

Amendments to Hackney Carriage and Private Hire Licensing Policy 2021

Reference/Chapter/Paragraph Header	Amendment
Executive Summary	Reworded to include reference to National Standards
List of Appendices	Appendix J added – Staying Safe – Guidance for Passengers
Chapter 1 – Introduction	
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
Chapter 2 – Vehicles	
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 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
Chapter 3 – Drivers	
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

	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 Reference new DBS every 3 years removed due to update service
Driver Identity Badges	New para added regarding issue of 'Dual Identity Badges'
Chapter 4 – Operators	
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.

Chapter 5 – Fares	
Additional Tariffs	New para added regarding additional fares programmed to taximeters.
Chapter 6 - Fees	
Surrender of Licence Refund Payments	New para added on how refunds are calculated.
	New para on operator refunds
Chapter 7 - Convictions, Cautions, Conduct, Fixed Penalties, Community Resolutions & Medical Fitness	
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
Chapter 8 - Enforcement and Discipline	No amendments
Chapter 9 - Regulation & Review Committee	No amendments
Chapter 10 - Hackney Carriage Stands	No amendments
Chapter 11 - Complaints Procedure	No amendments
Appendices	
Appendix B - Conditions attached to a Hackney Carriage Proprietors Licence and Private Hire Vehicle Proprietors Licence	
15 - Hackney Carriage and Private Hire Licensing Policy	Reference to proprietors acting in accordance with the policy added.
Appendix C – Vehicle Testing Arrangements	Inclusion of odometer
Appendix H - Private Hire Operators Licence Conditions of Licence	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
Appendix J – Passenger Guidance	New guidance document created.
General	Re-numbering of paragraphs

