



**Taxi and Private
Hire Licensing
Policies
and
Associated
Documents**

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SECTION 1

HACKNEY CARRIAGE VEHICLE LICENCE

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CONDITIONS OF LICENCE

SHROPSHIRE COUNCIL

HACKNEY CARRIAGE VEHICLE LICENCE

CONDITIONS OF LICENCE

1. Definitions

- 1.1 “authorised officer” has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.
- 1.2 “the Council” means the Council of Shropshire.
- 1.3 “the proprietor” includes a part-proprietor and in relation to a vehicle which is the subject of a hiring agreement, or hire purchase agreement, means the person in possession of the vehicle under the agreement.
- 1.4 “hackney carriage” has the same meaning as in the Town Police Clauses Act 1847.
- 1.5 “vehicle licence” means in relation to a hackney carriage, a licence under sections 37 to 45 of the Town Police Clauses Act 1847.
- 1.6 “zone” relates to the areas of Shropshire district boundaries prior to the formation of a Unitary Council,

Zone 1: Former District of Bridgnorth

Zone 2: Former District of North Shropshire

Zone 3: Former Borough of Oswestry

Zone 4: Former Borough of Shrewsbury & Atcham

Zone 5: Former District of South Shropshire

2. Applicants

- 2.1 The applicant for a vehicle licence must be the person who is the legal owner of the vehicle concerned and entitled to have the ownership of the vehicle registered under the provisions of Regulation 12 of the Road Vehicles (Registration and Licensing) Regulations 1971 in their own name. Prior to licensing and thereafter, as required, satisfactory evidence must be produced in compliance with this requirement.

3. Vehicles

- 3.1 must:
 - (a) Provide sufficient means by which any person in the carriage may communicate with the driver;
 - (b) Cause the roof or covering to be kept watertight;
 - (c) Provide any necessary windows and a means of opening closing not less than one window on each side. Tinted windows will only be permitted as part of Manufacturers or specialist coachbuilder’s specification. After market tinting will not be permitted.
 - (d) Cause the seats to be properly cushioned or covered;

- (e) Cause the floor to be provided with a proper carpet, mat, or other suitable covering;
 - (f) Cause the fittings and furniture generally to be in a clean condition at the start of business each day and be well maintained and in every way fit for public service;
 - (g) Provide means for securing luggage if the carriage is so constructed as to carry luggage;
 - (h) Provide an efficient fire extinguisher, which complies with the relevant British Standard and a properly equipped first aid box; both to be carried in such a position to be readily available for use.
 - (i) Provide at least three doors for the use of persons conveyed in such vehicle including a separate means of ingress and egress for the driver. Vehicles with tilting passenger seats will be permitted at the discretion of a Licensing Officer.
 - (j) Vehicles over 10 years old would not generally be licensed by the authority but each application would be determined on its own merits. Vehicles licensed prior to 01 April 2009 will continue to be licensed up until 2012.
- 3.2 All vehicles shall meet the Council's fitness requirements and for this purpose will be required to attend a six-monthly inspection (and any other inspection deemed necessary by an authorised officer) at the Council's approved garage. If at that time the vehicle is deemed to be not fit for the purpose of passenger carrying then a notice will be issued and the plate removed. When the vehicle is deemed fit for the purpose of passenger carrying then a re-inspection will take place and the plate replaced. If at such inspection the vehicle has minor faults a time period will be rectified and the vehicle re-inspected. Any mechanically operated ramp would also be tested at the time of each inspection.
- 3.3 To ensure that a trailer used with a Hackney Carriage (when undertaking the licensable activity) is maintained to an appropriate standard, they are required to be inspected annually with the vehicle to which it relates and issued with a plate that relates to the towing vehicle(s). Advice on trailers can be found in the guidance notes for private hire and hackney carriages at appendix B.
- 3.4 In the event of a proprietor failing to present his vehicle for inspection on the appointed day and at the time stated, unless delayed or prevented by sufficient cause approved by the Licensing Officer, may be required to appear before the designated committee who have the power to suspend or revoke the vehicle licence.
- 3.5 The vehicle licence plate provided by the Council shall be displayed at all times and fitted to the rear of the vehicle in such a way as to be clearly visible. (This must be fixed to the outside of the vehicle). Plates should be kept clean on all occasions.
- 3.6 Advertisements, commercial or otherwise, are permitted, subject to the approval of an authorised officer of the Council.
- 3.7 All vehicles will be required to carry a 'TAXI' roof sign.

- 3.8 The Proprietor shall give notice to the Council of any transfer in his interest in the hackney carriage to a person other than the proprietor whose name is specified in the licence. Such notice shall be given in writing within fourteen days specifying the name and address of the person to whom the vehicle has been transferred.
- 3.9 Notification shall be given as soon as reasonably practicable, and in any case with 72 hours of the occurrence, of any accident to a licensed vehicle causing damage materially affecting the safety, performance or appearance of the vehicle, or the comfort or convenience of persons carried therein.
- 3.10 Any authorised officer of the Council or any Constable shall have power at reasonable times to inspect and test the vehicle and to request driver identification and insurance details. A drivers badge, copies of insurance and MOT certificate and a Council test satisfaction notice will be kept in the vehicle at all times.
- 3.11 All vehicles licensed for zone four would be black in colour and be wheelchair accessible.
- 3.12 A hackney carriage vehicle would be restricted to working in one zone only.
- 3.13 Prior approval from the Council is required before installing a CCTV camera in a vehicle, which will need to be provided by a reputable supplier who holds an appropriate Data Protection Licence. All vehicles that are fitted with a device shall have a sign on the outside to alert passengers that images are being collected.

4. Inspection of Documents

- 4.1 Prior to licensing and thereafter, as required, satisfactory evidence must be produced that there is in force for the use of the vehicle a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1972.
- 4.2 The proprietor must ensure that at all times a list is maintained of all licensed drivers authorised under the policy to drive the vehicle and must make such a list available to an authorised officer of the Council or Police Constable at all reasonable times, when so required.

5. Taximeters

- 5.1 The proprietor of a hackney carriage shall cause the same to be provided with a taximeter so constructed, attached and maintained, as to comply with the following requirements, that is to say:-
- (a) The taximeter shall be fitted with a key, flat, or other device, the turning of which will bring the taximeter into action and cause the word 'HIRED' to appear on the face of the taximeter.
- (b) Such key, flat, or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
- (c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in figures clearly legible and free from ambiguity, a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and

take in pursuance of the bylaw in that behalf for the hire of the carriage by distance;

- (d) The word 'FARE' shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
- (e) The taximeter shall be so placed that all the letters and figures on the face thereof shall be at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being illuminated during any period of hiring;
- (f) The taximeter and all fittings thereof shall be so affixed to the carriage with seals and other appliances that it shall be not practicable for any person to tamper with them except by breaking, damaging, or permanently displacing the seals or other appliances.
- (g) The taximeter shall be set to reflect the current table of fares approved by the Council. A lesser fare than that shown on the taximeter at the end of a journey can be charged.

6. Fares

- 6.1 A copy of the Council's current scale of charges shall be clearly displayed in the vehicle at all times.

7. Alterations to Vehicles

- 7.1 No material alteration or change in specification, design, condition or appearance of the vehicle shall be made at any time without the prior approval of the Council.

8. Interior Markings

- 8.1 The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times the number of persons conveyed therein and the number of the licence.

SECTION 2

PRIVATE HIRE VEHICLE LICENCE

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CONDITIONS OF LICENCE

SHROPSHIRE COUNCIL
PRIVATE HIRE VEHICLE LICENCE
CONDITIONS OF LICENCE

1. Vehicles

Vehicles must not seat more than eight Passengers (not including the driver) and:

- (a) Provide sufficient means by which any person in the carriage may communicate with the driver;
- (b) Cause the roof or covering to be kept watertight;
- (c) Provide any necessary windows and a means of opening closing not less than one window on each side. Tinted windows will only be permitted as part of Manufacturers or specialist coachbuilder's specification. After market tinting will not be permitted.
- (d) Cause the seats to be properly cushioned or covered;
- (e) Cause the floor to be provided with a proper carpet, mat, or other suitable covering;
- (f) Cause the fittings and furniture generally to be in a clean condition at the start of business each day and be well maintained and in every way fit for public service;
- (g) Provide means for securing luggage if the carriage is so constructed as to carry luggage;
- (h) Provide an efficient fire extinguisher, which complies with the relevant British Standard and a properly equipped first aid box; both to be carried in such a position to be readily available for use.
- (i) Provide at least three doors for the use of persons conveyed in such vehicle including a separate means of ingress and egress for the driver. Vehicles with tilting passenger seats will be permitted at the discretion of a Licensing Officer.
- (j) Vehicles over 10 years old would not generally be licensed by the authority but each application would be determined on it's own merits. Vehicles licensed prior to 01 April 2009 will continue to be licensed up until 2012.
- (k) To ensure that a trailer used with a private hire vehicle is maintained to an appropriate standard, they are required to be inspected annually with the vehicle to which it relates and issued with a plate that relates to the towing vehicle(s). Advice on trailers can be found in the guidance notes for private hire and hackney carriages at appendix B.
- (l) Private hire vehicles can be any colour except black. Black private hire vehicles licensed prior to 01 April 2009 will continue to be licensed until 2012.

2. Maintenance of Vehicles

- 2.1 The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements (including in particular those contained in Motor Vehicles (Construction and Use) Regulations) shall be fully complied with. Notification shall be given to the Council within 72 hours of the occurrence of any accident to the vehicle. An authorised officer will then, after the vehicle has been inspected decide if the vehicle can continue in service.
- 2.2 All seats and coverings shall be in good condition free from holes or tears.

3. Inspection of Vehicles

- 3.1 All vehicles shall meet the Council's fitness requirements and for this purpose will be required to attend a six-monthly inspection (and any other inspection deemed necessary by an authorised officer) at the Council's approved garage. If at that time the vehicle is deemed to be not fit for the purpose of passenger carrying then a notice will be issued and the plate removed. When the vehicle is deemed fit for the purpose of passenger carrying then a re-inspection will take place and the plate replaced. If at such inspection the vehicle has minor faults a time period will be rectified and the vehicle re-inspected. Any mechanically operated ramp would also be tested at the time of each inspection.

4. Alteration of Vehicles

- 4.1 No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the written approval of the Council at any time while the licence is in force.

5. Identification Plate

- 5.1 The plate identifying the vehicle as a Private Hire Vehicle as issued by the Council and required to be exhibited on the vehicle pursuant to Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976 shall be securely fixed to the outside rear of the vehicle in a conspicuous position and in such a manner as to be easily removable by an authorised Officer of the Council or a constable. Executive style plates would only be permitted in exceptional circumstances at the discretion of the licensing officer.

6. Interior Markings

- 6.1 The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times the number of persons conveyed therein and the number of the licence.

7. Safety Equipment

- 7.1 There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a suitable and efficient fire extinguisher complying with the current BS standard and suitable first aid kit complying with the current BS standard, such equipment to be carried in such a position in the vehicle as to be readily visible or in other suitable position, it must be available for immediate use in the event of an emergency.
- 7.2 Prior approval from the Council is required before installing a CCTV camera in a vehicle, which will need to be provided by a reputable supplier who holds an appropriate Data Protection Licence. All vehicles that are fitted with a device shall have a sign on the outside to alert passengers that images are being collected.

8. Signs and Notices

- 8.1 No sign shall be displayed in, on or from the vehicle which consists of or includes the words "taxi" or "cab" in the singular or plural or "hire" unless the word hire forms part of the company name or any word or similar meaning or appearance to any of these words, whether alone or as part of another word.
- 8.2 No sign affixed or maintained to the roof of the vehicle shall bear anything other than the company name, telephone number of the operator or the logo, approved by the Council.
- 8.3 If directed by the Council there shall be affixed and maintained in a conspicuous position in the vehicle a sign or notice relating to Private Hire Vehicles.
- 8.4 All private hire vehicles will be required to display a sign stating "This vehicle must be pre booked", with the exception of vehicles that have been permitted to display an executive-style plate.

9. Change of Address

- 9.1 The proprietor shall notify the Council in writing of any change of address during the period of the licence within seven days of such change taking place.

10. Convictions

- 10.1 The proprietor shall within seven days disclose to the Council in writing details of any conviction of any type imposed on him (or, if the proprietor is a company or partnership, on any of the directors or partners) during the period of licence.

11. Insurance

- 11.1 On demand by a duly authorised Officer or a Police Officer, satisfactory evidence must be produced by the proprietor that there is in force a policy of insurance covering the carriage of passengers for reward. He must also produce, when required, a list of drivers authorised under the policy to drive the vehicle.

12. Revocation or Suspension of Vehicle Licence

Section 60 of the Local Government (Miscellaneous Provisions) Act 1976 states:

- (1) Notwithstanding anything in the Act of 1847 or in this Part of this Act, a district council may suspend or revoke, or (on application therefore under section 40 of the Act of 1847 or section 48 of this Act, as the case may be) refuse to renew a vehicle licence on any of the following grounds –
 - (a) that the hackney carriage or private hire vehicle is unfit for use as a hackney carriage or private hire vehicle;
 - (b) any offence under, or non-compliance with, the provisions of the Act of 1847 or of this Part of this Act by the operator or driver; or
 - (c) any other reasonable cause.
- (2) Where a district council suspend, revoke or refuse to renew any licence under this section they shall give to the proprietor of the vehicle notice of the grounds on which the licence has been suspended or revoked or on which they have refused to renew the licence within fourteen days of such suspension, revocation or refusal.
- (3) Any proprietor aggrieved by a decision of a district council under this section may appeal to a magistrates' court.

SECTION 3

PRIVATE HIRE OPERATORS LICENCE

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CONDITIONS OF LICENCE

SHROPSHIRE COUNCIL
PRIVATE HIRE OPERATORS LICENCE
CONDITIONS OF LICENCE

1. Definitions

‘The Act of 1976’ means the Local Government (Miscellaneous Provisions) Act 1976

‘The Council’ means Shropshire Council

‘The Operator’ means the holder of a licence issued under s.55 of the Act of 1976

‘Authorised Officer’ has the same meaning as in s.80 of the Act of 1976

‘Private Hire Vehicle’ has the same meaning as in s.80 of the Act of 1976

‘Hackney Carriage’ has the same meaning as in s.38 of the Town Police Clauses Act 1847

2. Fit and Proper Person

Before the Council will grant a private hire operator’s licence, they must be satisfied that the applicant is fit and proper. All applicants will be required to submit to the Council such information as considered necessary to enable them to determine whether a licence be granted.

3. Criminal Convictions Disclosure

If the applicant is already a licensed hackney carriage/private hire driver with the Council no additional vetting is required.

A Certificate of Good Conduct will be required for applicants who have not been resident in the UK for the previous 5 years. The applicant should obtain this from the appropriate Embassy or Legation, and a translation will be required if it is not provided in English.

In the event that an applicant is not able to obtain a Certificate of Good Conduct, they can submit a statutory declaration with regard to their conduct, which must be completed in the presence of a practising Solicitor.

4. Insurance

Any premises that provide access to members of the public must be covered by public liability insurance. The operator must also obtain information as to any requirement for them to have employer’s liability indemnity.

5. Standards of Service

The operator shall provide prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:

- a) Ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or

prevented by sufficient cause, punctually attend at that appointed time and place.

- b) Keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting.
- c) Ensure that any booking or waiting area provided by the operator has adequate seating facilities.
- d) Ensure that any telephone facilities and radio equipment (for which an OFCOM Radio Licence may be required) are maintained in a sound condition and that any defects are repaired promptly.
- e) Ensure that where applicable, the installation and use of C.C.T.V complies with the requirements of the Data Protection Act.

6. Records of Bookings

An operator accepting a booking remains liable for that booking, even if they sub contract it to another operator. If a booking is sub-contracted to a second operator, this operator must also be licensed by the same council.

An operator licensed with the council shall keep records of any hiring they accept, in accordance with s.56 of The Act of 1976. Such records shall be kept either in a ledger with consecutively numbered pages, on individual consecutively numbered record slips, or on a computer database/spreadsheet in an identifiable format. All such records shall be available immediately to an authorised officer of the council or to any police officer for inspection by them.

The following particulars shall be recorded:

- a) The time and date of each booking
- b) The name of the hirer
- c) How the booking was made (telephone, in person etc)
- d) Time, date and place of pickup
- e) The destination of the hirer
- f) The call sign or registration number of the vehicle used for each booking
- g) The proper name of the driver allocated to the booking

7. Records of Vehicles and Drivers

The operator shall keep and maintain at their licensed premises records of the particulars of all their vehicles and drivers. The records to be kept shall include:

- a) The private hire vehicle or hackney carriage vehicle licence plate numbers.
- b) The vehicle registration numbers.
- c) The names and addresses of the proprietors of each vehicle.
- d) The names and addresses of the private hire and hackney carriage drivers

used, and will also ensure that a copy of the drivers licence issued by the council is deposited with them during the period the driver is employed to drive for them.

- e) The badge numbers of the private hire and hackney carriage drivers in their employ.
- f) Copies of current/valid insurance documents for all vehicles.

The above records shall be produced to any authorised officer of the council or to any police officer on request.

8. Retention of Records

All records kept by the operator under sections (8) and (9) above shall be retained for a period of not less than six months for licensing purposes. Other legislation may require records to be kept for a longer period.

9. Vehicles Which May Be Lawfully Used

No operator licensed under the provisions of the Act of 1976 s.55 shall operate any vehicle as a private hire vehicle, unless the same council has licensed that vehicle.

10. Drivers Who May Be Lawfully Used

No operator shall cause, permit or allow any person to drive any vehicle, which the operator is using as a private hire vehicle unless that driver holds a valid private hire drivers licence issued by the Council.

11. Complaints

The operator shall on receipt of a complaint concerning a private hire contract, or purported contract, relating to, or arising from their business, immediately notify the complainant of their right to forward their complaint to the Council.

An operator shall immediately investigate any complaint. The outcome of the complaint shall be notified within a reasonable time, to both the complainant and the Council.

12. Change of Address

The operator shall within seven days disclose to the Council in writing, any change in their home address.

No operator shall commence operating from a new address without first consulting the Council as to the legal requirements of such a change of address.

The operator shall notify the Council of the sale of their business within seven days of such an event taking place.

13. Convictions

The operator shall within seven days disclose to the Council in writing details of any criminal or motoring convictions (including any caution) imposed upon them, or if the operator is a company or partnership, upon any of the directors or partners, during the period of the licence.

14. Advertisements

No operator shall cause or permit any advertisement in respect of their business on their private hire vehicles used for that purpose the words "taxi" or "cab" in the singular or plural or hire unless the word hire forms part of the company name. or any word or similar meaning or appearance to any of these words, whether alone or as part of another word.

15. Licence Duration

Operator licences will run for one year or three years.

SECTION 4

DRIVERS' LICENCE

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CONDITIONS OF LICENCE

SHROPSHIRE COUNCIL
DRIVERS' LICENCE
CONDITIONS OF LICENCE

Requirements

1. The Council will issue a drivers' badge to all applicants which will permit licensed drivers to drive both hackney carriage and private hire vehicles, unless there is a specific request for a hackney carriage driver badge only.
2. Applicants must have held a full DVLA driving licence for at least 12 months and must be over 21 years of age. This includes European Union (EU) and European Economic Area (EEA) and Northern Irish licences as defined in the Road Traffic Act 1988.
3. All applicants holding driving licences issued by other than the DVLA should produce a certificate to show a driving record from the country of issue.
4. Applicants will be required to provide full details of convictions for any offences, criminal or motoring. Applicants are reminded that the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002, lists hackney carriage and private hire drivers to be Regulated Occupations in this Act. The effect of this in relation to hackney carriage and private hire drivers is to render the Rehabilitation of Offenders Act 1974 inapplicable. In short, spent convictions can be taken into account when considering a person's suitability to hold a taxi/private hire/joint driver's licence. Checks will be made with the Criminal Records Bureau and the Driver and Vehicle Licensing Agency (DVLA).
5. A Certificate of Good Conduct will be required for applicants who have not been resident in the UK for the previous 5 years. The applicant would obtain this from the appropriate Embassy or Legation, and a translation will be required if it is not provided in English. In the event that an applicant is not able to obtain a Certificate of Good Conduct, they can submit a statutory declaration with regard to their conduct, which must be completed in the presence of a practising Solicitor.
6. Applicants who have been disqualified from driving for any period, would not normally be considered for a driver licence until a period of 3 years has elapsed from the date that the driving licence has been reinstated. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
7. Legislation allows a Local Authority to satisfy itself that an applicant for a licence is physically fit. As drivers carry fare paying passengers/members of the public, this Authority will require a Group 2 medical carried out by any qualified GP. Further information on medicals is contained in the document accompanying the medical form to be completed by the doctor.
8. All new applicants will be required to take and pass a knowledge test prior to obtaining a licence. New applicants will also be required to take and pass a driving ability test.

Conditions of Licence

1. Conduct

The driver shall:

- At all times be clean and respectable in their dress and person and behave in a civil and orderly manner.
- They shall take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by them.
- They shall not without the express permission of the hirer eat or drink in the vehicle. (Drivers would only be permitted to eat or drink in a vehicle when the vehicle is stationary.)
- At no time cause or permit the sound emitted from any radio/sound recording equipment in the vehicle which they are driving to be an annoyance/nuisance to any person, whether inside or outside the vehicle.
- They shall when requested to do so by a passenger, convey a reasonable amount of luggage.
- They shall afford reasonable assistance in loading and unloading of any luggage.

2. Responsibilities of Driver

- Taximeters

Where taximeters are fitted to vehicles, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had an opportunity to examine the meter and has paid the fare (or credit has been given).

- Fare to be demanded

The driver shall not demand from the hirer a fare in excess of any fare previously agreed between the Operator and the hirer, or if the vehicle is fitted with a taximeter and no previous agreement as to the fare, the fare shown on the face of the taximeter.

- Identification plates

Drivers of licensed vehicles shall not wilfully or negligently cause or suffer any vehicle plate to be concealed from the public view whilst the vehicle is being used for hackney carriage or private hire purposes.

3. Licensed Vehicles

Only driver's who are licensed by the authority that licensed the vehicle are permitted to drive the licensed vehicle. The only exception to this is when the vehicle is having an MOT test and needs to be driven by the MOT examiner or it is being driven by a qualified mechanic for the purposes of a vehicle service, recovery or maintenance or otherwise permitted by statute.

4. Driver's Badge and Licence

- Such badge must be produced to a Police Officer or an Officer of the Council for inspection on demand.
- The badge must be worn by the driver at all times when driving the licensed vehicle and the badge must be clearly visible.
- Under Section 48 of the Town and Police Clauses Act 1847, all drivers of vehicles licensed for hackney purposes of which they are not the Proprietor, shall before commencing driving that vehicle, deposit a drivers licence with the Proprietor for retention by him until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

5. Loss of Driver's Badge

Loss of a driver's badge must be reported immediately to the Council and the local police. An incident number must be obtained from the police and the number given to the Council. The driver must immediately obtain a new driver's badge from the Council for which a fee will be charged. If the original badge is then found, it must be returned to the Council.

6. Passengers

The driver shall not convey or permit to be conveyed in a licensed vehicle, a greater number of persons than prescribed in the vehicle licence. The driver of the licensed vehicle shall only be allowed to carry one person in the front of the vehicle beside the driver unless the vehicle has been specifically designed to carry more. Children under the age of twelve are not permitted to be carried in the front of the vehicle unless they are using the correct child seat or booster. In the event that a child under 12 is carried in the front of a licensed vehicle, the correct child restraint/seat must be used as per the seatbelt/child car seats law that came into effect on 18th September 2006. This applies to a child from their 3rd birthday up to 135 centimetres in height (or 12th birthday, whichever they reach first.)

7. Lost Property

All lost property should be handed into to your operator who must then hand in the item to the police, regardless of value.

8. Written Receipts

The driver shall, if required by the hirer of the vehicle, provide a written receipt for any fare paid.

9. Prompt Attendance

Drivers of licensed vehicles who shall have agreed or who have been hired to be in attendance with the vehicle at an appointed time and place, unless delayed/prevented by some sufficient cause, shall punctually attend at such appointed time and place.

10. Convictions – Written Notification Required

A licensed driver must notify the Council, in writing, of any conviction, recorded against them whilst the licence is in force, within seven (7) days of receiving such conviction.

11. Change of Address – Written Notification Required

A licensed driver must notify the Council, in writing, of any change of address within seven (7) days of such change. The driver must also amend the address on their DVLA driving licence and produce their driving licence showing the new address to the Council within seven (7) days of receipt from the DVLA. Both the paper and the plastic photo card licence must be produced. Notification of a change of Operator is also required in writing to the Council within 7 days of such a change.

12. Return of Licence/Badge

A licensed driver shall on ceasing to be licensed as a driver, or when required to do so by an “Authorised Officer of the Council”, return his licence and badge to the Licensing Office of the Council on demand.

13. Vehicles permitted to be driven for Private Hire and Hackney

Only vehicles licensed by the Council are permitted to be used for Hackney and Private Hire Purposes.

14. Animals

The driver shall not convey in a Hackney Carriage or Private Hire Vehicle any animals belonging to or in the custody of himself or the proprietor or operator of the vehicle without prior permission of the Licensing Authority. Any animal belonging to or in the custody of any passenger, which at the driver’s discretion may be conveyed in the vehicle, shall only be conveyed in the rear of the vehicle. Assistance and guide dogs must be carried when requested unless the driver holds a medical exemption. Drivers must not impose a charge for carrying assistance dogs. Assistance dogs may be permitted to travel in the front of the vehicle.

15. Touting

A proprietor or driver of a hackney carriage, when standing or plying for hire, shall not be calling out or otherwise importune any person to hire such vehicle and shall not make use of the services of any other person for this purpose.

16. Insurance

A licensed driver is expected to satisfy himself that any hackney carriage or private hire vehicle driven by him is licensed by the Council for that purpose and that there is in force in respect of the vehicle a suitable policy of insurance (to include third party and public hire risks) and that he is authorised under that policy to drive the vehicle.

17. Documents to be carried

The proprietor of a licensed vehicle is required to ensure that a copy of the Insurance Policy and certificate is kept in the vehicle together with a list of drivers authorised under the policy to drive the vehicle. These documents are to be

made available to Authorised Officers from the Council or any Police Officer when requested.

18. Condition of Vehicle

A licensed driver must not drive a licensed vehicle if he has reason to believe that the vehicle is in an unsafe, dangerous or illegal condition. He is advised to tell the Proprietor of the vehicle immediately of any defect arising in the vehicle whilst under his control. In the event that the vehicle is involved in an accident, the accident to be reported to both the proprietor and the Council within the guidelines prescribed for reporting accidents for licensed vehicles.

19. First Aid Kit and Fire Extinguisher

A licensed driver must ensure that any licensed vehicle they drive contains and carries at all times a first aid kit that meets the Council's specifications and a fire extinguisher that complies with BS 5423 and/or EN53.

20. Complaints

A licensed driver must advise passengers of their right to refer any complaint to the Council.

21. Medical Fitness

It is the Council's policy that all drivers undertake a medical examination to ensure their fitness to drive. The standards required are as laid down in the DVLA publication "At a Glance Guide to the Current Medical Standards of Fitness to Drive". The standard required is the "Group 2 Entitlement". Copies of this document can be obtained from the Council's Licensing Section.

Applicants would be screened for fitness before a licence is issued and at five-yearly intervals from age 45.

Applicants over the age of 65 or who attain the age of 65 during a licensed period will be required to provide a medical certificate annually.

Medicals can be undertaken by any qualified GP.

A licensed driver must notify the Council in writing within seven (7) days of any change of medical fitness.

22. Appearance and General Behaviour

All licensed drivers will maintain a reasonable standard of appearance and will maintain a reasonable standard of behaviour in their dealings with other road users, the general public, other licensed Operators and drivers of hackney carriage and private hire vehicles. Licensed drivers will also co-operate with any reasonable request from an authorised Officer of the Council or any Police Officer.

23. Residential Areas

All licensed drivers must show consideration when driving through a residential area. It is an offence to sound a horn whilst stationary or between the hours of 11.30 p.m. and 7 a.m. in a built up area – see Highway Code Road Vehicles

(Construction and Use) Regulations 1986 – and licensed drivers must remember this when calling at residential properties to pick up passengers.

24. Driving Ability Test

All existing licensed drivers will be required to satisfactorily complete a driving assessment at the discretion/request of the Licensing Officer.

25. Payment of Fees

In the event that an application for a licence is paid by cheque, the licence will not be valid until such time as the cheque has cleared. In the event that the cheque does not clear and the licence has been issued, the license will be null and void with immediate effect.

SECTION 5

PRIVATE HIRE AND HACKNEY CARRIAGE LICENCE

GUIDANCE NOTES

SHROPSHIRE COUNCIL

PRIVATE HIRE AND HACKNEY CARRIAGE LICENCE

GUIDANCE NOTES

1. Introduction

This document is designed to assist the Hackney Carriage and Private Hire operators and drivers and to put the Council's licensing requirements into context.

2. Legislative Framework

The operation of the Council's licensing service is in accordance with and in support of the following Council Policies:

- Equal Opportunities Policy
- Race Equality Scheme
- Enforcement Policy
- Data Protection Policy

The licensing of all vehicles, drivers and operators will be in accordance with relevant legislation and licence conditions.

3. Zones

Hackney carriages will be licensed for one zone. Zones relate to the old district/borough licensing authority boundary as follows:

- Zone 1: Former District of Bridgnorth
- Zone 2: Former District of North Shropshire
- Zone 3: Former Borough of Oswestry
- Zone 4: Former Borough of Shrewsbury & Atcham
- Zone 5: Former District of South Shropshire

4. Conditions

The Council will adopt any reasonable conditions that it deems necessary and appropriate to ensure that Operators, Drivers and Vehicles comply with these aims and the legislation set down so that the public can travel in a safe, clean and comfortable manner.

5. Administration

The Council's aim is to provide a responsive service to the trade and members of the public at all times during normal office hours.

To assist drivers and operators, the Council will notify all operators and drivers at least 6 weeks before the expiry of a licence.

6. Operators

Operator licences will run for one year or three years.

The Council will require a standard Operator fee, irrespective of the number of vehicles licensed by that operator.

By way of satisfying the Local Authority that a person who does not hold a hackney carriage/private hire drivers licence is a fit and proper person to hold an operators licence the licensing authority will require an applicant to have an enhanced CRB check.

Any premises that provide access to members of the public should be covered by public liability insurance. The operator must also obtain information as to any requirement for them to have employer's liability indemnity.

7. Drivers

The Council's policy is to issue a combined Hackney Carriage/Private Hire Driver's Licence. These licences will run for an initial probationary period of one year followed by a three yearly renewal.

Applicants must have held a full DVLA driving licence for at least 12 months. This includes European Union (EU) and European Economic Area (EEA) and Northern Irish licences as defined in the Road Traffic Act 1988.

All applicants holding driving licences issued by other than the DVLA should produce a certificate to show a driving record from the country of issue.

8. CRB / Certificate of Good Conduct

The Council will administer Criminal Record Bureau (CRB) checks for both operators and drivers. CRB checks will be undertaken at every application.

A Certificate of Good Conduct will be required for applicants who have not been resident in the UK for the previous 5 years. The applicant should obtain this from the appropriate Embassy or Legation, and a translation will be required if it is not provided in English.

In the event that an applicant is not able to obtain a Certificate of Good Conduct, they can submit a statutory declaration with regard to their conduct, which must be completed in the presence of a practising Solicitor.

9. Disqualification / Relevance of Convictions

The overriding consideration is the protection of the public. Applications from individuals with a current conviction will be considered in line with Annex A.

10. Medical

It is the Council's policy that all drivers undertake a medical examination to ensure their fitness to drive. The standards required are as laid down in the DVLA publication "At a Glance Guide to the Current Medical Standards of Fitness to Drive". The standard required is the "Group 2 Entitlement". Copies of this document can be obtained from the Council's Licensing Section.

Applicants would be screened for fitness before a licence is issued and at five-yearly intervals from age 45.

Applicants over the age of 65 or who attain the age of 65 during a licensed period will be required to provide a medical certificate annually.

Medicals can be undertaken by any qualified GP.

11. References

To assist the Council in determining whether or not applicants for a licence are suitable, the Council will require two references from either professional or business sources on initial application.

In this respect, the Council will not accept a reference from a family member or the applicant's future employer.

12. Vehicles

The Council does not limit the number of hackney carriage or private hire licences that it will issue.

13. Age

Vehicles over 10 years old (from date of registration) would not generally be licensed by the authority but each application would be determined on its own merits. Vehicles licensed prior to 01 April 2009 will continue to be licensed up until 2012.

14. Colour

Hackney carriages for Zone 4 will be Black in colour. Private Hire vehicles can be any colour except black. Black private hire vehicles licensed prior to 01 April 2009 will continue to be licensed until 2012.

15. Wheelchair Accessibility

All hackney carriages in Zone 4 would be wheelchair accessible. The eight hackney carriage saloon cars licensed prior to 01 April 2009 would continue to be licensed up until 2012.

16. Meters

Hackney Carriage Vehicles will require a tariff meter fitted and tested to ensure that the tariff complies with that agreed by the Council, before a licence is issued.

Currently licensed Hackney Carriages that do not have a meter fitted, will continue to be licensed until 31 March 2010 without a meter.

Private Hire Vehicles will not require a meter. However if a meter is fitted it will require calibration over a measured distance.

17. Inspections

All vehicles will have two inspections a year at one of the garages prescribed by the Council to check that they are of an appropriate condition. A Certificate of Compliance inspection will be carried out at the time of first application or annual renewal. The second, mid-term, inspection will be six months later.

If a vehicle fails a test then the licence plate is removed until such time as the vehicle has been brought up to the necessary standard.

If a vehicle is permanently de-plated for any reason then the plate deposit initially paid will be refunded to the payee on return of the plate.

18. Trailers

To ensure that trailers used with a Hackney Carriage or Private Hire Vehicle are maintained to an appropriate standard, they are required to be inspected annually with the vehicle to which it relates and issued with a plate that relates to the towing vehicle(s). Guidance on trailers can be found at Annex B.

19. Decision Making

The Council is of a view that consultation with the trade and the community is vitally important. In order to deliver a transparent, accountable and efficient service the Council will keep an open dialogue with the trade. In particular the Council will meet with representatives at regular intervals of approximately six months to exchange views and information. Other ad hoc meetings will be arranged as appropriate.

It is the Council's policy to consult with the trade on all matters affecting the policy or conditions. This will follow the following procedures:

<i>Item</i>	<i>Refer to Taxi Forum</i>	<i>Consultation / notification in writing</i>	<i>Referral to Committee</i>
Discretionary changes to conditions or policy	Yes	Yes	Yes
A change in the law	No	Yes	Yes
Request for review	No	Yes	Yes

20. Reviews

Any licensed Driver or Operator may request a review of any condition or policy at any time.

21. Enforcement

Enforcement action will be undertaken in accordance with the Public Protection – Statement of Enforcement Policy.

22 Hackney Carriage Fares

The Trade will be expected to apply for any change in the hackney carriage fares to be charged. Any proposed changes will be notified to all hackney operators, referred to committee and advertised in the local press before they are adopted.

23 LPG Converted Vehicles

Officers of the Council will need to be satisfied that any vehicle that has been correctly converted.

24 Stretched Limousines

The Council will license stretched limousines as private hire vehicles and subject to additional conditions detailed in Appendix C

DRIVERS' LICENCE

GUIDANCE RELATING TO THE RELEVANCE OF CONVICTIONS AND CAUTIONS

Contents

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INTRODUCTION TO THE GUIDELINES RELATING TO THE RELEVANCE OF CONVICTIONS

The purpose of this document is to formulate guidelines which detail the Council's current stance on the relevance of convictions and cautions in respect of applications for the grant of new licences, and the renewal of existing hackney carriage and private hire vehicle driver's operators and proprietor's licences.

These guidelines have been produced to assist the regulatory committee in their decision-making and to maintain the consistency of the decisions made. They have also been formulated to provide clearer information to current and potential applicants, with a view to minimising cost and time spent by both Council and the applicant.

The aim of these guidelines is not to punish the applicant twice for a conviction or caution, but to ensure that public safety is not compromised.

The objective of the licensing regime is to ensure that, so far as possible, those licensed to drive taxis are suitable persons to do so, namely that they are safe drivers with good driving records and adequate experience, sober, mentally and physically fit, honest and not persons who would take advantage of their employment to abuse or assault customers.

These guidelines will be taken into account when dealing with new applications as well as renewal applications for an existing private hire/hackney carriage driver's licence, private hire/hackney carriage vehicle licence, and a private hire operators licence, and also, when considering whether to suspend or revoke an existing licence.

EACH CASE IS TO BE DECIDED ON ITS OWN MERITS.

A person is not permitted to apply for a hackney carriage or private hire licence until they have held a driving licence for a minimum of 12 months.

Legislation

The Local Government (Miscellaneous Provisions) Act 1976 Section 51 deals with the issue of driver suitability:

"...Council shall not grant a licence to drive a (Private Hire/Hackney Carriage Vehicle) unless they are satisfied that the person is a **fit and proper person** to hold a driver's licence."

Section 61 of the Local Government (Miscellaneous Provisions) Act 1976 states:

...the district council may suspend or revoke or refuse to renew the licence of a driver of a hackney carriage or a private hire vehicle on any of the following grounds.

- 1) That he has since the grant of the licence.
 - i) Been convicted of an offence involving dishonesty Indecency or violence.
 - or
 - ii) Been convicted of an offence under or has failed to comply with the provisions of the Act of 1847 or of Part of this Act.
 - or
- 2) Any other reasonable cause.

Therefore the wording of the legislation makes it clear that the Council may grant a licence ONLY if it is satisfied that the person is fit and proper - the onus is on the applicant to prove this, NOT the Council to demonstrate that they are not.

Convictions

The committee is required to look at any past indicators (convictions, speeding offences etc.) that may affect a persons suitability to hold a hackney carriage/private hire drivers licence and consider the possible implications of granting such a licence.

As part of the licence conditions, the applicant is asked to disclose **all** convictions and cautions. Therefore **all** convictions must be disclosed, including spent convictions; the Rehabilitation of Offenders Act 1974 s 4, and Rehabilitation of Offenders Act (Exceptions) Order 2003.

In addition, applicants must disclose any recent formal cautions they have received or any pending matters.

If a licence has been granted to a person on the basis of false or incomplete information supplied by them the Committee may revoke the Licence and require the applicant to submit a further application which will be considered in the light of the full information now available to the Committee.

The disclosure of any conviction will not necessarily detain an applicant from being issued a licence. However, all convictions, spent or live, will be assessed.

All hackney carriage and private hire operators, proprietors and drivers must disclose in writing to the Council within 7 days of conviction or caution imposed on him/her during the period of licence.

Cautions are included under the definition of convictions and they will also be taken into consideration when reviewing an application. Although these are generally not as serious as convictions, they can give some indication as to an applicant's character and whether they are a fit and proper person to hold or be granted such a licence.

Patterns

A series of offences over a period of time is more likely to give cause for concern than an isolated conviction. A serious view will be taken when applicants show a pattern of

offences. If a pattern is found for any offences, for example, the applicant has received four convictions for a violent action, then serious consideration should be made as to the suitability of that person holding a licence.

The timescale within which any cautions have been issued could increase the severity of the offence, for example, for violent convictions within the space of a few years could portray the applicant as someone prone to violence.

Rehabilitation Periods

These guidelines have separated the various offences affecting such an application into 9 categories, each detailing the period of rehabilitation that must elapse for a particular offence within that category, before an applicant can be considered a fit and proper person to hold licence. After consideration from the committee, if a person does not satisfy these guidelines, then the application should be refused or the licence revoked or suspended until the applicant is able to satisfy them.

The Committee cannot hear evidence, or decide, that an applicant did not, in actual fact, commit an offence of which a Court has convicted them. The applicant can, however, explain any mitigating factors, which led to them committing the offence and the Committee, can take these into account in deciding whether the applicant is a fit and proper person to hold a licence.

If the applicant or holder of a licence has notified the Council of a conviction but is appealing against it to a higher court the matter may be referred to the Committee for a decision as to whether the licence / application should be suspended until such appeal is heard.

A “Fit and Proper Person”

There is no absolute definition as to what constitutes a “fit and proper person”, however, considering the range of passengers that a driver may carry (for example, elderly people, unaccompanied children, the disabled, those who have had too much to drink, lone women and foreign visitors), the Council relies on a common sense approach. Some areas give rise to particular concern, including

- Honesty and trustworthiness - taxi drivers often have knowledge that a customer is leaving a house empty; they have opportunities to defraud drunken, vulnerable or foreign people or to steal property left in cars, for example, any passenger would expect to be charged the correct fare for a journey and then given the correct change, they would also expect a driver to hand in any article left by a passenger in a vehicle, and also to maintain confidentiality between driver and fare.
- Not abusive - taxi drivers are often subject to unpleasant or dishonest behaviour. The Council does not consider that this excuses any aggressive or abusive conduct on the part of the driver. A driver will not be expected to have any convictions or cautions for offences of a violent or threatening nature.
- A good and safe driver - those paying for a transport service rely on their driver to get them to their destination safely. They are professional drivers and should be fully aware of all Road Traffic legislation and conditions attached to the licence.
- They should be expected to have a good knowledge of the area that they are working in.
- Good physical and mental health.

- An ability to read, speak and understand English.

“Protecting the Public” Question

The over-riding consideration of the members of the Committee is to protect the travelling public; having considered and applied the appropriate guidelines, the following question should be applied:

“Would I allow my daughter or son, granddaughter or grandson, spouse, mother or father, or any other person I care for or any vulnerable person I know, to get into a vehicle with this person alone?”

If answer is yes, then a licence should normally be granted. If the Committee have any doubts, then an application must be refused until those doubts can be satisfied through further evidence being supplied. It is the applicant’s responsibility to provide sufficient evidence to this effect.

Compliance with Conditions and requirements of Licensing Authority

The Committee may take into account an applicant’s history while holding a licence, from this or any other authority. The Committee may take into account, in deciding whether a person is a fit and proper person to hold a licence such matters as their record of complaints, or positive comments from members of the public; their compliance with Licence conditions and their willingness to co-operate with Licensing Officers.

The Guidelines

To ensure the effective application of these guidelines, a glossary has been incorporated, which attempts to define the various phrases, offences and other terminology used here.

TRAFFIC OFFENCES – NEW APPLICANTS

This section refers to New Applicant's only

Convictions for traffic offences should not prevent a person from proceeding with an application. However, the number, type and frequency of an offence will be taken into account. In some cases it may be appropriate to issue a licence together with a strong warning as to future driving conduct. If a significant history of offences is disclosed, refusal of an application may result.

All the possible traffic offences have been separated into two categories, minor and major offences, depending on the seriousness of the offence. Below are the guidelines as to the rehabilitation period for a specific number of penalty points awarded for offences within that specific category.

Please note:

For guidance information on death by careless or dangerous driving, please refer to the **Violence** section.

For information on insurance guidelines, see **Insurance Offences**.

For guidance information on drinking and taking drugs whilst driving, see the relevant **Drunkness** and **Drugs** sections.

Driving Offences

Any new applicant who has 9 penalty points or more on his driving licence should expect their application to be heard at a hearing of the Council's Regulatory Committee. The Regulatory Committee then have the option of deciding the application on its merits, and may:

- A) Issue the licence with or without a written warning
- B) Issue the licence conditionally upon the applicant completing a Driver Correction Training Course at the driver's expense, within 2 months of their decision (if applicable).
- C) Refuse the application.

A Licence may only be granted on the condition that the committee are satisfied that the applicant is a fit and proper person.

For any minor offences totalling 8 or fewer points on an applicant's licence, a licence may be granted by the Licensing Officer with a formal warning with regards to future conduct.

A licence may be granted on the condition that the committee are satisfied that the applicant is a fit and proper person.

If the applicant has been convicted of a major traffic offence within 2 years of the receipt of his application, then a licence should not be granted until the applicant has completed a period of 2 years free from conviction.

Medical Offences

If the applicant's driving licence has been revoked or refused on medical grounds by the DVLA within the last 5 years or the applicant has received a conviction for driving a vehicle after failing to notify a disability or made a false declaration about fitness and medical health, the application for a hackney carriage or private hire licence should be refused until medical proof of current fitness can be provided.

The onus is on the applicant to provide appropriate medical proof from their GP/consultant or authorised practitioner at their own expense, which is to be brought to the committee hearing. The committee should consider issuing a licence if they are satisfied that the report shows a clean bill of health, and that the applicant is a fit person to recommence driving and is deemed to be of no threat to the public.

If the committee have any doubts over the applicant's fitness, then the application should be adjourned or refused until further evidence can be produced by the applicant to contest this.

Cautions

If an applicant has received a caution for a traffic offence, given the nature of the offence and the profession of a taxi driver, the applicant may be given a warning as to the future conduct.

TRAFFIC OFFENCES – EXISTING LICENCE HOLDERS

This section applies to Existing Licence Holders only.

Private hire and hackney carriage drivers are professional drivers and must be aware of the safety of their passengers and the safety of their vehicles at **all** times. Any traffic offences show a lack of responsibility whilst driving either due to the maintenance and safety of their vehicles or in the manner of their driving.

Convictions for traffic offences should not prevent a person from proceeding with a renewal of their licence. However, the number, type and frequency of an offence will be taken into account. In some cases it may be appropriate to issue a licence together with a strong warning as to future driving requirements.

For guidance information on death by careless or dangerous driving, please refer to the **Violence** section.

For the information on Insurance guidelines, see **Insurance Offences**

For guidance information on drinking and taking drugs whilst driving, see the relevant **Drunkenness** and **Drugs** sections

Traffic Offences

(For a detailed list of offences that fall into this category, see Appendix 1.0)

Any existing licence holder who has 9 penalty points or more on his driving licence will be expected to go before a Regulatory Committee hearing to explain their convictions. The Regulatory Committee then have the option of deciding the application on its merits, and may

- D) Take no further action
- E) Give a written warning
- F) Require the driver to attend a Driver Correction Training Course at the driver's expense, within 2 months of their decision (if applicable).
- G) Suspend the Licence upon conditions or for a period of time
- H) Revoke the licence.

Medical Offences

If the applicant's driving licence has been revoked or refused on medical grounds by the DVLA or the applicant has received an offence of driving a vehicle after failing to notify a disability or a false declaration about fitness and medical health, the application for renewal hackney carriage or private hire licence should be refused until medical proof of current fitness has been provided.

The onus is on the applicant to provide appropriate medical evidence from their GP / consultant or authorised medical practitioner at their own expense, which is to be brought to the committee hearing. The committee should consider issuing a licence if they are satisfied that the report shows that the applicant is a fit person to recommence driving and is deemed to be of no threat to the public.

If the committee have any doubts over the applicant's fitness, then the application should be refused until further evidence can be produced by the applicant to contest this.

Cautions

If an applicant has received a caution for a traffic offence, given the nature of the offence and the profession of a taxi driver, the applicant may be given a warning as to future conduct.

INSURANCE OFFENCES

The Council takes a serious view of convictions of driving or being in charge of a vehicle without insurance. An isolated incident in the past should not necessarily bar an applicant from being issued a licence.

More than one conviction for these offences should raise serious doubts as to an applicant's suitability to hold a hackney carriage or private hire licence. In this instance, at least 3 years should elapse (after restoration of the DVLA driving licence) before an applicant, who has been disqualified from driving for insurance offences, is considered for a hackney carriage or private hire licence.

SEXUAL OFFENCES

As hackney carriage and private hire drivers often carry unaccompanied passengers, any new applicants with convictions, or cautions, for soliciting, importuning, indecent exposure, or any sexual offence, should expect their application to be heard at a hearing of the Regulatory Committee. New applicants will normally be refused a licence until they can show a substantial period (usually between 7 and 12 years) free from any conviction.

Any current licence holder, declaring a charge, conviction or caution for any sexual offence, will be expected to attend a hearing of the Regulatory Committee. Depending on the nature of the conviction, the Committee may:-

- A) Take no further action
- B) Issue a written warning
- C) Suspend the Licence
- D) Revoke the licence

The following guidelines illustrate the council's stance on rehabilitation periods after an applicant has been convicted of a sexual/indecency offence.

A strict warning as to future conduct should be issued to any applicant who is granted a licence. **Any existing licence holder charged with or convicted of a sexual offence or issued with a formal caution whilst licensed with the authority, will be required to attend a hearing of the Regulatory Committee.**

The following offences are listed under this section together with their rehabilitation periods:

- **Rape** - Licence should be revoked / refused until a minimum period of 12 years after conviction has elapsed.
- **Indecent Assault** - Licence should be revoked/refused until a period of 10 years after conviction has elapsed.
- **Gross Indecency with a Female** - Licence should be revoked / refused until a period 8 years after conviction has elapsed.
- **Gross Indecency with a Male** - Licence should be revoked / refuse until a period of 8 years after conviction has elapsed.
- **Indecent Assault on a Child** - Licence should be revoked / refused until a period of 12 years after conviction has elapsed.
- **Buggery** – Licence should be revoked / until a period of 8 years after conviction has elapsed.

DRUNKENNESS

This section has been divided into two separate sections; drink driving with a motor vehicle and drunkenness without a motor vehicle. Both sections apply to new applicants as well as existing licence holders.

(a) With a Motor Vehicle

The Council views driving or being in charge of a vehicle whilst under the influence of alcohol as a serious offence.

The offences that apply to this section include:

- Driving or attempting to drive with alcohol above the limit
- In charge of a vehicle, driving or attempting to drive when unfit through drink
- Refusal to provide a specimen of breath or blood for analysis

New Applicants

Although an isolated incident will not necessarily debar an applicant, a single conviction for any drink driving offence will require a period of 1 year to elapse after the restoration of their DVLA licence, before being considered for a licence.

More than one incident should raise grave doubts as to future behaviour and the applicant's fitness to hold a licence. At least 2 years should elapse (after restoration of the DVLA licence) before an application is considered.

Existing Drivers

- A driver found guilty of driving passengers for hire and reward whilst under the influence of drink or of refusing to provide a specimen of breath or blood for analysis.

Should expect to have his hackney carriage or private hire drivers licence revoked **IMMEDIATELY and a further application should not normally be considered until a period of 5 years has elapsed after restoration of the DVLA licence..**

If a driver's licence has been revoked by the DVLA for offences relating to drink driving, but not when driving for hire or reward then any application to renew a hackney carriage or private hire vehicle licence should not be considered until a period of 2 years has elapsed, (after restoration of their DVLA licence).

(b) Without a Motor Vehicle

An isolated conviction for drunkenness not associated with a motor vehicle will not necessarily result in an application being refused, however any new application or current licensee should expect to attend a hearing of the Regulatory Committee.

- One or 2 convictions for drunkenness not confined to a year should result in a warning as to future conduct.
- 2 convictions within a year, a current licence should be suspended for a period of no more than 2 weeks, and a new application may be refused, or granted with a written warning.
- 3 or more convictions, any current licence should be suspended for a period of no more than a month. Any new application should be refused until a period of 12 months free convictions.

In both cases

More than one conviction of drunkenness or refusal to provide a specimen may indicate a medical problem and the applicant may be asked to submit to a medical examination by a medical practitioner nominated by the Council, before the application is entertained. If the results of the examination show the applicant to be an alcoholic, a period of 5 years should lapse after treatment is complete and the committee must agree that, that person is a fit and proper person to hold such a licence before a further application is considered.

DRUG OFFENCES

A serious view is taken of any drug related offence. An applicant with a conviction for a drug related offence (including the supply or trafficking of drugs) should be required to show a period of at least 3 years free of convictions before an application is entertained.

If the applicant was required to undergo detoxification treatment, a period of 5 years free from conviction after the end of treatment is required. More than one conviction for a drugs related offence should debar an applicant for 7 years at least. In both instances, before a further application is entertained, a specialist medical examination will be required with negative urine screen for drugs or abuse.

Any new applicant that has served a custodial sentence for a period of 5 years or more for supplying controlled drugs, and has submitted their application within a period of 5 years from the date of release, should not be considered for a licence.

A hackney carriage or private hire driver found guilty of driving whilst under the influence of drugs, or convicted of any other drug-related offence should expect to have their licence revoked immediately. At least five years should elapse from conviction before a new application by that person will be considered.

VIOLENCE

As hackney carriage and private hire drivers maintain close contact with the public, any previous convictions for violence will be taken seriously.

- (a) An application/licence will normally be refused for the following offences, regardless of the period of time lapsed after the date of conviction:
- Murder
 - Manslaughter
 - Causing death by reckless driving, including:
 - Causing death by reckless driving when unfit through drugs:
 - Causing death by careless driving when unfit through drink
 - Causing death by careless driving with alcohol level above the limit
 - Causing death by careless driving then failing to supply a specimen for analysis
 - Manslaughter or culpable homicide while driving a vehicle
 - Causing death by dangerous driving
- (b) An application/licence should be revoked or suspended where the applicant has a conviction for one of the following offences and where the conviction is **less than 10 years** prior to the date of application:
- Arson
 - Malicious wounding or grievous bodily harm which is racially aggravated
 - Actual bodily harm which is racially aggravated
- (c) An application/licence should be revoked or suspended where the applicant has a conviction for one of the following offences **and** where the conviction is **less than 8 years** prior to the date of application:
- Grievous bodily harm with intent
 - Grievous bodily harm
 - Robbery
 - Racially-motivated criminal damage
 - Racially-motivated s.4 Public Order Act 1986 offence (fear or provocation of violence)
 - Racially-motivated s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
 - Racially-motivated harassment
 - Racially-motivated fear of violence
- (d) An application/licence should be revoked or suspended where the applicant has a conviction for one of the following offences **and** where a conviction is **less than 5 years** prior to the date of application:
- Common assault
 - Common assault which is racially-motivated
 - Assault occasioning actual bodily harm
 - Assault on the police
 - Affray

- Riot
- Obstruction
- Possession of offensive weapon
- Possession of firearm
- Criminal damage
- Violent disorder
- Resisting arrest

More than one offence

The above guidelines are applicable to applicants who have been convicted of one offence.

If an applicant has been convicted of two or three violent offences, the licence should normally be revoked.

If an applicant has a history of violence (four or more convictions of any type of violence) their licence should normally be revoked. If it is a new application, the guidance is to refuse.

Possession of a Weapon

If an applicant has been convicted for possession of a weapon or any other weapon-related offence, then serious consideration must be made as to whether this person is fit and proper to hold such a licence.

If the applicant has been convicted of wielding or using a weapon at someone, then an application should normally be refused or a licence revoked.

DISHONESTY

Drivers of hackney carriage and private hire vehicles are expected to be persons of trust. It is comparatively easy for a dishonest driver to defraud the public, for example, by demanding more than the legal fare or giving incorrect change. Overseas visitors can be confused by the change in currency and become "fair game" for an unscrupulous driver. Similarly, any customer can be defrauded by a driver taking them by any other than the shortest route or by them retaining any lost property left in their vehicle.

Members of the public entrust themselves to the care of drivers both for their own safety and for fair dealing. For these reasons a serious view is taken at any convictions involving dishonesty.

An application will normally be refused where an applicant has a conviction for an offence of:

- Theft
- Burglary
- Fraud
- Benefit fraud
- Handling or receiving stolen goods
- Forgery
- Conspiracy to defraud
- Obtaining money or property by deception
- Other deception

COMPLAINTS AGAINST DRIVERS

Complaints are frequently made against hackney carriage and private hire drivers. Such complaints include refusal to assist a disabled passenger, use of abusive language or refusal to accept a fare. Such complaints should be considered first by the Licensing Officer for consideration as to the nature of the complaint being serious enough to be forwarded to the committee.

The committee should consider the history of all complaints made against the driver to assess any patterns. If a problem is inherent, then the Committee should consider whether the driver is fit and proper person to hold such a licence.

CONCLUSION

Any applicant having a previous or current conviction should not debar them from obtaining a hackney carriage or private hire licence. However, it is this Council's policy to consider the protection of the public by ensuring all licensed drivers are in good health, are safe and competent drivers and are able to maintain their vehicles to an acceptable standard.

A man or woman who has committed an offence and who is made to wait for a rehabilitation period to lapse prior to their application being accepted, is more likely to value their licence and act accordingly.

Any applicant refused a driver's licence on the grounds that the committee is not satisfied he/she is a fit and proper person to hold such a licence, or who has had their licence suspended or had a condition attached with which they disagree has a right of appeal by way of written complaint, to the magistrates' court within 21 days of the notice of decision

GLOSSARY

<u>Appeal</u>	A means by which a Committee hearing decision can be reviewed by the Magistrates Court or the Crown Court. the decision of the Committee may be upheld or overturned.
<u>Committee</u>	Local Councillors gathered together to discuss the suitability of a person to hold a taxi related licence. Any reference to "Committee" will be classed as the Regulatory Committee for the purposes of Licensing.
<u>Conviction</u>	Judicially determining that someone is guilty of a crime.
<u>Fit and Proper Person</u>	A person who is of no threat to the general public, has a good character and is therefore deemed fit and able to hold a licence.
<u>Hackney Carriages</u>	A vehicle that can carry passengers for hire or reward, can be hailed a prospective passenger and can park on a rank to await the approach of passengers; a car available for public hire.
<u>Mitigating Circumstances</u>	The conditions surrounding a conviction. These conditions may alter the seriousness of a crime.
<u>Plying for Hire</u>	To actively invite or responded to a hail for a taxi with The intent to charge a specific fare for the service.
<u>Private Hire Vehicles</u>	A car which must be pre-booked with a private hire operator. This type of vehicle cannot stand in a rank or ply for hire.
<u>Proprietor</u>	The person in possession of a vehicle which is the subject of a hiring agreement or hire purchase agreement.
<u>Operator</u>	This is the business section, which in this country can cover anything from sole proprietor (not being just a driver or proprietor) up to the largest firm in the country, which runs 2,500 vehicles.
<u>Rehabilitation</u>	The period to which the standing authority feels a person has repented their crimes.
<u>Revoke</u>	To take back something for an indefinite period of time.
<u>Suspend</u>	To hold something away from its owner for a period of Time.

Written Warning

A letter advising that although a conviction was not serious enough to have warranted the suspension or revocation of the licence, the offence committed as unacceptable and has caused concern among the the committee as to the suitability to hold such a licence. If, in the future, similar behaviour is illustrated, the consequences could be much more sever, possibly leading to the suspension of the licence.

Trailer Guidance

Private Hire and Hackney Carriage vehicles licensed by the Council are permitted to tow trailers when undertaking the licensed activity providing that the following conditions are complied with at all times: -

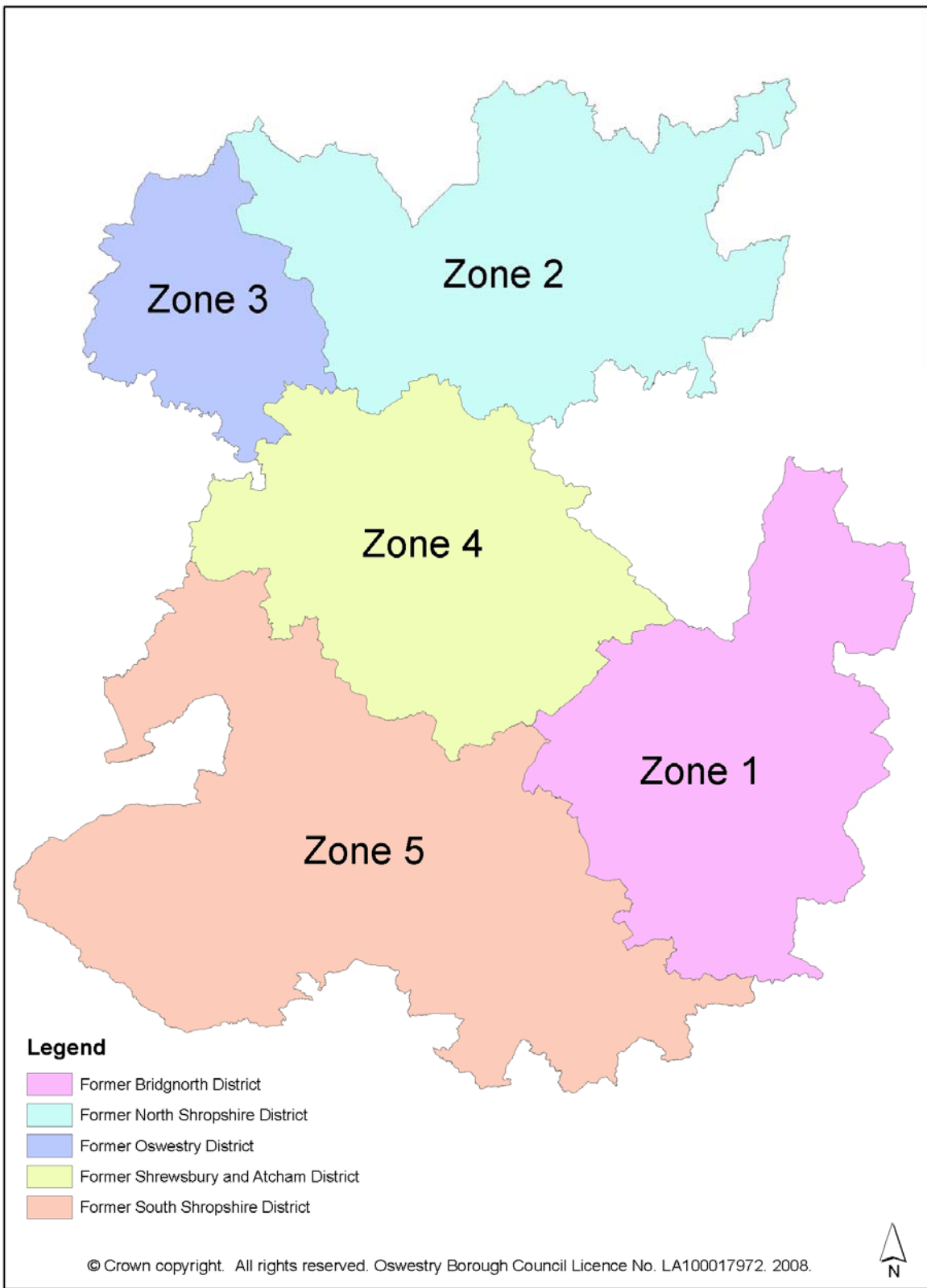
1. The use of trailers is only permitted for vehicles of the multi-passenger type (more than 4 passenger seats) and on pre-arranged journeys where passengers luggage cannot be safely accommodated within the vehicle.
2. The licensed towing vehicle's insurance must cover the towing of a trailer.
3. Trailers must not be left unattended anywhere on the highway.
4. The speed restrictions applicable to trailers must be observed at all times.
5. A spare wheel for the trailer and adequate tools to change a wheel must be carried at all times by a licensed vehicle whilst towing a trailer.
6. The towing of a trailer by a licensed vehicle shall only permit the conveyance of luggage and belongings owned by a passenger whilst the vehicle is hired by a passenger within the vehicle.
7. The tow bar must comply with the type approval regulations in respect of all tow bars fitted to cars after August 1998.
8. Drivers of vehicles towing trailers must ensure that they have the correct driving licence group to permit them to tow the relevant trailer, as per the DVLA guidance (info 30) Driving Licensing Requirements for Towing Trailers in Great Britain.
9. Trailers must be inspected at initial licensing and annually thereafter by a garage approved by the Council for that purpose.
10. An additional plate will be issued by the Council for each vehicle licensed to tow trailers and the relevant plate must be affixed to the rear of the trailer near the vehicle number plate.
11. Un-braked trailers shall be less than 750 KGs gross weight.
12. Trailers over 750 KGs gross weight shall be braked acting on at least two road wheels.
13. The towing vehicle must have a kerb weight of at least twice the gross weight of the trailer.
14. A suitable lid or other approved means of enclosure shall be fitted to secure the contents within the trailer when in use and to keep it watertight.
15. The maximum permissible length of the trailer shall be 7 metres including the drawbar and coupling.
16. The width of the trailer shall not be greater than the towing vehicle subject to no trailer being wider than 2.3 metres.
17. The maximum length for braked twin axle trailers is 5.54 metres.
18. The trailer must at all times comply with all Road Traffic legislation requirements, in particular those as laid down in the Road Vehicles (Construction and Use) Regulations 1986.
19. The trailer shall not display any form of sign or advertisement not required or approved by the Council or Road Traffic legislation.

Stretched Limousine Guidance

For the purpose of licensing a limousine by the Council, a limousine is described as a luxurious vehicle that has been stretched by the insertion of an additional section not exceeding 3048 millimetres to extend the length of the vehicle. The vehicle shall be capable of carrying up to but not exceeding eight passengers.

This type of vehicle will be subject to all the private hire vehicle conditions detailed above and will also be required to produce a number of additional documents. The following documentation in original form or certified copies (not photocopies) shall be produced prior to licensing:

- Completed importation documentation – Single Vehicle Approval (SVA) or
- A qualified Vehicle Modifier certificate – (QVM). This is issued by the Coach Builder
- DVLA registration document (V5)
- Insurance documents covering Hire and Reward, Public Liability Insurance and where drivers other than the proprietor are used, Employer Liability Insurance
- Vehicles converted to run on LPG must produce an installation certificate from a LPGA approved UK vehicle conversion company
- Documentation to show the overall weight of the vehicle (as displayed on the vehicle.)



ASSOCIATED

DOCUMENTS

ASSOCIATED DOCUMENTS

Medical fitness of the applicant – notes to accompany medical form

It is the Council's policy that all drivers undertake a medical examination to ensure their fitness to drive. The standards required are as laid down in the DVLA publication "**At a Glance Guide to the Current Medical Standards of Fitness to Drive**". The standard required is the "Group 2 Entitlement". Copies of this document can be obtained from the Council's Licensing Section.

Applicants would be screened for fitness before a licence is issued and at five-yearly intervals from age 45.

Applicants over the age of 65 or who attain the age of 65 during a licensed period will be required to provide a medical certificate annually.

Medicals can be undertaken by any qualified GP.

Before consulting the doctor please read the general notes on medical, If you have any of the conditions listed, a licence may be refused or revoked.

If, after reading the notes, you have any doubts about your ability to meet the medical or eyesight standards, consult your practice Doctor/Optician. Before you arrange for this medical form to be completed. The Doctor will normally charge you for completing it. In the event of your application being refused, the fee you pay the Doctor is not refundable. The Council has no responsibility for the fee payable to the Doctor.

Fill in the Consent Form at the end of this form in the presence of the Doctor carrying out the examination.

Notes for Doctor

Please arrange for the patient to be seen and examined to at least the vocational driver medical standards which can be accessed on the DVLA web site www.dvla.gov.uk under the heading 'At a Glance'.

Please complete the Medical Certificate section of this report.

A check list is provided overleaf to assist you as to the vocational standard required.

Applicants who may be asymptomatic at the time of examination should be advised that, if in future they develop symptoms of a condition which could affect safe driving, and they hold any type of driving licence, they must inform the Drivers Medical Group, DVLA, Swansea, SA99 1TU immediately, and the Council.

General Notes on Medicals

Medical standards for drivers of Hackney Carriages and Private Hire Vehicles are higher than those required for car drivers and as such it is advised that applicants should be examined to the standards suggested below.

The following conditions are a bar to the grant of a licence.

1. Epileptic Attack.

Applicants must have been free of epileptic seizures for at least ten years and not have taken anti-epileptic medication during this ten year period.

2. Diabetes.

New applicants on insulin treatment, or existing drivers who become insulin treated. Drivers on insulin treatment who were licensed before 1st April 1991 are dealt with individually and are subject to satisfactory annual Consultant certification.

3. Eyesight.

- (i) Applicants must be able to read in good daylight a number plate at 20.5 metres, (67 feet), and if glasses or corrective lenses are required to do so, these must be worn while driving. In addition applicants must have a visual acuity of at least 6/9 in the better eye; and visual acuity of at least 6/12 in the worst eye; and if these are achieved by correction the uncorrected visual acuity in each eye must be no less than 3/60.
- (ii) A licence will also be refused or revoked if an applicant has uncontrolled diplopia, (double vision), or does not have a normal binocular field of vision.

4. Other Medical Conditions.

In addition to those medical conditions covered by legislation, applicants (or licence holders) are likely to be refused if they are unable to meet the national recommended guidelines in the following cases;

- + Within 3 months of myocardial infarction, any episode of unstable angina, CABG or coronary angioplasty.
- + A significant disturbance of cardiac rhythm occurring within the past 5 years unless special criteria are met.
- + Suffering from or receiving medication for angina or heart failure.
- + Hypertension where the BP is persistently 180 systolic or over, or 100 diastolic or over.
- + A stroke, or TIA within the last 12 months.
- + Unexplained loss of consciousness within the past 5 years.
- + Meniere's or other conditions causing disabling vertigo, within the past 1 year, and with a liability to reoccur.

- + Recent severe head injury with serious continuing after effects, or major brain surgery.
- + Parkinson's disease, multiple sclerosis or other 'chronic' neurological disorders likely to affect limb power or co-ordination.
- + Suffering from psychotic illness in the past 3 years, or suffering from dementia.
- + Alcohol dependency or misuse, or persistent drug or substance misuse or dependency in the past 3 years.
- + Insuperable difficulty in communicating by telephone in an emergency.
- + Any other serious medical condition which may cause problems for road safety when driving a Hackney Carriage or Private Hire Vehicle.
- + If major psycho tropic or neuroleptic is being taken.
- + Any malignant condition within the last 2 years likely to metastasise to brain, e.g. Ca lung or malignant melanoma.

Since 2002, licence holders have had a legal duty to carry guide, hearing or other prescribed assistance dogs, accompanying a disabled person, and to do so without charge for the dog. Drivers may only be exempted from these duties on medical grounds. A medical certificate for this purpose is a separate issue to the medical requirements of fitness to drive and is not included in this examination.

3. Please state the visual acuity **of each eye** in terms of the 6m Snellen chart.
Please convert any 3 metre readings to the 6 metre equivalent.

Uncorrected

Corrected (if applicable)

Right Left Right Left

Please tick ✓ the appropriate box(es)

YES NO

4. **Is there a defect in his/her binocular field of vision** (central and/or peripheral)?

5. Is there diplopia? (controlled or uncontrolled)?

6. Does the applicant have any other ophthalmic condition?

If **YES** to 4, 5 or 6, please give details in **Section 7** and enclose any relevant visual field charts or hospital letters.

2 Nervous System

1. Has the applicant had any form of epileptic attack?

YES NO

(a) If **Yes**, please give date of last attack

(b) If treated, please give date when treatment ceased

2. Is there a history of blackout or impaired consciousness within the last 5 years?

If **YES**, please give date(s) and details in **Section 7**

3. Does the applicant suffer from narcolepsy/cataplexy?

If **YES**, please give details in **Section 7**

4. **Is there a history of, or evidence of any of the conditions listed at a - h below?**

If **NO**, go to **Section 3**.

If **YES**, please tick the relevant box(es) and give dates and full details at **Section 7**.

(a) Stroke/TIA *please delete as appropriate*

(b) Sudden and disabling dizziness/vertigo within the last 1 year with a liability to recur

(c) Subarachnoid haemorrhage

(d) Serious head injury within the last 10 years

(e) Brain tumour, either benign or malignant, primary or secondary

(f) Other brain surgery

(g) Chronic neurological disorders e.g. Parkinson's disease, Multiple Sclerosis

(h) Dementia or cognitive impairment

3. Diabetes Mellitus

- | | YES | NO |
|--|---|---|
| 1. Does the applicant have diabetes mellitus?
If NO , please proceed to Section 4
If YES , please answer the following questions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the diabetes managed by:- | | |
| (a) Insulin? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES , please give date started on insulin | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| (b) Oral hypoglycaemic agents and diet? | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Diet only? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the patient test blood glucose at least twice every day? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there evidence of:- | | |
| (a) Loss of visual field? | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Severe peripheral neuropathy, sufficient to impair limb function for safe driving? | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Diminished/Absent awareness of hypoglycaemia? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has there been laser treatment for retinopathy? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES , please give date(s) of treatment | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6. Is there a history of hypoglycaemia during waking hours in the last 12 months requiring assistance from a third party? | <input type="checkbox"/> | <input type="checkbox"/> |

If **YES** to any of 4-6 above, please give details in **Section 7**

4 Psychiatric Illness

- | | YES | NO |
|--|--------------------------|--------------------------|
| Is there a history of, or evidence of any of the conditions listed at 1-6 below? | <input type="checkbox"/> | <input type="checkbox"/> |
- If **NO**, please go to **Section 5**

If **YES** please tick the relevant box(es) below and give date(s), prognosis, period of stability and details of medication, dosage and any side effects in **Section 7**.

NB. If applicant remains under specialist clinic(s) ensure details are completed at the top of page 1.

- | | YES |
|--|--------------------------|
| 1. Significant psychiatric disorder within the past 6 months | <input type="checkbox"/> |
| 2. A psychotic illness within the past 3 years, including psychotic depression | <input type="checkbox"/> |
| 3. Persistent alcohol misuse in the past 12 months | <input type="checkbox"/> |
| 4. Alcohol dependency in the past 3 years | <input type="checkbox"/> |
| 5. Persistent drug misuse in the past 12 months | <input type="checkbox"/> |
| 6. Drug dependence in the past 3 years | <input type="checkbox"/> |

5 Cardiac

Please follow the instructions in all Sections (5A – 5G) giving details as required at Section 7.

NB. If applicant remains under specialist cardiac clinic(s) ensure details are completed on page 5.

5A Coronary Artery Disease

Is there a history of, or evidence of, coronary artery disease? YES NO

If, **NO**, proceed to **Section 5B**

If **YES** please answer all questions below and give details at **Section 7** of the form.

1. Myocardial Infarction?
If **YES**, please give date(s)

2. Coronary artery by-pass graft?
If **YES**, please give date(s)

3. Coronary Angioplasty (with or without stent)?
If **YES**, please give date(s)

4. Has the applicant suffered from Angina?
If **YES**, please give the date of the last attack

Please proceed to next Section 5B

5B Cardiac Arrhythmia

Is there a history of, or evidence of, cardiac arrhythmia? YES NO

If **NO**, proceed to **Section 5C**

If **YES** please answer all questions below and give details at **Section 7** of the form.

1. Has the applicant had a significant documented disturbance of cardiac rhythm within the past 5 years?

2. Has the arrhythmia been controlled satisfactorily for at least 3 months?

3. Has a cardiac defibrillator device been implanted?

4. Has a pacemaker been implanted?

If **YES**:-

(a) Has the pacemaker been implanted for at least 6 week?

(b) Since implantation, is the patient now symptom free from this condition?

(c) Does the applicant attend a pacemaker clinic regularly?

Please proceed to next Section 5C

5C Peripheral Arterial Disease

	YES	NO
1. Is there a history or evidence of ANY of the following:	<input type="checkbox"/>	<input type="checkbox"/>
If YES please tick ✓ ALL relevant boxes below, and give details at Section 7 of the form.		
PERIPHERAL ARTERIAL DISEASE	<input type="checkbox"/>	<input type="checkbox"/>
AORTIC ANEURYSM, IF YES:		
(a) Site of Aneurysm: Thoracic <input type="checkbox"/> Abdominal <input type="checkbox"/>		
(b) Has it been repaired successfully?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Is the transverse diameter more than 5cms?	<input type="checkbox"/>	<input type="checkbox"/>
DISSECTION OF THE AORTA, IF YES:		
(a) Has it been repaired successfully?	<input type="checkbox"/>	<input type="checkbox"/>

Please proceed to next Section 5D

5D Valvular/Congenital Heart Disease

	YES	NO
Is there a history of, or evidence, of valvular/congenital heart disease?	<input type="checkbox"/>	<input type="checkbox"/>
If NO , proceed to Section 5E		
If YES please answer all questions below and give details at Section 7 of the form.		
1. Is there a history of congenital heart disorder?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a history of heart valve disease?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there any history of embolism? (not pulmonary embolism)	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the applicant currently have significant symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has there been any progression since the last licence application? (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>

Please proceed to next Section 5E

5E Cardiomyopathy

	YES	NO
Does the applicant have a history of ANY of the following conditions:	<input type="checkbox"/>	<input type="checkbox"/>
(a) a history of, or evidence of heart failure?		
(b) established Cardiomyopathy?		
(c) a heart or heart/lung transplant?		

If **YES** to any part of the above, please give full details in **Section 7** of the form. If no, proceed to next **Section 5F**.

5F Cardiac Investigations

		YES	NO
This section must be completed for all applicants.			
1.	Has a resting ECG been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES , does it show:-		
	(a) pathological Q waves?	<input type="checkbox"/>	<input type="checkbox"/>
	(b) left bundle branch block?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has an exercise ECG been undertaken (or planned)?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES , please give date and give details in Section 7	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	<i>Sight/copy of the exercise test result/report (if done in the last 3 years) would be useful</i>		
3.	Has an echocardiogram been undertaken (or planned)?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES , please give date <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> and give details in Section 7		
	<i>Sight/copy of the echocardiogram result/report would be useful</i>		
4.	Has a coronary angiogram been undertaken (or planned)?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES , please give date <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> and give details in Section 7		
	<i>Sight/copy of the angiogram result/report would be useful</i>		
5.	Has a 24 hour ECG tape been undertaken (or planned)?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES , please give date <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> and give details in Section 7		
	<i>Sight/copy of the 24 hour tape result/report would be useful</i>		
6.	Has a myocardial perfusion imaging scan been undertaken (or planned)?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES , please give date <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> and give details in Section 7		
	<i>Sight/copy of the scan result/report would be useful</i>		

Please proceed to Section 5G

5G Blood Pressure

		YES	NO
This section must be completed for all applicants			
1.	Is today's resting systolic pressure 180mm Hg or greater?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is today's resting diastolic pressure 100mm Hg or greater?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the applicant on anti-hypertensive treatment?	<input type="checkbox"/>	<input type="checkbox"/>

If **YES**, to any of the above, please supply today's reading

Please answer all questions in this section. If your answer is 'YES' to any questions please give full details in Section 7.

1. Is there **currently** a disability of the spine or limbs, likely to impair control of the vehicle? YES NO

2. Is there a history of bronchogenic carcinoma or other malignant tumour, for example, malignant melanoma, with a significant liability to metastasise cerebrally?

If **YES**, please give dates and diagnosis and state whether there is current evidence of dissemination.

3. Is the applicant profoundly deaf?

If **YES**,

Is he/she able to communicate in the event of an emergency by speech or by using a device, e.g. a MINICOM/text phone?

4. Is there a history of either renal or hepatic failure?

5. Does the applicant have sleep apnoea syndrome?

If **YES**, has it been controlled successfully?

6. Is there any other **Medical Condition**, causing excessive daytime sleepiness?

6a. If **YES**, please give full details below.

7. Does the applicant have severe symptomatic respiratory disease causing chronic hypoxia?

8. Does any medication currently taken cause the applicant side effects which impair his/her safe driving?

Please forward copies of all relevant hospital notes if available

Consent and Declaration

This section **MUST** be completed and must **NOT** be altered in any way.
Please read the following important information carefully then sign the statements below.

Important information about Consent

On occasion, as part of the investigation into your fitness to drive, ***new authority name*** may require you to undergo a medical examination or some form of practical assessment. In these circumstances, those personnel involved will require your background medical details to undertake an appropriate and adequate assessment. Such personnel might include doctors, orthoptists at eye clinics or paramedical staff at a driving assessment centre. Only information relevant to the assessment of your fitness to drive will be released.

Consent and Declaration

I authorise my Doctor(s) and Specialist(s) to release reports to *new authority name* medical adviser about my condition.

I authorise *new authority name* to disclose such relevant medical information as may be necessary to the investigation of my fitness to drive, to doctors, paramedical staff and Panel members, and to release to my doctor(s) details of the outcome of my case and any relevant medical information.

I declare that I have checked the details I have given on the enclosed questionnaire and that to the best of my knowledge and belief, they are correct.

Signature

Date

Applicant's Details

9 Your details

Your full name	Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Your address	Home telephone number	<input type="text"/> <input type="text"/>
<input type="text"/>	Work/Daytime number	
<input type="text"/>		
<input type="text"/>		
E-mail address		

About your GP/Group Practice

GP/Group name
Address
<input type="text"/>
<input type="text"/>
<input type="text"/>
Telephone
E-mail address

Medical Practitioner Details
To be completed by Doctor carrying out the examination

10 Doctor's details

Name	Surgery Stamp <input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
E-mail address	

Signature Practitioner of **Medical** **Date**

Insulin Treated Diabetes:

Private Hire and Hackney Carriage Driver Licence Holders and Applicants

Applicants

Applicants for a private hire or hackney carriage driver licence will be required to satisfy the Licensing Authority that he/she meets the medical requirements which would allow a C1 Group 2 licence to be issued. If found to be suffering from Diabetes Mellitus, applicant will need to provide a medical report from a hospital consultant specialising in diabetes confirming:

- the applicant has been undergoing insulin treatment for over four (4) weeks;
- during the twelve (12) months prior to the date of the licence application, the applicant has not suffered a hypoglycaemic episode requiring the assistance of another whilst driving; and,
- the applicant has a history of responsible diabetic control and is at minimal risk of a hypoglycaemic attack resulting in incapacity.

The applicant will also be required to submit a signed declaration that:

- he/she will comply with the directions for treatment given to him/her by the doctor supervising that treatment;
- immediately report to the Licensing Authority, in writing, any change in diabetic condition; and,
- provide to the Licensing Authority, as and when necessary, evidence that blood glucose monitoring is being undertaken at least twice daily and at times relevant to driving a hackney carriage or private hire vehicle during employment.

Current Licence Holders

Annually the licence holder, if suffering from Diabetes Mellitus, will be required to provide a medical report from a hospital consultant specialising in diabetes confirming:

- that during the preceding 12 months the licensee has not suffered a hypoglycaemic episode requiring the assistance of another whilst driving; and,
- the licensee has a history of responsible diabetic control and is at minimal risk of a hypoglycaemic attack resulting in incapacity.

Licence holders are reminded that the requirements of the declaration signed on the issue of licence remain an obligation.

All current applications involving individuals with insulin treated diabetes will be dealt with under these new requirements.

Applicants for licences previously refused on the basis on insulin treated diabetes can make a fresh application if they believe they can meet the new requirements, as can licensees who have had their licences revoked for that reason.

MEDICAL CERTIFICATE FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS

Name of driver DOB

Address

.....

Date of examination

- The applicant meets the DVLA C1 Category group 2 medical standard of fitness and is therefore fit to drive hackney carriage/private hire vehicles.
- The applicant does not meet the C1 Category group 2 medical standard of fitness and is therefore not fit to drive hackney carriage/private hire vehicles.
- I find the applicant fit to meet the DVLA C1 Category group 2 but is on insulin for diabetes. You therefore additionally need to satisfy yourself as to the applicant's fitness by means of a hospital consultant's report as specified in the notes below.
- I have found a possible medical problem but I recommend that you grant him a renewal of his licence for the time being and that you follow my recommendations below regarding further medical evidence.
- You should require that the driver produces a written statement from his doctor or optician as appropriate stating that:
 - his blood pressure (on medical treatment if necessary) is not consistently above 180/100
 - his visual acuity, with glasses if necessary, is at least 6/9 in the better eye and 6/12 in the worse eye
 - he does not have insulin dependent diabetes, or if he does, he complies with all of your licensing requirements as described below for a person with diabetes on insulin

Doctor's signature.....

Doctor's name (please print).....

Date of examination.....

Surgery Stamp:
--

Notes for the examining doctor:

If the applicant is applying for a new licence, the required medical standard must be met. If an applicant is renewing an existing licence, and the problem which is identified is not of immediate medical concern, such as blood pressure marginally above the

DVLA group 2 level; visual acuities marginally worse than the DVLA group 2 level, or glycosuria suggestive of possible diabetes, the candidate should be treated as "provisionally fit" with appropriate advice indicated above.

An applicant who uses insulin for diabetes would normally be considered fit to hold a licence provided that they met the DVLA C1 (small lorry) medical standard as follows:

The applicant submitted a medical report from a hospital consultant specialising in diabetes confirming:

1. the applicant has been undergoing insulin treatment for over 4 weeks,
2. the applicant has not suffered a hypoglycaemic episode, requiring assistance whilst driving, within the preceding 12 months, prior to the date of the licence application,
3. the applicant has a history of responsible diabetic control, and is at minimal risk of a hypoglycaemic attack resulting in incapacity.

The applicant must also submit a signed declaration that:

1. He/she will comply with the directions given to him/her by the doctor supervising the treatment.
2. Immediately report to the licensing authority, in writing, any significant change in their diabetic condition.

Provide to the licensing authority, as and when necessary, evidence that blood glucose monitoring is being undertaken at least twice daily, and at times relevant to driving a Hackney or Private Hire vehicle, during employment.

After completion of medical please send this Certificate and Medical Examination report to the Licensing Department