

## Amendments to Hackney Carriage and Private Hire Licensing Policy 2021

| Reference/Chapter/Paragraph Header             | Amendment                                                                                                                        |
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| <b>Executive Summary</b>                       | Reworded to include reference to National Standards                                                                              |
| <b>List of Appendices</b>                      | Appendix J added – Staying Safe – Guidance for Passengers                                                                        |
| <b>Chapter 1 – Introduction</b>                |                                                                                                                                  |
| Hackney Carriage and Private Hire Licensing    | Number of PH Operators included                                                                                                  |
| Powers and Duties                              | Reference to Statutory Guidance issued by the Department for Transport in July 2020 added (throughout document)                  |
| Implementation and Review                      | Reference to annual performance of policy reviewed added                                                                         |
| Consultation                                   | List of consultees increased                                                                                                     |
| Related Legislation and Strategies             | Reference to Statutory Guidance added                                                                                            |
| <b>Chapter 2 – Vehicles</b>                    |                                                                                                                                  |
| Criminal Record Checks                         | Information added in connection with introduction of Basic DBS criminal record checks for vehicle proprietors                    |
| Decision Making                                | New para inserted re. decision making: Enhanced DBS v Basic DBS                                                                  |
| New Applications and Replacement Vehicles      | Basic DBS certificate added to required documents<br>Information added concerning incomplete applications and grandfather rights |
| Renewal Applications                           | Basic DBS certificate added to required documents                                                                                |
| Transfer of interest                           | Para added re. requirement of any new proprietor to provide a Basic Disclosure of convictions                                    |
| Licence Plate, Windscreen Disc and Door Decals | Decals not to be removed on ad hoc basis                                                                                         |
| <b>Chapter 3 – Drivers</b>                     |                                                                                                                                  |
| Licences                                       | Para on awareness of Child Sexual Abuse and Exploitation added                                                                   |
|                                                | Para added with reference to decision making/threshold of 'fit and proper person' test.                                          |
| DBS process                                    | Para added re. suspension of licence.                                                                                            |
| Manual Certificates                            | Information added on DBS Manual Certificates and requirement of drivers to                                                       |

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|                                                     | provide Annual Declaration of convictions.                                                                                                                                                |
| Referrals to the Disclosure & Barring Service (DBS) | Information added on the Authority making a referral to the DBS and the police following refusal/revocation of driver's licence.                                                          |
| Child Sexual Abuse and Exploitation                 | Para added regarding hackney carriage and private hire licensing regime must protect the vulnerable including children.                                                                   |
| New Applications                                    | DBS Update Service Mandate form added to list of required documents                                                                                                                       |
| Renewals                                            | Para added regarding reminders for renewals being sent.                                                                                                                                   |
|                                                     | DBS Update Service Mandate form added to list of required documents                                                                                                                       |
|                                                     | Evidence provided to confirm subscription to the DBS Update Service added to list of required documents<br>Reference new DBS every 3 years removed due to update service                  |
| Driver Identity Badges                              | New para added regarding issue of 'Dual Identity Badges'                                                                                                                                  |
| <b>Chapter 4 – Operators</b>                        |                                                                                                                                                                                           |
| Requirements and obligations                        | New paras added regarding 'fit and proper person' criteria following issue of Statutory Guidance.                                                                                         |
|                                                     | Para added on additional information applicants/operators must provide.                                                                                                                   |
|                                                     | Para added referencing licence condition to keep a register of all staff that take bookings                                                                                               |
| Criminal Record Checks                              | Reference to operators posing no threat to the public and have no links to serious criminal activity added.                                                                               |
| Booking/Dispatch Staff                              | New information following issue of Statutory Guidance on requirement of operators to maintain register of booking staff and confirmation they have had sight of Basic DBS cert for staff. |
| Application Procedure                               | Separate paras for New Application and Renewal procedures created.                                                                                                                        |
| Renewals                                            | Information added regarding process and required documentation                                                                                                                            |
| Incomplete applications                             | Information added on process.                                                                                                                                                             |
| Use of Passenger Carrying Vehicles/Drivers          | New para added regarding use of Passenger Carrying Vehicles and drivers by operators.                                                                                                     |
| Material Change in Circumstances                    | New para added requiring operators notify the Authority in advance of any proposed changes.                                                                                               |
| Sub-Contracting and Outsourcing Bookings            | New para added on sub-contracting arrangements.                                                                                                                                           |

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| <b>Chapter 5 – Fares</b>                                                                                                       |                                                                                                                                              |
| Additional Tariffs                                                                                                             | New para added regarding additional fares programmed to taximeters.                                                                          |
| <b>Chapter 6 - Fees</b>                                                                                                        |                                                                                                                                              |
| Surrender of Licence Refund Payments                                                                                           | New para added on how refunds are calculated.                                                                                                |
|                                                                                                                                | New para on operator refunds                                                                                                                 |
| <b>Chapter 7 - Convictions, Cautions, Conduct, Fixed Penalties, Community Resolutions &amp; Medical Fitness</b>                |                                                                                                                                              |
| Offences                                                                                                                       | Periods free of conviction changed in line with Statutory Guidance.                                                                          |
| Sexual and Indecency Offences                                                                                                  | Reference to Sex offenders Register and barred lists added.                                                                                  |
| Exploitation                                                                                                                   | Para added with reference to offences relating to abuse, exploitation, grooming etc.                                                         |
| Drug Testing                                                                                                                   | Para added in relation to requirements for drug testing                                                                                      |
| <b>Chapter 8 - Enforcement and Discipline</b>                                                                                  | No amendments                                                                                                                                |
| <b>Chapter 9 - Regulation &amp; Review Committee</b>                                                                           | No amendments                                                                                                                                |
| <b>Chapter 10 - Hackney Carriage Stands</b>                                                                                    | No amendments                                                                                                                                |
| <b>Chapter 11 - Complaints Procedure</b>                                                                                       | No amendments                                                                                                                                |
| <b>Appendices</b>                                                                                                              |                                                                                                                                              |
| <b>Appendix B - Conditions attached to a Hackney Carriage Proprietors Licence and Private Hire Vehicle Proprietors Licence</b> |                                                                                                                                              |
| 15 - Hackney Carriage and Private Hire Licensing Policy                                                                        | Reference to proprietors acting in accordance with the policy added.                                                                         |
| <b>Appendix C – Vehicle Testing Arrangements</b>                                                                               | Inclusion of odometer                                                                                                                        |
| <b>Appendix H - Private Hire Operators Licence Conditions of Licence</b>                                                       | Conditions updated to reflect policy changes above (eg maintaining register of booking staff, Basic DBS for booking staff, use of PCV's etc) |
|                                                                                                                                | Particulars of booking records amended to reflect Statutory Guidance                                                                         |
| <b>Appendix J – Passenger Guidance</b>                                                                                         | New guidance document created.                                                                                                               |
| <b>General</b>                                                                                                                 | Re-numbering of paragraphs                                                                                                                   |

