

Appendix B – Table of Proposed Changes to Taxi Policies

	Bristol City Council current policy	Proposed policy	Page 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	3-6
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	Removed due to these sections being out of date.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	Age Limit Policy	Proposed policy – reworded to be clearer – no change to age		7

Carriage Vehicle Policy	<p>Current policy:</p> <p>4. Any vehicle first registered between 1st January 2011 and 31st August 2015 can be relicensed until 10 years from date of first registration.</p> <p>5. Any vehicle first registered after 1st September 2015 can be licensed until 12 years from the date of first registration.</p> <p>6. Any Electric LEVC (London Electric Vehicle Company) produced purpose built Hackney Carriage vehicle can be licensed until 15 years from the date of first registration.</p>	<p>limit:</p> <p>4. Any vehicle first registered on or before 31st August 2015 can be relicensed until 10 years from date of first registration.</p> <p>5. Any vehicle first registered on or after 1st September 2015 can be licensed until 12 years from the date of first registration.</p> <p>6. Any Electric LEVC (London Electric Vehicle Company) produced purpose built Hackney Carriage vehicle can be licensed until 15 years from the date of first registration.</p>		
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 –</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>Vehicle Testing - wording of the test amended to make the requirement clearer and added vehicles to be maintained. to:</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	8
Hackney Carriage Vehicle Policy	<p>Write off –</p> <p>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 “</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</p>	n/a	9

		confirmed by the insurance company.”		
Hackney Carriage Vehicle Policy	n/a	Seating - New requirement stating no alterations: Any alteration to the seating configuration or capacity of a vehicle is not permitted.	n/a	9
Hackney Carriage Vehicle Policy	n/a	New requirement relating to electronic payments: Electronic Payments 19. All Hackney carriages must have an electronic payment facility to accept debit/credit card and contactless payments. 20. The electronic payment device must be kept in the vehicle, be fully operational and available for immediate use at all times the vehicle is being used for public hire, or hire and reward (including whilst standing or plying for hire). 21. All Hackney carriages must display signage that is prominently on view to prospective passengers that states contactless card payments are accepted. 22. No additional costs as a result of card payments may be passed onto the passenger.	n/a	9
Hackney Carriage Vehicle Policy	n/a	New requirements relating to basic disclosures for all vehicle proprietors and certificates of good character. 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.	23 and 29 and	10

		<p>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.</p> <p>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 language other than English, 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	New requirement – English proficiency – The Council will have the right to require applicants and licence holders to undertake and pass 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/applicants expense.	28	10
Hackney Carriage Vehicle Policy	Appendix A – Hackney carriage Cab Accessible Design Standards Approved by Bristol Physical Access Chain (BPAC) Review status Column – Currently states:	Proposal – to remove all information in italics (other requirements to remain) Suitability of vehicles, and appropriate dimensions, will continue to be reviewed at each policy review and if any		11

	<p>Internal roof to floor height - Floor – door lintel 1320mm <i>Must be reviewed at least biannually to achieve recommended target of 1625mm</i></p> <p>External Floor (at interval level) to ground height 540mm (maximum) <i>Must be reviewed at least biannually to achieve recommended target of 380mm maximum</i></p> <p>Seat height from floor 380mm <i>Must be reviewed at least biannually to achieve recommended target of 450</i></p> <p>Space for wheelchair measures – L x W 1200mm x 800mm <i>Must be reviewed at least biannually to achieve recommended target of 1300mm x 1340mm</i></p> <p>Taxi meter visible from rear passenger seat Display must be clearly visible facing forward <i>Future consideration must be given to additional display for passengers facing to the rear and to audible</i></p>	concerns are raised.		
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>	Removal as no longer applicable	n/a	n/a

	<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 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>Age limits:</p> <p>Current policy:</p> <p>3. Any vehicle first registered between 31st March 2008 and 31st December 2010 will not be licensed after 10 years from the date of first registration.</p> <p>4. Any vehicle first registered between 1st January 2011 and 31st August 2015 can be relicensed until 10 years from date of first registration.</p> <p>5. Any vehicle first registered after 1st September 2015 can be licensed until 12 years from the date of first registration.</p>	<p>Reworded to make clearer – no change to age limits:</p> <p>4. Any vehicle first registered on or before 31st August 2015 can be relicensed until 10 years from date of first registration.</p> <p>5. Any vehicle first registered on or after 1st September 2015 can be licensed until 12 years from the date of first registration.</p>		12
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>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>	n/a	12-13

	<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>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>		
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 date.</p>	Removed as advice is now for drivers to vacate their vehicle	n/a	n/a
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	13
Private Hire Vehicle Specification	<p>Write offs</p> <p>Any vehicle written off may be replaced with another vehicle</p>	<p>Expanded to include existing arrangements:</p> <p>Any vehicle written off may be replaced with another vehicle</p>	n/a	13

	provided it is not older than the written off 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		
Private Hire Vehicle Specification	Alterations 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.	Amended to: Any alteration to the seating configuration or capacity of a vehicle is not permitted.	n/a	14
Private Hire Vehicle Specification	n/a	If considering the evidence members determine it appropriate to relax the tint requirements amended wording suggested as follows: Tints – Amendment to existing requirements for tints which are in Inspection Standards. 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. 14.Tinted films or glass applied retrospectively to the vehicle windows are not permitted.	n/a	14
Private Hire Vehicle Specification	n/a	Fit and Proper - New requirement relating to basic disclosures and certificate of good character 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	23 and 29	14-15

		<p>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 apply to that country. The cost of certificates of good character (or similar) are to be met by the applicant in full.</p>		
Private Hire Vehicle Specification	n/a	<p>Language proficiency introduction of requirement:</p> <p>The Council will have the right to require applicants and licence holders to undertake and pass 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/applicants expense.</p>	28	15
Inspection Standards	Fitness standard for vehicles	Removal of reference to the VOSA. Replaced with DVSA	n/a	19
Inspection Standards	Fitness standard for vehicles Current wording	<p>Amended to reflect change in title of DVSA document</p> <p>This guide provides additional testing requirements to those in the MOT Inspection Manual and all HC and PHV must be</p>	n/a	19

	This guide provides additional testing requirements to those in the MOT Inspection Manual and all HC and PHV must be maintained to no less than the standards set out in the DVSA publication "MOT Inspection Manual – Car and Light Commercial", ISBN 0-9549239-0-1	maintained to no less than the standards set out in the DVSA publication "MOT inspection manual: cars and passenger vehicles"		
Inspection Standards	Section 4 – Body and Structure 4.1 Vehicle Body and Condition – (Exterior	Addition of the requirement for no smoking signs to be a minimum of 70mm x 70mm in size to ensure visibility. Amendment to read: m. Lack of clearly displayed or omission of 'No Smoking' signs a minimum of 70mm x 70mm in size.	n/a	20
Inspection Standards	Inspection Process	Removal of reference to the VOSA. Replaced with DVSA	n/a	22
Inspection Standards	Contents page n/a – new provision	New provision to ensure only licensed drivers drive licensed vehicles. Note: Where a licensed vehicle is presented for inspection the driver must produce their valid Bristol City Council private hire or Hackney carriage driver licence at the time of the appointment. Failure to produce a valid licence will result in the inspection being cancelled. The inspection fee will be forfeit.	n/a	23
Inspection Standards	Contents page: Current wording: All HC and PHV must be maintained to no less than the standards set out in the DVSA publication "MOT Inspection Manual – Car and Light Commercial", ISBN 0-9549239-0-1.	Amended to reflect change in title of DVSA document All HC and PHV must be maintained to no less than the standards set out in the DVSA publication "MOT inspection manual: cars and passenger vehicles.		
Inspection Standards	Contents page	Addition of heading: 7.7 Warning lights Previously missing from document.	n/a	24
Inspection Standards	Current policy: 1.3 Stop Lamps – High Level Stop Lamps	Proposal to remove the loophole where if the lamp is not connected or there is doubt over whether it is connected that it does not need to be tested. High level stop lamps have been fitted on vehicles for some time and are a long	n/a	24-25

	<p>Any additional stop lamps fitted and connected must be tested. Where high level stop lamps are fitted and there is doubt as to whether they are connected, the benefit of this doubt should be given to the presenter.</p> <p>Check the high level stop lamp where fitted:</p> <p>a. Is not obscured, and is not obviously incorrectly positioned. b. At least 50% of the lamp must be visible from the rear.</p> <p>Reason For Rejection</p> <p>High Level Stop Lamp</p> <p>a. Obscured or obviously incorrectly positioned. b. More than 50% of the lamp not working or obscured.</p>	<p>established safety improvement. It should be mandatory that they are connected and working.</p> <p><i>1.3 Stop Lamps – High Level Stop Lamps</i></p> <p><i>Any additional stop lamps fitted must be tested.</i></p> <p><i>Check the high level stop lamp where fitted:</i></p> <p><i>a. Is not obscured, and is not obviously incorrectly positioned.</i> <i>b. At least 50% of the lamp must be visible from the rear.</i></p> <p><i>Reason For Rejection</i></p> <p><i>High Level Stop Lamp</i></p> <p><i>a. Obscured or obviously incorrectly positioned.</i> <i>b. More than 50% of the lamp not working or obscured.</i></p>		
Inspection Standards	Section 7 Additional Requirements	<p>Addition of new section “7.8”. To be included in contents page and main body of standards as below:</p> <p><i>“7.8 Vehicle Registration Marks</i></p> <p><i>Vehicle Registration Marks must conform to the Regulations applicable to that vehicle.</i></p> <p><i>Reason for rejection</i> <i>Vehicle registration does not comply”</i></p> <p>This addresses those plates which display graphics and formats which are not permitted.</p>	n/a	40
Inspection Standards	Appendix A section 8.2 and Section 8 ancillary equipment	<p>Removed fire extinguisher no longer required</p> <p>Removed inspection of first aid kit (if present) requirement</p>	n/a	n/a
Inspection Standards	Section 8 Ancillary equipment	Reference to inches removed in respect of measurements	n/a	n/a

Inspection Standards	n/a	<p>Section 8.3 Card payment facility added: Method of Inspection</p> <p>Method of Inspection</p> <p>a. Check that the electronic payment signage is affixed</p> <p>Reason for rejection</p> <p>a. Signage not displayed which states that contactless card payments are accepted. Signage must be displayed in such a position that it is prominently on view to prospective passengers i.e. visible from the exterior of the vehicle.</p>	n/a	41
Private Hire Vehicles - Exemption from requirement to display Vehicle Identification Policy	<p>Private Hire Vehicles - Exemption from requirement to display Vehicle Identification Policy</p> <p>Current condition</p> <p>i. All licence plates shall be displayed at all times unless the vehicle is being used for executive type work including weddings.</p>	<p>Proposed condition:</p> <p>Exemptions are generally only granted to vehicles that do at least 75% executive work. Many vehicles to which an exemption applies do 100% executive work. To require these vehicles to display the licence plates at all times executive work is not being undertaken (i.e. for social and domestic use, when not carrying a fare) seems disproportionate.</p> <p>I. When the vehicle is being used for non-executive private hire work the licence plates must be displayed</p>	n/a	48
Fit & Proper Person Policy	<p>Enhanced DBS Check</p> <p>An enhanced DBS check, or future equivalent as specified by the Licensing Manager, must be completed through the Licensing Team.</p> <p>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 ready to be issued.</p> <p>b. Existing licensees must supply a new enhanced DBS certificate (completed through the Council's Licensing</p>	<p>Enhanced DBS check requirements updated to include DBS update service and impact on pending applications and existing licences.</p> <p>1. All applicants and drivers shall be required to undertake the following steps:</p> <p>a. An enhanced DBS certificate, or future equivalent, must be provided to the satisfaction of the Licensing Team.</p> <p>b. The applicant must subscribe to the DBS Update Service , 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</p>	8	51-52

	<p>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 licensee's 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>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 licensee's 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 applicant's 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 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</p>	23	52

		<p>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	54
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 undertake and pass 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 undertake and pass this test. Such a test will be completed the licensees/applicants expense.</p>	28	54
Fit & Proper Person	Expired Licences:	Requirements updated to:	n/a	54

<p>Policy</p>	<p>In the event a private hire or Hackney carriage driver licence expires the following applies:</p> <p>Application Date Requirement from applicant</p> <p>Up to seven days after expiry Of the previous licence*</p> <ol style="list-style-type: none"> 1. Complete application form for grant of a licence. 2. Pay an application fee in addition to the yearly licence fee <p>Between seven days and up To six months after expiry Date*</p> <ol style="list-style-type: none"> 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 <p>Between six months and up to twelve months after expiry Date*</p> <ol style="list-style-type: none"> 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. <p>The licence can only be Issued on return of a Satisfactory result</p> <p>12 months and over from Expiry*</p> <p>TREAT AS NEW APPLICANT</p> <p>*Where an expired licence is being renewed by a driver 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.</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>		
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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, interviewed, charged, reported for summons or receiving a postal requisition in connection with any motoring or criminal offence. 3. Receiving any out of court disposal including formal warnings, community resolutions, restorative justice education and awareness courses, community protection warnings and notices or fixed penalty notices. <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	56
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 	39	55-60

		<p>methods of disposal</p> <ul style="list-style-type: none"> - 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. <p>- Appendices – 1, II, III, IV, V, VI deleted</p>		
Private Hire Operator Policy	n/a	<p>Draft policy approved by Public Safety and Protection Committee in 2020 has been updated in light of statutory standards.</p> <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. 	29-33, 35	65-72

		<ul style="list-style-type: none"> - 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: <p><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></p> <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 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 passenger, if subcontracted the name of the operator, how the booking was made, whether the booking was fulfilled and if not the</p>		
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		<p>reasons why it was not fulfilled.</p> <p>The full policy can be viewed at Appendix A of the committee report.</p>		
Hackney Carriage and Private Hire Licence Conditions	n/a	<p>New section added to clarify that once licensed a vehicle remains licensed and all conditions apply throughout the licence period. Wording as follows:</p> <p>Licensees should note that once a vehicle is licensed as a Hackney carriage or a private hire vehicle that vehicle remains a “licensed vehicle” throughout the period of the licence irrespective of the activity the vehicle is being used for. To clarify all licence conditions apply at all times, even if the vehicle is used for social and domestic use, and only a licensed driver can drive the vehicle at any time.</p>	n/a	73
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	76
Hackney Carriage and Private Hire Licence Conditions	n/a	<p>Addition of definition of Police Officer to include PCSO</p> <p>“Police Officer” means a constable of any rank, and a Police Community Support Officer in Uniform</p>	n/a	76
Hackney Carriage and Private Hire Licence Conditions	<p>Private hire vehicle licence condition 5:</p> <p>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</p>	<p>Changed to :</p> <p>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.</p>	n/a	77
Hackney Carriage and Private Hire	<p>Private hire vehicle licence condition 7.1.1:</p> <p>7.1.1. there is displayed on the Licensed Vehicle a current</p>	<p>Changed to</p> <p>7.1.1. the excise duty for the Licensed Vehicle is current;</p>	n/a	77

Licence Conditions	excise licence as required by law;			
Hackney Carriage and Private Hire Licence Conditions	Private hire vehicle licence condition 7.1 7.1. there is in force in relation to the user of the vehicle as a Private Hire Vehicle a policy of insurance complying with the requirements of part VI of the Road Traffic Act 1972 and shall produce for inspection the original certificate of such insurance immediately upon the request of an Authorised Officer or Police Officer. (Please note that the condition requires production of the original certificate. Photocopies or faxed copies are not acceptable.)	Changed to 7.1 there is force a policy of insurance covering the use of that vehicle as a private hire vehicle / Hackney carriage complying with the relevant legislation, and the driver and Proprietor of the vehicle shall produce for inspection proof that such insurance is currently held immediately on request of an Authorised Officer or Police Officer	n/a	77
Hackney Carriage and Private Hire Licence Conditions	Private Hire Vehicle Conditions 7.9. No video recording system is used within The Licensed Vehicle unless the Council's written permission is first obtained and where such permission is granted then; 7.9.1. No audio recording must take place and 7.9.2. A sign must be affixed within The Licensed Vehicle so as to be readily visible to Passengers informing them that video recording is or may be taking place.	7.9. No CCTV system is to be used within The Licensed Vehicle unless all Information Commissioner's Office requirements are adhered to and; 7.9.1. No audio recording must take place 7.9.2. A sign must be affixed within The Licensed Vehicle so as to be readily visible to Passengers informing them that video recording is or may be taking place. 7.10. No dash camera system may be used within The Licensed Vehicle unless all Information Commissioner's Office requirements are adhered to and; 7.10.1. No audio recording must take place 7.10.2. The dash camera system must be outward facing only.	27-29	78-79
Hackney Carriage and Private Hire Licence Conditions	Private Hire Vehicle current condition: 7.11.6. have a spare wheel and tyre which should be maintained in such a condition as to render it suitable for lawful use on a road and have the tools for the changing of such a spare wheel and tyre;	Proposed condition – To reflect the fact that many vehicles are not supplied with spare tyres 7.11.6. have a spare wheel and tyre which must be maintained in such a condition as to render it suitable for lawful use on a road and have the tools for the changing of such a spare wheel and tyre; 7.11.6.1. Where a vehicle was supplied by the	n/a	79

		<p>manufacturer with a limited mileage emergency use only tyre condition 7.11.6 does not apply. In this instance the emergency use must be maintained in such a condition as to render it suitable for lawful use on a road and have the tools for the changing of such a spare wheel and tyre</p> <p>7.11.6.2. Where a vehicle was supplied by the manufacturer with an emergency tyre inflation kit then condition 7.11.6 does not apply. In this instance an emergency tyre inflation kit must be kept in the vehicle at all times in a usable condition.</p>		
Hackney Carriage and Private Hire Licence Conditions	<p>Private Hire vehicle licence condition:</p> <p>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.</p>	Removed	n/a	n/a
Hackney Carriage and Private Hire Licence Conditions	n/a	<p>Private Hire Vehicle Licence - New condition relating to tints</p> <p>9. Tinted films or glass applied retrospectively to the Licensed Vehicle windows are not permitted</p>	n/a	79
Hackney Carriage and Private Hire Licence Conditions	<p>Private Hire Vehicle Licence</p> <p>Current condition</p> <p>9. Employment</p> <p>9.1. On or before the grant of a licence (and prior to receipt of Licence Plates) the Licensee shall state the Operator(s) with whom he/she will work (where work includes that work arising from the relationship of employer/employee and/or from any other arrangement under which The Licensee secures work or obtains or is entitled to receive any income in consequence of any bookings made through the Operator or his operating business) and will produce written confirmation from the Operator(s) as to that fact;</p>	<p>Proposed condition. Correction of numbering error and removing requirement for written confirmation from PHO. This if already covered by PHO licence conditions</p> <p>11. Employment</p> <p>11.1. On or before the grant of a licence (and prior to receipt of Licence Plates) the Licensee shall state the Operator(s) with whom he/she will work (where work includes that work arising from the relationship of employer/employee and/or from any other arrangement under which The Licensee secures work or obtains or is entitled to receive any income in consequence of any bookings made through the Operator or his operating business);</p>	n/a	80

	<p>9.2. The Licensee shall report any change in the details provided pursuant to condition 9.1 above by notifying The Council by close of business on the next working day following any change and shall forthwith take all steps necessary to comply with the requirements of condition 9.1 relating to written confirmation;</p> <p>9.3. The Licensee shall ensure that The Licence or a certified copy of it is provided forthwith to any Operator required to be notified to The Council pursuant to the provisions of condition 9.1 and 9.2 and The Licensee shall not retrieve any document so provided whilst any arrangements to work with that Operator remains current.</p>	<p>11.2. The Licensee shall report any change in the details provided pursuant to condition 11.1 above by notifying The Council by close of business on the next working day following any change;</p> <p>11.3. The Licensee shall ensure that The Licence or a certified copy of it is provided forthwith to any Operator required to be notified to The Council pursuant to the provisions of condition 11.1 and 11.2 and The Licensee shall not retrieve any document so provided whilst any arrangements to work with that Operator remains current.</p>		
<p>Hackney Carriage and Private Hire Licence Conditions</p>	<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</p>	<p>Revised condition in terms of notification and revised condition to ensure the Council is notified about incidents involving the vehicle/driver which do not result in damage. For example, if a passenger was injured but no damage to the vehicle occurred.</p> <p>Change of circumstances</p> <p>13. 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>13.1. The Licensee receiving a simple or conditional caution, being convicted of any criminal or motoring offence, or receiving any out of court disposal including formal warnings, community resolutions, restorative justice education and awareness courses, community protection warnings and notices or fixed penalty notices;</p> <p>13.1.2 being bound over by any court;</p> <p>13.2.3 being arrested or interviewed in connection with investigations into allegations for any offence</p> <p>13.2. 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</p>	10	80

	<p>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;</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>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, or change of employer or business;</p> <p>13.3. any accident or incident resulting in damage to the Licensed Vehicle, or by the use of that Licensed Vehicle any damage caused to another vehicle, or of any injury caused to any person by the use of the Licensed Vehicle</p> <p>13.4. 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 entitled to require the vehicle to undergo a further inspection.</p> <p>13.5. 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 seat alteration</p> <p>Any alteration to the seating configuration or capacity of a vehicle is not permitted.</p>	n/a	81
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>14. 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	81
Hackney Carriage and Private Hire Licence	<p>Current Private Hire Operator Licence Conditions (in full) set out below.</p> <p><u>All below conditions to be removed and replaced</u></p>	<p>Proposed new Private Hire Operator Licence Conditions (in full)</p> <p>1. The Licensee shall be not less than 18 years of age.</p>	29-31	82-89

<p>Conditions</p>	<p>The definitions and common conditions contained at General conditions section pages 5 to 7 including this appendix are incorporated into these conditions.</p> <p>2. Insofar as is necessary to give effect to these conditions, the Vehicle Specification shall be incorporated into these conditions.</p> <p>3. The Licensee shall be not less than 183 years of age.</p> <p>4. 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>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><i>It is important that Licensees note the need to record bookings contemporaneously in the register. The practice of copying up at a later stage from dockets or some other ad hoc system is contravention of this conditions. Such a contravention renders the condition of little or no effect in terms of issues of great importance to the Council such as enforcement and protection of the public – and indeed the protection of drivers from whom, for example, evidence of a proper booking can be imperative in answering an allegation of plying for hire. Contravention therefore renders the Licensee liable to enforcement action, which in appropriate circumstances could result in the suspension or</i></p>	<p>Private Hire Operator records</p> <p>2. 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 2.2 The date and time on which the booking is made and if different, the date of the proposed journey; 2.3 The name of the hirer, and their contact details such as an address, phone number or e-mail and the name of the lead passenger if different from the Hirer; 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>3. The register of bookings shall be retained at the Premises for at least 12 months from the date of last entry.</p> <p>Note: The register must be updated contemporaneously and in writing before the commencement of each journey. The practice of copying up at a later stage from dockets or some other ad hoc system is contravention of these conditions.</p>		
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	<p><i>revocation of the Licence.</i></p> <p><i>The form of register usually agreed will either be in the form of a bound book or where satisfactory arrangements are made for inspection, etc. may take the form of a computerized booking system. In the latter case it will generally be expected that the recorded are capable of being readily printed and produced on demand to an authorized officer or constable and of course the records will need to be properly backed up so as to ensure compliance with the provision of governing retention. This guidance note also applies to other registers required to be kept in accordance with the conditions governing this Licence.</i></p> <p>5. 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 in which register shall be entered, in writing the following particulars of each Vehicle under his control –</p> <p>5.1. make; 5.2. registration number; 5.3. Licence number; 5.4. Proprietor; 5.5. date control commenced and 5.6. date upon which control ceased.</p> <p>6. 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> <p>6.1. name; 6.2. badge number; 6.3. date driver commenced working for the Licensee;</p>	<p>Contravention renders the Licensee liable to enforcement action, which in appropriate circumstances could result in the suspension or revocation of the Licence.</p> <p>This guidance note also applies to other registers required to be kept in accordance with the conditions governing this Licence.</p> <p>Where the booking register is a record book it shall be a suitable hardback book which has consecutive page numbers. All entries shall be clearly and easily legible, with no line spaces or blank pages.</p> <p>4. Where the register is a computerised booking system the records shall be capable of being readily printed and produced on demand to an Authorised Officer or Police Officer. Computerised records shall be properly backed up so as to ensure compliance with the provision of governing retention.</p> <p>5. 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.</p> <p>6. The Licensee shall maintain and keep an up-to-date a register containing the following information: 6.1 Name, date of birth and home address of every Private Hire Driver operated by them; 6.2 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; 6.3 Any call sign/codes allocated to each Private Hire Driver; 6.4 The date the driver commenced and ceased carrying out bookings on behalf of the Licensee (if applicable); 6.5 Name and home address of the proprietor of every</p>		
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	<p>6.4. date driver ceased working for the Licensee</p> <p>7. 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>8. 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>9. 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.</p> <p>10. The Licensee shall take all necessary steps to ensure that all vehicles and drivers with whom s/he works as an Operator within the Controlled District are properly licensed by The Council and shall not Operate in respect of any vehicle unless satisfied that both driver and vehicle have</p>	<p>Private Hire Vehicle working on behalf of the Licensee;</p> <p>6.6 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.</p> <p>6.7 The date the Private Hire Vehicle commenced and ceased being used for carrying out bookings on behalf of the Licensee;</p> <p>This register must be made immediately available for inspection on demand by any authorised Officer or Police Officer.</p> <p>7. For every Private Hire Driver and Private Hire Vehicle working on behalf of the Licensee the following shall be kept and maintained;</p> <p>7.1 A copy of the drivers current Private Hire Drivers licence ;</p> <p>7.2 A copy of the drivers current Private Hire Drivers badge;</p> <p>7.3 A copy of photographic proof of identification ;</p> <p>7.4 A copy of the current Private Hire Vehicle licence;</p> <p>7.5 A copy of the Private Hire Vehicles current MOT certificate;</p> <p>7.6 A copy of the Private Hire Vehicles current vehicle safety cosmetic test;</p> <p>7.7 A copy of the Private Hire Vehicles current insurance certificate or cover note in respect of the driver using the Private Hire Vehicle;</p> <p>7.8 A copy of the Taximeter calibration certificate, where appropriate;</p> <p>8. Where the licensed Private Hire Vehicle register is paper based it shall be in the form of a bound book.</p> <p>9. 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</p>		
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	<p>been and remain so licensed.</p> <p>11. 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.</p> <p>12. 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.</p> <p>13. The Licensee shall ensure that any premises to which the public have access for booking or waiting is kept clean, has sufficient seating and is adequately heated, ventilated and lit.</p> <p>14. The possession or use of radio scanner equipment is prohibited in the premises from which the Licensee operates.</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>15.1. The Licensee receiving a simple or conditional caution or being convicted of any criminal offence;</p> <p>15.2. The Licensee being bound over by any court;</p> <p>15.3. The Licensee being arrested or interviewed in connection with investigations into allegations of offences of the following type-</p> <p>15.3.1. any offence involving an allegation of dishonesty, indecency or violence;</p>	<p>Police Officer. Computerised records shall be properly backed up so as to ensure compliance with the provision of governing retention.</p> <p>11. 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 roles for the same duration as booking records are required to be kept.</p> <p>12. 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> <p>13. Any register or records kept by the Licensee shall be immediately made available for inspection by any Authorised Officer or Police Officer 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 Police Officer 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 Police Officer to remove the register for such period as is reasonable in the circumstances to secure the copying of the required documentation.</p> <p>14. The register of Private Hire Drivers and Private Hire Vehicles including documentation shall be retained at the Premises for at least 12 months from the date of last entry.</p> <p>15. The Licensee shall take all necessary steps to ensure that all Private Hire Vehicles and Private Hire Drivers working on behalf of them within the Controlled District are</p>		
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	<p>15.3.2. any offence involving an allegation of a failure to comply with the Relevant Legislation;</p> <p>15.3.3. any offence arising out of the use or keeping of any motor vehicle;</p> <p>15.3.4. any offence which on conviction may result in a term of imprisonment;</p> <p>15.4. 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 more recent application for an Operators Licence made by The Licensee, including, by way of example –</p> <p>15.4.1. any change in the address from which The Licensee operates;</p> <p>15.4.2. any change in the style or title of The Licensee or his business or its trading status;</p> <p>15.4.3. any irregularity that The Licensee believes may exist in respect of the licensing of any vehicle or driver in respect of which s/he Operates;</p> <p>15.5. any circumstances that requires The Licensee to make a register entry pursuant to condition 5.6 and/or 6.4 above.</p> <p>16. The Licensee shall ensure that at the time of passing a booking to a driver the following details are provided –</p> <p>16.1. the name of the Passenger;</p> <p>16.2. the pick-up time and location;</p> <p>16.3. Any special requirement of the passenger;</p> <p>16.4. Any price agreed for the journey;</p> <p>16.5. The destination specified by the Passenger.</p>	<p>properly licensed by the Council and shall not Operate in respect of any Private Hire Vehicle unless satisfied that both the Private Hire Driver and Private Hire Vehicle have been and remain so licensed.</p> <p>16. The Licensee shall take all necessary steps to ensure that all Private Hire Vehicles and Private Hire Drivers working on behalf of them within the Controlled District are properly licensed by the Council and shall not Operate in respect of any Private Hire Vehicle unless satisfied that both the Private Hire Driver and Private Hire Vehicle have been and remain so licensed.</p> <p>Fit and Proper Person test</p> <p>17. 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.</p> <p>18. The Licensee shall not employ or have any person involved in taking bookings, handling booking information or as designated safeguarding lead that does not meet their Fit and Proper Person policy.</p> <p>19. 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</p>		
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		<p>from the date of the checks. These checks shall include a basic disclosure</p> <p>Safeguarding Policy</p> <p>20. 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</p> <p>Service to passengers</p> <p>21. 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 Passengers and that the needs of the passengers are met.</p> <p>22. 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.</p> <p>Premises</p> <p>23. The Licensee shall ensure that any Premises to which the public have access for booking or waiting is kept clean, has sufficient seating and is adequately heated, ventilated and lit.</p> <p>24. The possession or use of radio scanner equipment is prohibited in the Premises from which the Licensee operates.</p>		
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		<p>Bookings</p> <p>25. Private Hire Operators are not permitted to accept telephone bookings made on behalf of a potential passenger by a Private Hire Driver.</p> <p>Information to be provided to the Council</p> <p>26. The Licensee shall notify the Council, in writing, of any proposed change of name of the Licensee and shall await approval in writing from the Council prior to using any new name.</p> <p>27. The Licensee shall ensure that the Council is notified in writing by close of business on the following working day full details of the happening of any of the following events in respect of the Licensee, any individual, company, director or secretary named on the application form or a currently appointed Responsible Person:</p> <p>27.1 receiving a simple or conditional caution, being convicted of any criminal or motoring offence, or receiving any out of court disposal including formal warnings, community resolutions, restorative justice education and awareness courses, community protection warnings and notices or fixed penalty notices;</p> <p>27.2 being bound over by any court;</p> <p>27.3 being arrested or interviewed in connection with investigations into allegations for any offence</p> <p>27.4 any offence arising out of the use or keeping of any motor vehicle;</p> <p>27.5 is refused any type of licence by any other regulatory authority or any such licence is suspended, revoked or refused;</p> <p>27.6 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 more recent application for an Operator's Licence made by</p>		
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		<p>The Licensee, including, by way of example–</p> <p>27.6.1 any change in the address from which The Licensee operates;</p> <p>27.6.2 any change in the style or title of The Licensee or his business or its trading status;</p> <p>27.6.3 any irregularity that The Licensee believes may exist in respect of the licensing of any Private Hire Vehicle or Private Hire Driver in respect of which they Operate;</p> <p>28 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.</p> <p>29 The Licensee shall check any information provided by the Council concerning suspended or revoked licences within 24 hours of receipt.</p> <p>30 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.</p> <p>31 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.</p> <p>32 The Licensee shall ensure that at the time of passing a booking to a driver the following details are provided:</p> <p>32.1 the name of the passenger;</p> <p>32.2 the pick-up time and location;</p> <p>32.3 any special requirement of the passenger;</p> <p>32.4 any price agreed for the journey;</p> <p>32.5 the destination specified by the passenger.</p> <p>32.6 any needs of the passengers</p>		
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		<p>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; - 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. <p>39 The Licensee shall ensure that customers can speak to a person in the event of a complaint or problem with the journey.</p> <p>40 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.</p> <p>41 The Licensee shall disclose any information they consider could impact on a driver or vehicle proprietor's 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.</p> <p>42 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.</p> <p>43 The Training policy and evidence of training shall be</p>		
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		<p>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.</p> <p>44 The Licensee shall not cause or allow to be caused any 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.</p> <p>45 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.</p>		
Hackney Carriage and Private Hire Licence Conditions	<p>Private hire driver conditions</p> <p>Current condition:</p> <p>9. The Licensee shall proceed to the destination by the most direct route, unless otherwise agreed with or requested by the Passenger.</p>	<p>Amendment proposed - The requirement to take the most direct route may be disadvantageous to the customer, especially as a Sat Nav could indicate traffic conditions which make another route more efficient</p> <p><i>9. The Licensee shall proceed to the destination by the most expedient route, unless otherwise agreed with or requested by the Passenger.</i></p>	n/a	90
Hackney Carriage and Private Hire Licence Conditions	<p>Private hire driver conditions</p> <p>Current condition:</p> <p>11. The Licensee shall immediately after the termination of a hiring, or as soon as practicable thereafter, carefully inspect the vehicle for any property that may have been left therein.</p> <p>Property found following such inspection shall forthwith be deposited at any Police Station unless the Passenger has made an alternative arrangement with the Operator. A receipt should be obtained from the Police and The Council</p>	<p>Amendment proposed – The Police no longer generally accept lost property at Police stations.</p> <p><i>11. The Licensee shall immediately after the termination of a hiring, or as soon as practicable thereafter, carefully inspect the vehicle for any property that may have been left therein.</i></p> <p><i>Property found following such inspection shall be dealt with according to the Operator policy for lost property. (For the avoidance of doubt this condition does not apply to any suspicious package, the existence of which must be immediately notified to the Police).</i></p>		90-91

	<p>should be informed by The Licensee of the action taken. (For the avoidance of doubt this condition does not apply to any suspicious package, the existence of which must be immediately notified to the Police).</p>			
<p>Hackney Carriage and Private Hire Licence Conditions</p>	<p>Private hire driver condition</p> <p>12. The Licensee shall at all times when driving the Licensed Vehicle:</p> <p>i) wear in such a position as to be plainly and distinctly visible on the upper torso;</p> <p>ii) and display in the vehicle</p> <p>the drivers identification Badges provided by The Council. The Licensee shall not lend the Identification Badges to any other person or otherwise part with possession of them nor shall s/he cause or permit any other person to use them.</p>	<p>Proposed condition – amendment proposed as whilst driving drivers may risk the lanyard being snagged, injury caused if the airbag deploys and the customer on the back seat being unable to see the badge in any event. Additionally, the driver is required by this section to wear the badge and display the other even when driving the vehicle for SDP purposes</p> <p>12. The Licensee shall whilst working for hire and reward:</p> <p>i) wear the badge in such a position to be plainly and distinctly visible on the upper torso at all times when outside of the vehicle;</p> <p>ii) and display in the vehicle the second badge so as to be distinctly visible and clearly seen by any passengers in the vehicle.</p> <p>12.1 When not engaged in hire and reward work, one badge must always be carried by The Licensee and immediate produced for inspection of request of an Authorised Officer or Police Officer or any other person reasonably requiring it.</p> <p>12.2 The Licensee shall not lend the Identification Badges to any other person or otherwise part with possession of them nor shall s/he cause or permit any other person to use them.</p>	n/a	91
<p>Hackney Carriage and Private Hire Licence Conditions</p>	<p>Private hire driver condition</p> <p>Current condition:</p> <p>13. The Driver's Badges referred to in Condition 13 shall remain the property of the City Council and shall be returned, within three working days, to the Council Licensing Office by The Licensee forthwith upon the</p>	<p>Proposed condition – amendment required to correct incorrect numbering only:</p> <p>13. The Driver's Badges referred to in Condition 12 shall remain the property of the City Council and shall be returned, within three working days, to the Council Licensing Office by The Licensee forthwith upon the happening of any of the following events-</p>	n/a	91

	<p>happening of any of the following events-</p> <p>13.1 the expiry of The Licence;</p> <p>13.2 the revocation or the suspension of The Licence;</p> <p>13.3 The Licensee being disqualified from driving.</p>	<p>13.1 the expiry of The Licence;</p> <p>13.2 the revocation or the suspension of The Licence;</p> <p>13.3 The Licensee being disqualified from driving.</p>		
Hackney Carriage and Private Hire Licence Conditions	<p>Private hire driver condition:</p> <p>16. The Licensee shall maintain a book kept for the purpose a contemporaneous record which shall include at least the following information –</p> <p>16.1. date;</p> <p>16.2. name of Passenger;</p> <p>16.3. time of pick up;</p> <p>16.4. pick up point;</p> <p>16.5. destination;</p> <p>The record shall be made as soon as is safe and practicable following receipt of the booking from the Operator and in any event prior to any contact with the Passenger. If upon arrival at the appointed place the Passenger is not present, the entry should be marked 'no show'. Any departure from the information recorded according to 16.3 and/or 16.5 above should also be recorded.</p> <p>16.6. The Licensee shall retain the records kept pursuant to condition 16 above for a period of not less than twelve months from the date of the last entry in the book and shall produce the records immediately upon the request of an Authorised Officer or a Police Officer.</p>	<p>Proposal to delete condition. Condition is outdated and unnecessary; all information is held by the operator.</p>	n/a	n/a
Hackney Carriage and Private Hire Driver Conditions	<p>Private Hire drivers licence</p> <p>Current condition</p> <p>The Licensee shall ensure that The Council is notified in writing by close of business on the following working day of</p>	<p>Revised condition relating to licensee being arrested.</p> <p>20. 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>	10	92

	<p>the happening of any of the following events;</p> <p>21.1. The Licensee receiving a simple or conditional caution or being convicted of any criminal offence;</p> <p>21.2. The Licensee being bound over by any court;</p> <p>21.3. The Licensee being arrested or interviewed in connection with investigations into allegations of offences of the following type –</p> <p>21.3.1. Any offence involving an allegation of dishonesty, indecency or violence;</p> <p>21.3.2. Any offence involving an allegation of a failure to comply with the Relevant Legislation;</p> <p>21.3.3. Any offence arising out of the use or keeping of any motor vehicle;</p> <p>21.3.4. Any offence which on conviction may result in a term of imprisonment;</p> <p>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 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>	<p>20.1. The Licensee being arrested or interviewed in connection with investigations for any offence;</p> <p>20.2 The Licensee receiving a simple or conditional caution, being convicted of any criminal or motoring offence, or receiving any out of court disposal including formal warnings, community resolutions, restorative justice education and awareness courses, community protection warnings and notices or fixed penalty notices;</p> <p>20.3 The Licensee being bound over by any court;</p> <p>20.4 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 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>20.5 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 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 six</p>	<p>Condition revised relating to MOT testing</p> <p>5. 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</p>	n/a	93

	months.	than eight years has elapsed from the Relevant Date such inspection shall occur every six months.		
Hackney Carriage and Private Hire Vehicle Conditions	n/a	New condition relating to frequency of MOT testing 6. 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.	n/a	93
Hackney Carriage and Private Hire Vehicle Conditions	Hackney Carriage vehicles 8.1.2. there is displayed on the Licensed Vehicle a current excise licence as required by law	Changed to: 8.1.2 the excise duty for the Licensed Vehicle is current	n/a	93
	8.1.1. there is in force in relation to the user of the vehicle as a Hackney Carriage a policy of insurance complying with the requirements of part VI of the Road Traffic Act 1972 and shall produce for inspection the original certificate of such insurance immediately upon the request of an Authorised Officer or Police Officer. (Please note that the condition requires production of the original certificate. Photocopies or faxed copies are not acceptable.)	Changed to 8.1.1. there is force a policy of insurance covering the use of that vehicle as a private hire vehicle / Hackney carriage complying with the relevant legislation, and the driver and Proprietor of the vehicle shall produce for inspection proof that such insurance is currently held immediately on request of an Authorised Officer or Police Officer	n/a	93
Hackney Carriage and Private Hire Vehicle Conditions	Hackney Carriage vehicle The Licensed vehicle shall ... 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;	Removed.	n/a	n/a
Hackney Carriage and Private Hire Vehicle Conditions	Hackney Carriage Condition Current condition 8.8. no video recording system is used within The	Proposed condition 8.8. no CCTV system is to be used within The Licensed Vehicle unless all Information Commissioner's Office requirements are adhered to and;	27-28	94-95

	<p>Licensed Vehicle unless the council's written permission is first obtained and where such permission is granted then-</p> <p>8.8.1. no audio recording must take place and</p> <p>8.8.2. a sign must be affixed within The Licensed Vehicle so as to be readily visible to Passengers informing them that video recording is or may be taking place;</p>	<p>8.8.1. no audio recording must take place</p> <p>8.8.2. a sign must be affixed within The Licensed Vehicle so as to be readily visible to Passengers informing them that video recording is or may be taking place;</p> <p>8.9. No dash camera system may be used within The Licensed Vehicle unless all Information Commissioner's Office requirements are adhered to and;</p> <p>8.9.1. No audio recording must take place</p> <p>8.9.2. The dash camera system must be outward facing only.</p>		
Hackney Carriage and Private Hire Vehicle Conditions	<p>Hackney Carriage conditions</p> <p>Current condition:</p> <p>9.6. have a spare wheel and tyre that should be maintained in such a condition as to render it suitable for lawful use on a road and have tools for the changing of such a spare wheel and tyre;</p>	<p>Proposed condition – To reflect the fact that many vehicles are not supplied with spare tyres</p> <p>9.6. have a spare wheel and tyre which must be maintained in such a condition as to render it suitable for lawful use on a road and have tools for the changing of such a spare wheel and tyre;</p> <p>9.6.1. Where a vehicle was supplied by the manufacturer with a limited mileage emergency use only tyre condition 9.6 does not apply. In this instance the emergency use must be maintained in such a condition as to render it suitable for lawful use on a road and have the tools for the changing of such a spare wheel and tyre.</p> <p>9.6.2. Where a vehicle was supplied by the manufacturer with an emergency tyre inflation kit then condition 9.6 does not apply. In this instance an emergency tyre inflation kit must be kept in the vehicle at all times in a usable condition.</p>	n/a	95
Hackney Carriage and Private Hire Vehicle Conditions	<p>Hackney Carriage conditions</p> <p>n/a</p>	<p>New condition:</p> <p>9.8. Display signage that is prominently on view to prospective passengers that states contactless card payments are accepted.</p>	n/a	95

		<p>9.8.1. Have an electronic payment facility to accept debit/credit card and contactless payments.</p> <p>9.8.2. The electronic payment device must be kept in the vehicle, be fully operational and available for immediate use at all times the vehicle is being used for public hire, or hire and reward (including whilst standing or plying for hire).</p>		
Hackney Carriage and Private Hire Vehicle Conditions	<p>Hackney Carriage 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>Revised condition relating to the licensee being arrested and revised condition to ensure the Council is notified about incidents involving the vehicle/driver which does not result in damage. For example, if a passenger was injured but no damage to the vehicle occurred.</p> <p>Changes of circumstances</p> <p>12. 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>12.1 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>12.2 The Licensee being arrested or interviewed in connection with investigations for any offence;</p> <p>12.3 The Licensee receiving a simple or conditional caution, being convicted of any criminal or motoring offence, or receiving any out of court disposal including formal warnings, community resolutions, restorative justice education and awareness courses, community protection warnings and notices or fixed penalty notices;</p> <p>12.4 The Licensee being bound over by any court;</p> <p>12.5 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</p>	10	96-97

		<p>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>12.6 The imposition of any penalty points upon the DVLA Licence held by The Licensee.</p> <p>12.7 any accident or incident resulting in damage to the Licensed Vehicle, or by the use of that Licensed Vehicle any damage caused to another vehicle, or of any injury caused to any person by the use of the Licensed Vehicle</p> <p>12.8 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>12.9 The sale or acquisition of any Licensed Vehicle.</p>		
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