under the control of the Licensee, the Private Hire Drivers Licence (and/or the Hackney Carriage Drivers Licence) or a certified copy shall be returned to the Council.</p>	<ul style="list-style-type: none"> - Details including date of expiry of the Council Private Hire Driver licence, badge number and licence number of every Private Hire Driver licence holder operated by the Licensee; -Any call sign /codes allocated to each Private Hire Driver; -The date the driver commenced and ceased carrying out bookings on behalf of the Licensee (if applicable); -Name and home address of the proprietor of every Private Hire Vehicle working on behalf of the Licensee; -Details including The Council licence plate number, licence number, expiry date, vehicle make and vehicle registration number of every Private Hire Vehicle used to carry out bookings. -The date the Private Hire Vehicle commenced and ceased being used for carrying out bookings on behalf of the Licensee; <p>This register must be made immediately available for inspection on demand by any authorised Officer or Constable.</p>		
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<p>Hackney Carriage and Private Hire Licence Conditions</p>	<p>Private Hire Operator condition - - The Licensee shall retain, until at least the date referred to in condition 5.6 above, the Vehicle Licence or a certified copy of it in respect of every Vehicle that is required to be recorded in accordance with condition 5 above and shall immediately produce the same when required by an Authorised Officer or Constable.</p> <p>The Licensee shall retain, until at least the date referred to in condition 6.4 above, the Private Hire Drivers Licence (and/or the Hackney Carriage Drivers Licence where applicable) or a certified copy of it in respect of every driver whose details are required to be recorded in accordance with condition 5 above and shall immediately produce the same when required by an Authorised Officer or Constable. Within seven days of the date whereby the driver ceases to be under the control of the Licensee, the Private Hire Drivers Licence (and/or the Hackney Carriage Drivers Licence) or a certified copy shall be returned to the Council.</p>	<p>Amended to:</p> <p>For every Private Hire Driver and Private Hire Vehicle working on behalf of the Operator the following shall be kept and maintained;</p> <ul style="list-style-type: none"> a. A copy of the drivers current Private Hire Drivers licence ; b. A copy of the drivers current Private Hire Drivers badge; c. A copy of photographic proof of identification ; d. A copy of the current Private Hire Vehicle licence; e. A copy of the Private Hire Vehicles current MOT certificate; <ul style="list-style-type: none"> a. A copy of the Private Hire Vehicles current vehicle safety cosmetic test; f. A copy of the Private Hire Vehicles current insurance certificate or cover note in respect of the driver using the Private Hire Vehicle; g. A copy of the Taximeter calibration certificate, where appropriate; <p>Where the licensed Private Hire Vehicle register is paper based it shall be in the form of a bound book</p> <p>Where the licensed Private Hire Vehicle register is computerised the register shall be capable of being readily printed and produced on demand to an Authorised Officer or constable. Computerised records shall be properly backed up so as to ensure compliance with the provision of governing retention.</p>	<p>n/a</p>	<p>79</p>
<p>Hackney Carriage and Private Hire Licence Conditions</p>	<p>n/a</p>	<p>New Private Hire Operator condition.</p> <p>The Licensee shall maintain a register of all staff that will take bookings or dispatch vehicles. The register shall be a 'living document' that maintains records of all those in these</p>	<p>32</p>	<p>80</p>

		roles for the same duration as booking records are required to be kept.		
Hackney Carriage and Private Hire Licence Conditions	n/a	<p>New Private Hire Operator condition</p> <p>The Licensee shall maintain a record that they have had sight of a basic DBS check certificate for all staff that will take bookings or dispatch vehicles for the duration that the individual remains on the register. Should an employee cease to be on the register and later re-entered, the Licensee shall require a new basic DBS certificate and sight of this shall be recorded.</p>	32	80
Hackney Carriage and Private Hire Licence Conditions	Private Hire Operator condition - Any register kept by The Licensee in accordance with these conditions shall be immediately made available for inspection by any Authorised Officer or Constable upon request at any reasonable time (and at all times whilst the Licensee is Operating) and shall forthwith provide to any such officer or Constable photocopies of any such records and associated documentation as may be required following inspection or, where the Licensee is unable to provide copies s/he shall permit the officer or Constable to remove the register for such period as is reasonable in the circumstances to secure the copying of the required documentation.	Any register or records kept by the Licensee shall be immediately made available for inspection by any Authorised Officer or Constable upon request at any reasonable time (and at all times whilst the Licensee is Operating) and shall forthwith provide to any such Authorised Officer or Constable photocopies or electronic copies of any such records and associated documentation as may be required following inspection or, where the Licensee is unable to provide copies s/he shall permit the Authorised Officer or Constable to remove the register for such period as is reasonable in the circumstances to secure the copying of the required documentation.	n/a	80
Hackney Carriage and Private Hire Licence Conditions	n/a	The Licensee must ensure that they use appropriate people to take bookings, handle personal information in respect of bookings on behalf of the Licensee and as the designated safeguarding lead. A Fit and Proper Person test, similar to the one the Council uses to determine an operator's licence, shall be in place and used by the Licensee for all individuals taking bookings, that handle personal information in respect of bookings or who carry out the role of designated safeguarding lead on behalf of the Licensee. This test shall be detailed in a policy which the Licensee shall provide on application. Any changes to this policy shall be forwarded to the Council at least 7 working days prior to taking effect.	32	80

		<p>The Licensee shall not employ or have any person involved in taking bookings, handing booking information or as designated safeguarding lead that does not meet their Fit and Proper Person policy.</p> <p>Evidence of the checks carried out by the Licensee in accordance with their Fit and Proper Person policy for any individual taking bookings on behalf of the Licensee, that handle information relating to bookings or act as designated safeguarding lead shall be held at the Premises for 3 years from the date of the checks. These checks shall include a basic disclosure.</p>		
Hackney Carriage and Private Hire Licence Conditions	n/a	The Licensee shall have in place a Safeguarding Policy which shall be provided to the satisfaction of the Council and include the name and contact details of the Safeguarding Lead acting on behalf of the Licensee. A copy of this policy shall be provided on application and any changes to this policy shall be forwarded to the Council at least 7 working days prior to taking effect.	27	81
Hackney Carriage and Private Hire Licence Conditions	The Licensee shall so far as is reasonably practicable provide a prompt, efficient and reliable service and shall in particular do everything necessary to ensure that Vehicles attend punctually at the time and place agreed with the Passenger.	The Licensee shall so far as is reasonably practicable provide a prompt, efficient and reliable service and shall in particular do everything necessary to ensure that Private Hire Vehicles attend punctually at the time and place agreed with the Passenger and that the needs of the passenger are met.	n/a	81
Hackney Carriage and Private Hire Licence Conditions	The Licensee shall not Operate in respect of any Vehicle that s/he knows or ought to know does not accord with the conditions imposed under its vehicle licence and in particular shall not conduct business in respect of a Vehicle unless it is fitted with the approved signage.	The Licensee shall not permit any Private Hire Vehicle to be used to fulfil bookings that they know or ought to know does not comply with the conditions imposed under its Private Hire Vehicle licence and in particular shall not conduct business in respect of a Private Hire Vehicle unless it is fitted with the approved signage.	n/a	81
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - Private Hire Operators are not permitted to accept telephone bookings forwarded by their Private Hire Drivers.	n/a	81
Hackney Carriage and	n/a	New condition - The Licensee shall notify the Council, in writing, of any proposed change of name of the Licensee	n/a	82

Private Hire Licence Conditions		and shall await approval in writing from the Council prior to using any new name.		
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Licensee shall forward a copy of the current register of Private Hire Drivers and Private Hire Vehicles to the Council on the first working day of each month.	n/a	82
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Licensee shall inform the Council of any drivers or vehicles which are removed from the Licensee's Private Hire Driver or Private Hire Vehicle register including the reasons for removal and any relevant information to the Council within 72 hours of the decision to remove the driver or vehicle.	n/a	82-83
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Licensee shall notify the Council, in writing, of the name and details of any individuals nominated as a Responsible Person for managing the business on behalf of the Operator at least 7 working days prior to their commencement in that role.	n/a	83
Hackney Carriage and Private Hire Licence Conditions	The Licensee shall ensure that at the time of passing a booking to a driver the following details are provided – -the name of the Passenger; -the pick-up time and location; -any special requirement of the passenger; -any price agreed for the journey; -the destination specified by the Passenger.	The Licensee shall ensure that at the time of passing a booking to a driver the following details are provided – a. the name of the Passenger; b. the pick-up time and location; c. any special requirement of the passenger; d. any price agreed for the journey; e. the destination specified by the Passenger. f. any needs of the customer	n/a	83
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Licensee shall comply with requests for information from the Council in respect of complaints, conduct or offences relating to the Operator, Private Hire Vehicles and Private Hire Drivers licensed by the Council.	21	83
Hackney Carriage and Private Hire Licence	n/a	New condition - The Licensee shall establish a Customer Service and Complaints policy and shall take all reasonable steps to record and fully investigate any complaints, ensuring a record is kept of the following information;	21	83

Conditions		<p>a.The name, contact details of complainant and date Hackney Carriage and Private Hire Licence Conditions complaint received</p> <p>b.The date, time and details/nature of the complaint</p> <p>c.The name of the driver (and Badge number) or member of staff, to which the complaint relates</p> <p>d.Details of the investigation carried out</p> <p>e.All records shall be retained for 12 months</p> <p>f.The format of the complaints register shall be maintained in a manner prescribed by the Council;</p> <p>g.Details of when and how complaint forwarded to the Council (if applicable)</p> <p>h. Any action taken as a result of the complaint</p>		
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Customer Service and Complaints policy and complaint records shall be made available on request to an Authorised Officer or police.	21	83
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - Any records relating to complaints shall be kept in hard copy or on computer. If kept in hard copy they must be in a bound book with consecutively numbered pages	21	83
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Licensee shall ensure that they notify any complainant of their right to forward their complaint to the Council.	21	84
Hackney Carriage and Private Hire Licence Conditions	n/a	<p>New condition - If the Licensee receives a complaint concerning any of the below matters the Operator must inform the Council in writing upon within 72 hours of receiving the complaint, including the name and contact details of the complainant, the nature of the complaint, the name and badge number of a driver, the vehicle details:</p> <ul style="list-style-type: none"> - Sexual misconduct, sexual harassment or inappropriate sexual attention; - Racist behaviour; 	21	84

		<ul style="list-style-type: none"> - Violence; - Dishonesty; - Theft; - Breaches of equality; - A driver's behaviour or conduct towards a vulnerable passenger; - Report of poor and/or dangerous driving; - A driver being under the influence of alcohol and/or any other drug (illegal or medicinal); - A refusal of a passenger with a wheelchair or an assistance dog. 		
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Licensee shall ensure that customers can speak to a person in the event of a complaint or problem with the journey.	21	84
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition - The Licensee shall forward any changes to its Customer Service and Complaint Policy to the Council in writing at least 7 working days prior to the change taking effect.	21	84
Hackney Carriage and Private Hire Licence Conditions	n/a	The Licensee shall disclose any information they consider could impact on a driver or vehicle proprietors suitability to hold a licence to the Council, in respect of complaints, conduct or offences within one working day of the Licensee being in receipt of this information.	21	84
Hackney Carriage and Private Hire Licence Conditions	n/a	The Licensee shall have in place a Training Policy for all people working on behalf of the Operator which includes details of the training provided for all employees or those working on behalf of the Licensee.	n/a	84
Hackney Carriage and Private Hire Licence Conditions	n/a	The Training policy and evidence of training shall be made available to an Authorised Officer when requested, and provided on application, including renewals. The Licensee shall forward any changes to the Training Policy to the Council at least 7 days prior to the change taking effect.	n/a	84
Hackney	n/a	The Licensee shall not cause or allow to be caused any	n/a	84

Carriage and Private Hire Licence Conditions		nuisance or annoyance to the owners or occupiers of nearby premises, by the conduct of the business to which this Licence relates. This includes, but is not limited to multiple vehicles being parked in residential areas, vehicle engines being left running for long periods of time, vehicles leaving and returning to premises at unsociable hours and vehicles being maintained or serviced.		
Hackney Carriage and Private Hire Licence Conditions	n/a	New condition required as per standard: ' The use of a driver who holds a PCV licence and the use of a public service vehicle (PSV) such as a minibus to undertake a private hire vehicle booking should not be permitted without the informed consent of the booker.	34	85
Hackney Carriage and Private Hire Driver Conditions	Private Hire drivers licence The Licensee shall ensure that The Council is notified in writing by close of business on the following working day of the happening of any of the following events; 21.1. The Licensee receiving a simple or conditional caution or being convicted of any criminal offence; 21.2. The Licensee being bound over by any court; 21.3. The Licensee being arrested or interviewed in connection with investigations into allegations of offences of the following type – 21.3.1. Any offence involving an allegation of dishonesty, indecency or violence; 21.3.2. Any offence involving an allegation of a failure to comply with the Relevant Legislation ; 21.3.3. Any offence arising out of the use or keeping of any motor vehicle; 21.3.4. Any offence which on conviction may result in a term of imprisonment; 21.4. any material change in the circumstances of The Licensee where a material change is one that would require The Licensee to provide different information on	Revised condition relating to licensee being arrested. The Licensee shall ensure that The Council is notified in writing by the next working day of the happening of any of the following events; 1.1. The Licensee being arrested or interviewed in connection with investigations for any offence ; 1.2. any material change in the circumstances of The Licensee where a material change is one that would require The Licensee to provide different information on application to The Council than has been provided in connection with the most recent application for a Private Hire Vehicle Driver's Licence made by The Licensee , including, by way of example, a change of address, change of name, change of employer or business, and diagnosis of a medical condition. 1.3. The imposition of any penalty points upon the DVLA Licence held by The Licensee .	10	88

	<p>application to The Council than has been provided in connection with the most recent application for a Private Hire Vehicle Driver's Licence made by The Licensee, including, by way of example, a change of address, change of name, change of employer or business, and diagnosis of a medical condition.</p> <p>The imposition of any penalty points upon the DVLA Licence held by The Licensee.</p>			
Hackney Carriage and Private Hire Vehicle Conditions	<p>Hackney Carriage vehicles</p> <p>Licensed Vehicles shall be inspected (for both MOT and safety /cosmetic testing⁵ as specified by The Council) at least once a year at a place specified by The Council. Where more than eight years has elapsed from the Relevant Date such inspection shall occur every six months.</p>	<p>Condition revised relating to MOT testing</p> <p>Licensed Vehicles shall on initial application be of such standard and condition so as to have passed the vehicle safety cosmetic test including an MOT as specified by the Council. Vehicles shall be maintained to such standard and condition whilst the vehicle remains licensed. s. Where more than eight years has elapsed from the Relevant Date such inspection shall occur every six months.</p>	n/a	89
Hackney Carriage and Private Hire Vehicle Conditions	n/a	<p>New condition relating to frequency of MOT testing</p> <p>On subsequent applications vehicles should be inspected every twelve months as a placed specified by the Council. This inspection will include the vehicle safety cosmetic test including the MOT as set by the Council.</p>	n/a	89
Hackney Carriage and Private Hire Vehicle Conditions	<p>Hackney Carriage vehicle</p> <p>The Licensed vehicle shall ...</p> <p>carry and maintain in good condition, a fire extinguisher that accords with that specified in the current vehicle specification such extinguisher to be kept in a readily accessible position to facilitate its use if required;</p>	Removed.	n/a	n/a
Hackney	Hackney Carriage vehicle licences	Revised condition relating to the licensee being arrested.	10	92

<p>Carriage and Private Hire Vehicle Conditions</p>	<p>The Licensee shall ensure that the Council is notified in writing by close of business on the following working day of the happening of any of the following events</p> <p>11.1. The Licensee receiving a simple or conditional caution or being convicted of any criminal offence;</p> <p>11.2. The Licensee being bound over by any court;</p> <p>11.3. The Licensee being arrested or interviewed in connection with investigations into allegations of offences of the following type-</p> <p>11.3.1. any offence involving an allegation of dishonesty, indecency or violence;</p> <p>11.3.2. any offence involving an allegation of a failure to comply with the Relevant Legislation;</p> <p>11.3.3. any offence arising out of the use or keeping of any motor vehicle;</p> <p>11.3.4. any offence which on conviction can result in a term of imprisonment</p>	<p>The Licensee shall ensure that The Council is notified in writing by the next working day of the happening of any of the following events;</p> <p>1.1. The Licensee being arrested or interviewed in connection with investigations for any offence ;</p> <p>1.2. any material change in the circumstances of The Licensee where a material change is one that would require The Licensee to provide different information on application to The Council than has been provided in connection with the most recent application for a Private Hire Vehicle Driver's Licence made by The Licensee, including, by way of example, a change of address, change of name, change of employer or business, and diagnosis of a medical condition.</p>		
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