

Hackney Carriage & Private Hire Licensing Conditions & Procedures Review

Timeframe: Consultation with trade until 13th December 2021

Summary of proposed changes – Statutory Standards	
Section/s	Change
The Purpose of Licensing - Drivers	<p>Addition of a description for the ‘fit and proper’ test.</p> <p>When considering whether an applicant or licensee is fit and proper to pose oneself the following question, ‘Without any prejudice, and based on the information before you, would you allow a person for whom you care, regardless of their condition, to travel alone in a vehicle driven by this person at any time of the day or night?’</p>
Application Process – DBS/Combined Driver’s Licences/Failure to provide information	Requirement to sign up to the DBS online update service to enable the licensing authority to routinely check for new information for all licensed drivers every 6 months.
Application Process – Certificate of good character	Requirement for new applicants to provide a certificate of good character from an overseas embassy when they have lived outside of the UK from the age of 10 years old.
Application Process - NR3 Check	The Borough Council has signed up to the National Register of Refusals and Revocations (NR3 register). This means that when an application for a taxi driver’s licence is refused, or when an existing taxi driver’s licence is revoked, that information will be placed on the register. The details of all new applicants will also be checked against the information held on the register.
Application Process – Operator’s application	A private hire operator must be a ‘fit and proper’ person to hold a licence and is required to provide a basic DBS disclosure upon initial application and annually thereafter. Note: Not required if enhanced disclosure already provided.
Application Process – Vehicle application	A vehicle licence holder must be a ‘fit and proper’ person to hold a licence and is required to provide a basic DBS disclosure upon initial application and annually thereafter. Note: Not required if enhanced disclosure already provided.
Combined Driver’s Licences / Private Hire Operators	Requirement of licence holder to report any convictions, charges, cautions etc within 48 hours.
Private Hire Operators	<p>Additional information required within operator booking information –</p> <ul style="list-style-type: none"> • Vehicle registration number • The name of the individual that responded to the booking request • The name of the individual that despatched the vehicle
Private Hire Operators	Requirement for operators to maintain a register of all non-licensed staff that take bookings or despatch vehicles. The register must contain a record that the operator has had sight of a basic DBS disclosure check for each member of staff.
Private Hire Operators	Operators must have a written process in place to assess previous convictions when employing ex-offenders as non-licensed staff.
Private Hire Operators	Where a PCV (over 8 seat vehicle) is despatched by a private hire operator, the operator must have the informed consent of the hirer to do so. The operator must inform the hirer that the driver of the PCV is subject to different checks than the driver of a private hire vehicle.
Guidelines Relating to the relevance of convictions	Several changes to the length of time an applicant/licence holder should be free of conviction/s.

Summary of other proposed changes	
Section/s	Change
All	General tidy up of existing conditions and wording.
Altered Vehicles	Update to vehicle insurance loss categories in line with Gov changes.
Special event Vehicles	Update to historic vehicle category in accordance with DVLA taxation class.
Combined Driver's Licenses	Removal of requirement to provide and complete a DVLA mandate form and insertion of DVLA check code/online submission.
Immediate Suspension / Revocation	Update to Officer Job Titles.