

Thurrock: A place of opportunity, enterprise and excellence, where  
individuals, communities and businesses flourish

## Licensing Committee

The meeting will be held at **7.00 pm** on **8 July 2014**

**Committee Room 1, Civic Offices, New Road, Grays, Essex, RM17 6SL**

### Membership:

Councillors Michael Stone (Chair), Ben Maney (Vice-Chair), Clare Baldwin, Sue Gray, Terence Hipsey, Roy Jones, Brian Little, Susan Little, Bukky Okunade, Robert Ray, Joycelyn Redsell, Gerard Rice, Susan Shinnick, Pauline Tolson and John Purkiss

### Substitutes:

Councillors Chris Baker, Robert Gledhill, Tom Kelly, Barry Palmer, Maureen Pearce and Graham Snell

### Agenda

Open to Public and Press

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<b>1. Apologies for Absence</b>	
<b>2. Minutes</b>	<b>5 - 8</b>
To approve as a correct record the minutes of the Licensing Committee meeting held on 2 October 2013.	
<b>3. Items of Urgent Business</b>	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972	
<b>4. Declaration of Interests</b>	
<b>5. Hackney Carriage and Private Hire Vehicle Specification and Licence Condition Amendment</b>	<b>9 - 48</b>

**6. Setting of Licensing Fees**

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**Queries regarding this Agenda or notification of apologies:**

Please contact Kenna-Victoria Martin, Senior Democratic Services Officer by sending an email to [Direct.Democracy@thurrock.gov.uk](mailto:Direct.Democracy@thurrock.gov.uk)

Agenda published on: **30 June 2014**

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# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

## Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

## When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

**What is a Non-Pecuniary interest?** – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

## Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

## Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

**Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish**

To achieve our vision, we have identified five strategic priorities:

**1. Create a great place for learning and opportunity**

- Ensure that every place of learning is rated “Good” or better
- Raise levels of aspirations and attainment so that local residents can take advantage of job opportunities in the local area
- Support families to give children the best possible start in life

**2. Encourage and promote job creation and economic prosperity**

- Provide the infrastructure to promote and sustain growth and prosperity
- Support local businesses and develop the skilled workforce they will require
- Work with communities to regenerate Thurrock’s physical environment

**3. Build pride, responsibility and respect to create safer communities**

- Create safer welcoming communities who value diversity and respect cultural heritage
- Involve communities in shaping where they live and their quality of life
- Reduce crime, anti-social behaviour and safeguard the vulnerable

**4. Improve health and well-being**

- Ensure people stay healthy longer, adding years to life and life to years
- Reduce inequalities in health and well-being
- Empower communities to take responsibility for their own health and wellbeing

**5. Protect and promote our clean and green environment**

- Enhance access to Thurrock’s river frontage, cultural assets and leisure opportunities
- Promote Thurrock’s natural environment and biodiversity
- Ensure Thurrock’s streets and parks and open spaces are clean and well maintained

## **MINUTES of the meeting of Licensing Committee held on 2 October 2013 at 7.00pm**

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**Present:** Councillors Mike Stone (Chair), Ben Maney, Wendy Curtis, Sue Gray, Steve Liddiard, Sue Little, Robert Ray, Andrew Roast

**Apologies:** Councillors Gerard Rice, Lynn Carr, Phil Smith, John Purkiss, Angie Gaywood (Portfolio Holder)

**In attendance:** Gavin Dennett – Head of Public Protection  
Paul Adams – Principal Licensing Officer  
Adam Rulewski – Solicitor  
Jan Natynczyk – Senior Democratic Services Officer

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The Chair informed the Committee that the meeting would be audio recorded and published on the Council's website.

### **6. MINUTES**

The minutes of the meeting held on 16 July, 2013 were approved as a correct record.

### **7. SCRAP METAL DEALERS ACT 2013**

Paul Adams, Principal Licensing Officer, informed Members that a report was presented to the last meeting of this Committee, outlining the provisions of the Scrap Metal Dealers Act 2013. That report advised that a further report would be submitted to this Committee in relation to the fee setting and delegation of powers.

The Scrap Metal Dealers Act 2013 ("the Act") received Royal Assent on 28 February 2013 and it came into force from 1 October, 2013.

The Government, when introducing this legislation, made it an executive function to allow for implementation in the short time period that had been given. The Home Office had advised that an amendment would be made in the near future, to make it a non executive function, which would return the responsibility for licensing of scrap metal dealers to the Licensing Committee. For now, this was an executive function and the responsibility of the Cabinet.

Members expressed some concerns, that the intended fees seemed high in comparison with other Councils.

Officers replied that the fees were based on the cost of recovery. To date, some areas in Essex had not provided details of fees. It was

acknowledged that the proposed fees were in the high category, but there were a large number of dealers in the borough and this would be an extensive piece of work.

Members asked for further clarification in terms of the breakdown between fixed sites and collectors and how unlicensed dealers would be dealt with.

Officers reported that currently, there was approximately a 50/50 split between fixed sites and collectors. However, it was likely that a number of collectors would register their home address as a site, as this would allow them to collect far more scrap. The breakdown was then likely to be 60/40 in favour of fixed sites.

In terms of enforcement, this would be a shared responsibility with Essex Police.

**RESOLVED that the information contained within the report be noted.**

## **8. REVIEW OF THE STATEMENT OF POLICY FOR LICENSING ACT 2003**

Paul Adams, Principal Licensing Officer, informed the Committee that the Licensing Act 2003 previously required Local Councils to review their Statement of Licensing Policy every three years. This had now been amended to every 5 years after the review. A reviewed policy had been produced for consideration and adoption as the current policy expired in 2014.

The following correction to the report was noted: page 27, point 1.8 – delete reference to 2013 and replace with 2014. Also, delete reference to 2018 and replace with 2019.

Members requested that the first bullet point on page 31 of the report (powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly), be reworded to better reflect the concept of DPPO's and the wording be agreed by Officers in consultation with the Chair and Vice-Chair of this Committee.

It was also requested, that the reference to the Primary Care Trust be removed from the report, as it no longer existed and be replaced with the appropriate body.

Members suggested that the possibility of adopting a Cumulative Impact Policy be investigated and the outcome reported back to the Chair and Vice-Chair of this Committee.



Finally, Members commented on the general length of reports to this Committee and requested that more emphasis be given to summarising key points at the front of reports.

Gavin Dennett, Head of Public Protection, stated that this would be taken on board for future reports.

**RESOLVED that**

- (a) it be recommended that Full Council adopts the reviewed Statement of Licensing Policy for Thurrock, as detailed at Appendix A of the report, subject to the amendments noted above;**
- (b) the possibility of adopting a Cumulative Impact Policy be investigated and the outcome reported back to the Chair and Vice-Chair of this Committee.**

**ACTION: PAUL ADAMS**

**The meeting finished at 7.20pm.**

Approved as a true and correct record

**CHAIRMAN**

**DATE**

**Any queries regarding these Minutes, please contact  
J. Natynczyk, telephone (01375) 652031,  
or alternatively e-mail [jnatynczyk@thurrock.gov.uk](mailto:jnatynczyk@thurrock.gov.uk)**

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<b>8 July 2014</b>		<b>ITEM: 5</b>
<b>Licensing Committee</b>		
<b>Hackney Carriage and Private Hire Vehicle Specification and Licence Condition Amendment</b>		
<b>Wards and communities affected:</b> All		<b>Key Decision:</b> Non Key
<b>Report of:</b> Paul Adams – Principal Licensing Officer		
<b>Accountable Head of Service:</b> Lucy Magill – Head of Public Protection		
<b>Accountable Director:</b> Graham Farrant, Chief Executive		
<b>This report is:</b> Public		

## Executive Summary

Correction of a typographical error to Thurrock Council Hackney Carriage and Private Hire vehicle specifications and Licence Conditions.

### 1. Recommendation(s)

- 1.1 **Agree the change to the vehicle specification and licence conditions for Private Hire and Hackney Carriage Vehicles as set out in appendix A, referring to Full Council for adoption.**

### 2. Introduction and Background

- 2.1 Local Authorities have the power to set conditions and policy in relation to Hackney Carriage and Private Hire Vehicle Licences.
- 2.2 The current Vehicle Specification and Licence Conditions sets out the type of vehicles that are considered suitable for licensing and the conditions that they must adhere to once the licence has been granted.
- 2.3 This Policy was amended and agreed at Full Council on the 23 October 2013

### 3. Issues, Options and Analysis of Options

- 3.1 Since publication a typographical error has been discovered Paragraph 2.2 of Hackney Carriage Vehicle Licence – Pre Licensing Standards which currently reads: “Permit loading of wheelchairs ONLY through the side door(s) of the vehicle. Vehicles that load wheelchairs through the tailgate will not be accepted for licensing. Those Hackney Carriage proprietors whose vehicles

are **side** loading on 1 August 2013 shall replace their vehicle with a vehicle that is **rear** loading, if the vehicle is changed or when the licence is renewed after the vehicle reaches 10 years of age.”

- 3.2 This paragraph has been amended to read: “Permit loading of wheelchairs ONLY through the side door(s) of the vehicle. Vehicles that load wheelchairs through the tailgate will not be accepted for licensing. Those Hackney Carriage proprietors whose vehicles are **rear** loading on 1 February 2014 shall replace their vehicle with a vehicle that is **side** loading, if the vehicle is changed or when the licence is renewed after the vehicle reaches 10 years of age. The amended Policy is attached as **Appendix A.**”

#### **4. Reasons for Recommendation**

- 4.1 The error must be amended to allow for wheel chair accessible vehicles to be replaced during their life. The adoption of policy is a full council function.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 No consultation has been undertaken as this is just an amendment to rectify a typographical error.

#### **6. Impact on corporate policies, priorities, performance and community impact**

- 6.1 This will ensure that this policy remains fit for purpose.

#### **7. Implications**

##### **7.1 Financial**

Implications verified by: **Mike Jones**  
**Management Accountant**

There are no financial implications for this report

##### **7.2 Legal**

Implications verified by: **Chris Pickering**  
**Principal Solicitor - Litigation & Employment**

Any amendments to the policy must be adopted at full council

- 7.3 Implications verified by: **Rebecca Price**  
Community Development Officer  
[reprice@thurrock.gov.uk](mailto:reprice@thurrock.gov.uk)

The correction of this typographical error will ensure that Wheelchair Accessible Hackney Carriages can be replaced with similar vehicles ensuring access to wheelchair users.

**7.4 Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None

**8. Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

**9. Appendices to the report**

- Appendix A – Amended Hackney Carriage and Private Hire Vehicle Specification and Licence Conditions.

**Report Author:**

Paul Adams

Principal Licensing Officer

Licensing Team, Public Protection

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# **HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE SPECIFICATION AND LICENCE CONDITIONS**

# **HACKNEY CARRIAGE VEHICLE LICENCE**

## **PRE-LICENSING STANDARDS**



## **HACKNEY CARRIAGE VEHICLE LICENCE**

### **PRE-LICENSING STANDARDS**

#### **1. The vehicle must:**

- 1.1. Be wheelchair accessible with 8 or less passenger seats. Those Hackney Carriage proprietors whose vehicles were a saloon, estate or multi-passenger vehicle on 1 February 2014 will be permitted to replace their vehicle with a vehicle that is not wheelchair accessible, if the licence is transferred to a new proprietor then any replacement vehicle thereafter must be a wheelchair accessible vehicle.
- 1.2. When first submitted for licensing, must be less than 4 years of age.
- 1.3. At the time of renewal of the licence be no more than 10 years of age, except for wheelchair accessible vehicles, which must be no more than 15 years of age.
- 1.4. Any vehicle accepted for licensing as a Hackney Carriage Vehicle, may only be replaced by a vehicle that is younger by reference to the dates of first registration.
- 1.5. Be right hand drive, in good mechanical order and body condition and in operational order in every respect.
- 1.6. Be suitable in size and design for use as a Hackney Carriage Vehicle and to the manufacturers specification have:
  - 1.6.1. Rear Seat (width): The width of the rear seats, measured in a straight line widthways on the front edge of the seat must be such as will allow adequate seating accommodation to the extent of a minimum of 42cm (16 ½ ").
  - 1.6.2. Seats (length): The length of the seat from the back to the front edge must be a minimum of 43cm (17")
  - 1.6.3. Knee Space: The measurement between the rear of the front seats and the back of the backseat must be a minimum of 66cm (26") with the front seat at its centre point.
  - 1.6.4. An exemption may be granted to the minimum specifications above in special circumstances if agreed by the Licensing Department. (An example where this may be appropriate is where MPV's or Minibuses have M2 seats fitted.)
- 1.7. Have a minimum of 4 doors, each adjacent to and allowing direct access to and from the seats.
- 1.8. Have manufacturers recommended sized tyres (remould tyres are not acceptable).
- 1.9. Have rear seat accommodation for not less than three passengers, unless the safe carriage of a passenger seated in a wheelchair necessitates the removal of any seat(s).

- 1.10. Have accommodation for not less than 4 passengers.
- 1.11. Have appropriate seatbelts to the front and rear seats of the vehicle.  
The number of seatbelts fitted to the vehicle shall correspond with the number of passengers the vehicle is licensed to carry, plus a belt for the driver.
- 1.12. Have, in addition to the driver, up to 2 passenger seats in the front of the vehicle, provided each seat has a separate lap/diagonal seat belt.
- 1.13. Have adequate luggage facilities, which must be separate from the passenger-carrying compartment. All vehicles must be capable of carrying a wheelchair, folded down if appropriate, in a reasonable manner.
  - 1.13.1. In London style vehicles, the area next to the driver shall be deemed to be the luggage space and no provision for seating shall be permitted there.
- 1.14. Have a parcel shelf or similar fitted, where the vehicle design allows for.

## **2. Wheelchair Accessible Vehicles**

- 2.1. Any proprietor who has a Hackney Carriage Vehicle licence for a wheelchair accessible vehicle, must in future, only replace the vehicle with a wheelchair accessible vehicle.
- 2.2. Permit loading of wheelchairs ONLY through the side door(s) of the vehicle. Vehicles that load wheelchairs through the tailgate will not be accepted for licensing. Those Hackney Carriage proprietors whose vehicles are rear loading on 1 February 2014 shall replace their vehicle with a vehicle that is side loading, if the vehicle is changed or when the licence is renewed after the vehicle reaches 10 years of age.
- 2.3. Shall be equipped with properly mounted fittings for the safe securing of a wheelchair and the passenger seated in it when carried inside the vehicle, in accordance with European Directive 76/115 EEC (as amended).

## **3. Minibus and Multi Passenger Vehicles**

- 3.1. Any seat adjacent to the nearside door of the passenger compartment of a licensed vehicle must be removed, where necessary, to permit a clear and unobstructed entry to and exit from the back row seating compartment.
- 3.2. No person entering or exiting the licensed vehicle should have to remove or dismantle any seat or other obstacle, climb over any person

being carried in the vehicle, or have any other person leave their seat to facilitate them entering or exiting the vehicle.

#### **4. Tinted Windows**

- 4.1. Tinted windows, including factory fitted tinted windows, which have sufficient tint to obscure the inside of the vehicle from being viewed from the outside will not be permitted without the prior approval of the Licensing authority. Those Hackney Carriage proprietors, whose vehicles have such tinted windows on 1 February 2014, may remain licensed until the vehicle is replaced.

#### **5. Taximeter**

- 5.1. The vehicle shall be fitted with an efficient taximeter that is capable of visibly recording fares by measuring distance and time and calculating fares for all lengths and duration of journeys equivalent to the maximum fare tariff set by Thurrock Council. The taximeter shall be calibrated to only allow the use of the aforementioned tariff for the calculation of fares and no others.

#### **6. LPG Vehicles**

- 6.1. A hackney carriage proprietor converting their licensed vehicle to run on Liquid Petroleum Gas (LPG) must notify the Council of such change and comply with the following pre-licensing conditions. These conditions will also apply to proprietors purchasing a new or used vehicle that runs on LPG:
  - 6.1.1. That a certificate of compliance is produced to state that the LPG installation was undertaken by a Petroleum Gas Association (LPGA) approved installer.
  - 6.1.2. That the vehicle displays on the front and rear screens, a sticker stating that the vehicle has been fitted with a LPG tank for the purpose of alerting the emergency services in the event of an accident.
  - 6.1.3. If a doughnut tank is fitted in the spare wheel well of the boot, the spare wheel must be securely fixed in a position not obstructing the entire luggage space.
  - 6.1.4. The proprietor of the vehicle must notify DVLA Swansea, of the change in fuel from petrol to both LPG and petrol.
  - 6.1.5. The vehicle is serviced by a person competent in LPG powered vehicles.

## **7. Vehicle Inspections**

- 7.1. Thurrock Council reserves the right to examine any vehicle before the grant of a Hackney Carriage Vehicle licence in order to ascertain that the vehicle conforms to all current legislation, licensing criteria and licensing conditions. Such examination does not guarantee the grant of a licence.
- 7.2. The applicant shall submit the vehicle for an MOT and compliance inspection and/or other inspections as the Council may require at one of the Council approved garages as follows:
  - 7.2.1. Upon initial application (regardless of the age of the vehicle)
  - 7.2.2. Annually in respect of vehicles up to 5 years old.
  - 7.2.3. Six monthly in respect of vehicles over 5 years old and up to 8 years old.
  - 7.2.4. Four monthly in respect of vehicles over 8 years old

## **8. Production of Documentation**

- 8.1. All applicants for a Hackney Carriage Vehicle licence shall produce the following documents prior to the issue of a licence and at any time when requested to do so by the Council (documents must be current at the time the licence commences):
  - 8.1.1. A current MOT test certificate
  - 8.1.2. A valid vehicle test sheet issued by Thurrock Council approved testing garage, or other such certificate as may be required from time to time by Thurrock Council.
  - 8.1.3. An insurance certificate or cover note, which expressly indicates cover for public hire.
  - 8.1.4. The vehicle registration document showing the applicants name and address.
  - 8.1.5. New applications and transfer notifications must also include proof of ownership by means of bill of sale or hire purchase agreement.

# **HACKNEY CARRIAGE VEHICLE CONDITIONS OF LICENCE**

## **HACKNEY CARRIAGE VEHICLE LICENCE**

### **CONDITIONS OF LICENCE**

#### **1. Pre Licensing Standards**

- 1.1. Satisfy the Hackney Carriage Vehicle Licence Pre Licensing Standards adopted by Thurrock Council at all times.

#### **2. Safety Equipment**

- 2.1. An efficient and serviceable fire extinguisher marked with the plate number of the vehicle shall be carried at all times. The extinguisher must be located in a secure and easily accessible position, in the boot or front cab of the vehicle. Wheelchair accessible vehicles must carry a fire extinguisher which is at least a 1 litre AFFF extinguisher with a minimum of an 8A to 21B rating. Where a minibus fitted with a passenger lift to meet the construction and use regulations, a second extinguisher must be fitted near the back doors of the same type.

NB: In the event of a vehicle fire, the priority is to GET THE PASSENGERS OUT.

- 2.2. Each vehicle shall carry a first aid kit for the use of the driver and shall contain those items laid down by the Health and Safety (First Aid) Regulations 1981.
- 2.3. The proprietor shall have available in the vehicle sufficient high visibility jackets for the seating capacity of the vehicle, and an emergency triangle to use in the event of a breakdown or accident.

#### **3. Interior Markings**

- 3.1. The proprietor shall ensure that the following are clearly displayed inside the vehicle:
  - 3.1.1. The vehicle window card licence.
  - 3.1.2. The tariff card supplied by the Council shall be displayed on the inside of the vehicle in such a position as to be plainly visible to persons travelling inside the vehicle
  - 3.1.3. "No Smoking" signs shall be displayed on both rear passenger door windows.

#### **4. Exterior Signs**

- 4.1. The proprietor shall ensure that:
  - 4.1.1. The licence plate issued by Thurrock Council identifying the vehicle as a Hackney Carriage shall be displayed in a vertical

position and firmly fixed to the outside of the vehicle at the rear using the fixing bracket supplied. Velcro, cable tie and magnetic fastenings are not be permitted. In any case of doubt about a proper method of fixing the plate, the Licensing Department should be consulted.

4.1.2. The Hackney Carriage plate shall not be concealed from public view or defaced in any way.

4.1.3. The licence plate shall remain the property of Thurrock Council at all times and must be returned immediately if the vehicle ceases to be a licensed Hackney Carriage vehicle, any detail of the vehicle is changed or if the vehicle licence is suspended or revoked by the Council.

4.1.4. Door stickers provided by Thurrock Council shall be permanently displayed on each rear door of the vehicle on the upper panel of the door. Magnetic door signs are not permitted. Any variance to the location of the stickers should be agreed with the Licensing Department.

4.1.5. The door stickers shall not be concealed from public view or defaced or altered in any way.

4.1.6. A roof sign capable of being illuminated and showing to the front and rear the word "TAXI" the light for which should automatically be extinguished when the taxi meter is engaged. London style and other taxis with signs forming an integral part of the roof are acceptable.

## **5. Trailers and Roof Boxes**

5.1. A proprietor of a licensed Hackney Carriage vehicle will be permitted to tow a trailer provided that:

5.1.1. The trailer complies with all legal requirements (please see appendix for further guidance).

5.1.2. The driver of the vehicle holds the appropriate category on his/her DVLA driving licence, which must be produced to the Council.

5.2. A proprietor of a licensed Hackney Carriage vehicle will not be permitted to carry any form of roof box or luggage on the roof of the vehicle.

## **6. CCTV**

- 6.1. A proprietor of a licensed Hackney Carriage vehicle will be permitted to install CCTV provided that:

6.1.1. The CCTV complies with all legal requirements (please see appendix for further guidance).

## **7. Advertising**

- 7.1. A proprietor of a Hackney Carriage shall ensure that the display of advertising materials is restricted to the following:

7.1.1. Advertising, including product advertising or the trade name, address and telephone number of the circuit may be displayed anywhere on the exterior of the vehicle apart from the rear doors, which show the Thurrock Council stickers and the windows / glazing of the vehicle.

7.1.2. Product advertising is subject to the Council giving authority and retaining the right to request the removal of any particular advertisement that is felt to be unsuitable.

7.1.3. All product advertising must be professionally applied and no reflective materials may be used.

7.1.4. Wheelchair accessible vehicles may display the disability symbol of a maximum of 10" (245mm) square on the wheelchair access door(s) only.

7.1.5. Internal advertising is permitted subject to approval by the Council.

7.1.6. All advertising must be approved by the Council. The written approval of Thurrock Council shall be obtained as to the content and layout of any advertisement before it is fitted or displayed.

## **8. Vehicle Inspections**

- 8.1. The proprietor shall submit the vehicle for an MOT and compliance inspection and/or other inspections as the Council may require at one of the Council approved garages as follows:

8.1.1. Upon initial application (regardless of the age of the vehicle)

8.1.2. Annually in respect of vehicles up to 5 years old.

8.1.3. Six monthly in respect of vehicles over 5 years old and up to 8 years old.

8.1.4. Four monthly in respect of vehicles over 8 years old



- 8.2. Vehicles submitted for inspection shall be in such a condition as to be suitable for inspection: free from oil or any other matter and thoroughly cleaned inside and out. Vehicles not meeting these conditions will not be inspected. These vehicles will be treated as having failed to attend the inspection and be suspended immediately until they pass a re-inspection.
- 8.3. The proprietor should submit the vehicle to the Council after any repair made necessary by an accident affecting the safety, performance or appearance of the vehicle or comfort or convenience of passengers.
- 8.4. Proprietors of vehicles which fail to attend any notified inspection, or whose vehicles are refused an inspection due to the condition of the vehicle shall be liable to pay a fee for a re-inspection.
- 8.5. Proprietors of vehicles, which fail to attend for an inspection, during the life of the vehicle licence, may be suspended immediately until such time as they attend and pass an inspection.

## **9. General Conditions**

- 9.1. Vehicles must be kept clean, tidy, free from damage, well maintained and in every way fit for public service both inside and out.
- 9.2. Vehicles without alloy wheels should be fitted with all 4 matching hubcaps.
- 9.3. During the period of the licence the proprietor shall be in direct control of the day-to-day running of the vehicle.
- 9.4. The vehicle shall not be used to convey a greater number of passengers than shown on the plate and licence, irrespective of the age of the passenger.
- 9.5. Whilst a vehicle is licensed as a Hackney Carriage vehicle and at all times, whether plying for hire or not shall not be driven by any person other than a driver properly licensed by Thurrock Council.
- 9.6. If the proprietor permits or employs another person to drive the vehicle, that person must be licensed by Thurrock Council. The proprietor must have a copy of his/her Hackney Carriage driver's licence before he/she commences to drive the vehicle. The proprietor will record the details of the licence in a register for that purpose. The copy of the licence will be retained until such a time as the driver ceases to be permitted or employed to drive the vehicle. It is the responsibility of the driver to notify the proprietor of the vehicle if he/she ceases to be permitted to drive.

## **10. Taximeter**

10.1. The vehicle shall be fitted with an efficient taximeter that is capable of visibly recording fares by measuring distance and time and calculating fares for all lengths and duration of journeys equivalent to the maximum fare tariff set by Thurrock Council. The taximeter shall be calibrated to only allow the use of the aforementioned tariff for the calculation of fares and no others.

NB: Nothing in this condition prevents a driver from charging the customer less than the metered fare.

10.2. The taximeter shall be maintained at all times so that the fare displayed can readily be seen by the passenger(s). There shall be recorded on the face of the taximeter in figures, clearly legible and free from ambiguity a fare not exceeding the scale of fares prescribed by the Council.

10.3. The taximeter and all the fittings shall be so affixed to the vehicle with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seal or other appliance.

10.4. The operation of the taximeter shall accord with any byelaws made by the Council.

10.5. The taximeter shall be tested for accuracy on initial application and following any changes to the table of fares or as required. Thurrock Council staff may seal meters after each inspection.

## **11. Animals and the Carriage of Assistance Dogs**

11.1. The proprietor shall not allow any driver to convey in a licensed vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle.

11.2. Any animal belonging to or in the custody of a passenger may be conveyed at the driver's discretion, however it shall only be conveyed in the rear of the vehicle.

11.3. The proprietor shall ensure the driver of the vehicle complies with the requirement to carry guide dogs, Hearing dogs, other assistance dogs, dogs for the disabled, support dogs and canine partners for independence.

11.4. A driver of a licensed vehicle is required to carry the following assistance dogs free of charge, unless the driver has a proven medical condition that would preclude such actions:

- 11.4.1. Guide dogs for the blind
- 11.4.2. Hearing dogs
- 11.4.3. Dogs for the disabled

#### 11.4.4. Support dogs (e.g. epilepsy)

- 11.5. All assistant dogs can be identified usually by their harness or identification coat. The dog owner should carry an identification card, in the case of those registered as blind, this will include a passport sized photograph and in addition they may also hold an Institute of Environmental Health card confirming no hygiene risk to vehicles or premises.
- 11.6. All assistance dogs should travel at their owner's feet in the front of the vehicle where possible, unless the driver has a dog phobia or religious belief, then the dog may travel in the rear of the vehicle with the passenger, but only with consent of the passenger.

### **12. Documentation**

- 12.1. A proprietor shall at all times hold a current certificate or cover note of motor insurance and vehicle MOT certificate and ensure copies of the original documents are supplied to the Licensing Department upon first licence and at the time of renewal of the licence and at any other time as may be required. Certificates must run concurrent, without any breaks in date or time and new or replacement copy documentation must be submitted to the Council within 7 days of the expiry of the preceding certificate / cover note.
- 12.1.1. Failure to provide copies of a valid insurance certificate or cover note and or MOT test certificate will lead to immediate suspension for a minimum of 24 hours or until the production of the required documents is made in person to a Licensing Officer, at which time the suspension will be immediately lifted.
- 12.2. A proprietor shall produce vehicle registration documents and any other evidence of proprietorship of the vehicle to the Council at the request of the Licensing Department, within a reasonable period of time or a maximum of 7 days from such a request.
- 12.3. The Council must be notified in writing or by electronic means within 7 days of any change of address. Official documents such as vehicle registration document, insurance certificate and driving licence must be presented to the Licensing Department as soon as reasonably practicable, showing proof of change of address.

### **13. Accidents / Vehicle Damage / Theft**

- 13.1. The proprietor of any Hackney Carriage vehicle shall report to the Licensing Department as soon as reasonably practicable and in any case, within one working day of the occurrence, thereof any accident causing damage to the said vehicle.
- 13.2. The proprietor shall report to the Licensing Department in writing, by telephone or by electronic means any vehicle body damage i.e.

vandalism. Notification must be reported within 72 hours of such damage.

- 13.3. The proprietor shall report to the Licensing Department in writing, by telephone or by electronic means any theft of vehicle or licence plate. Notification must be reported as soon as practicable and within 72 hours of such theft.

#### **14. Byelaws and Regulations**

- 14.1. The proprietor shall ensure that any driver complies with the Council's Bylaws and Conditions.
- 14.2. The proprietor should make themselves familiar with statutory requirements in relation to Hackney Carriage Licensing in the Town Police Clauses Act 1847 (as amended), Public Health Acts 1875 and 1936 and the Local Government (Miscellaneous Provisions) Act 1976. These are available at a public library or via the internet.

#### **15. Surrender of Licence**

- 15.1. If the proprietor ceases to use the vehicle for the purpose for which it is licensed they shall surrender the licence and return the licence plate, which remains the property of Thurrock Council.
- 15.2. Thurrock Council may, at any time during the period of the licence, revoke the licence should a breach be detected of any terms and conditions of the licence.

#### **16. Appeals**

- 16.1. Statutory rights for appeal against the decisions made by the Licensing Authority in respect of the grant or renewal of a Hackney Carriage licence are to be found in the Local Government (Miscellaneous Provisions) Act 1976:
- 16.1.1. Appeal against conditions imposed on a Hackney Carriage Proprietor's licence (to the Magistrates Court); and
- 16.1.2. Appeal against refusal to grant a Hackney Carriage Proprietor's licence (to the Crown Court)

# **PRIVATE HIRE VEHICLE LICENCE**

## **PRE-LICENSING STANDARDS**

## **PRIVATE HIRE VEHICLE LICENCE**

### **PRE-LICENSING STANDARDS**

#### **1. The vehicle must:**

- 1.1. When first submitted for licensing, must be less than 4 years of age.
- 1.2. At the time of renewal of the licence be no more than 10 years of age, except for wheelchair accessible vehicles, which must be no more than 15 years of age.
- 1.3. Speciality vehicles, classic vehicles and limousines can be more than 4 years of age at first point of licensing and will have no upper age limit, but must be subject to testing at a frequency according to age. These vehicles will also be exempt from other further requirements which may not be applicable to the vehicle type, at the discretion of the Licensing Department.
- 1.4. Any vehicle accepted for licensing as a Private Hire Vehicle after, may only be replaced by a vehicle that is younger by reference to the dates of first registration.
- 1.5. Be right hand drive, in good mechanical order and body condition and in operational order in every respect.
- 1.6. Be suitable in size and design for use as a Private Hire Vehicle and to the manufacturers specification have:
  - 1.6.1. Rear Seat (width): The width of the rear seats, measured in a straight line widthways on the front edge of the seat must be such as will allow adequate seating accommodation to the extent of a minimum of 42cm (16 ½ ").
  - 1.6.2. Seats (length): The length of the seat from the squab to the front edge must be a minimum of 43cm (17")
  - 1.6.3. Knee Space: The measurement between the rear of the front seats and the squab of the backseat must be a minimum of 66cm (26") with the front seat at its centre point.
  - 1.6.4. An exemption may be granted to the minimum specifications above in special circumstances if agreed by the Licensing Department. (An example where this may be appropriate is where MPV's or Minibuses have M2 seats fitted or on speciality vehicles.)
- 1.7. Have a minimum of 4 doors, each adjacent to and allowing direct access to and from the seats.
- 1.8. Have manufacturers recommended sized tyres (remould tyres are not acceptable).

- 1.9. Have rear seat accommodation for not less than three passengers, unless the safe carriage of a passenger seated in a wheelchair necessitates the removal of any seat(s).
- 1.10. Have accommodation for not less than 4 passengers.
- 1.11. Have appropriate seatbelts to the front and rear seats of the vehicle. The number of seatbelts fitted to the vehicle shall correspond with the number of passengers the vehicle is licensed to carry, plus a belt for the driver.
- 1.12. Have, in addition to the driver, up to 2 passenger seats in the front of the vehicle, provided each seat has a separate lap/diagonal seat belt.
- 1.13. Have adequate luggage facilities, which must be provided separate from the passenger-carrying compartment. All vehicles must be capable of carrying a wheelchair, folded down if appropriate, in a reasonable manner.
- 1.14. Have a parcel shelf or similar fitted, where the vehicle design allows for.

## **2. Wheelchair Accessible Vehicles**

- 2.1. Shall be equipped with properly mounted fittings for the safe securing of a wheelchair and the passenger seated in it when carried inside the vehicle, in accordance with European Directive 76/115 EEC (as amended).

## **3. Minibus and Multi Passenger Vehicles**

- 3.1. Any seat adjacent to the nearside door of the passenger compartment of a licensed vehicle must be removed, where necessary, to permit a clear and unobstructed entry to and exit from the back row seating compartment.
- 3.2. No person entering or exiting the licensed vehicle should have to remove or dismantle any seat or other obstacle, climb over any person being carried in the vehicle, or have any other person leave their seat to facilitate them entering or exiting the vehicle.

## **4. Tinted Windows**

- 4.1. Tinted windows, including factory fitted tinted windows, which have sufficient tint to obscure the inside of the vehicle from being viewed from the outside will not be permitted without the prior approval of the Licensing authority. Those Hackney Carriage proprietors, whose vehicles have such tinted windows on 1 February 2014, may remain licensed until the vehicle is replaced. The only exceptions to that are likely to be considered are for vehicles with a plate exemption or limousines.

## **5. Taximeter**

### **5.1. If a taximeter is fitted it:**

- 5.1.1. Shall be fitted with an efficient taximeter that is capable of visibly recording fares by measuring distance and time and calculating fares for all lengths and duration of journeys equivalent to the maximum fare tariff set by the Taxi Operator. The taximeter shall be calibrated to only allow the use of the aforementioned tariff for the calculation of fares and no others.

## **6. Vehicle Inspections**

- 6.1. Thurrock Council reserves the right to examine any vehicle before the grant of a Private Hire Vehicle licence in order to ascertain that the vehicle conforms to all current legislation, licensing criteria and licensing conditions. Such examination does not guarantee the grant of a licence.

- 6.2. The applicant shall submit the vehicle for an MOT and compliance inspection and/or other inspections as the Council may require at one of the Council approved garages as follows:

- 6.2.1. Upon initial application (regardless of the age of the vehicle)

- 6.2.2. Annually in respect of vehicles up to 5 years old.

- 6.2.3. Six monthly in respect of vehicles over 5 years old and up to 8 years old.

- 6.2.4. Four monthly in respect of vehicles over 8 years old

## **7. Production of Documentation**

- 7.1. All applicants for a Private Hire Vehicle licence shall produce the following documents prior to the issue of a licence and at any time when requested to do so by the Council (documents must be current at the time the licence commences):

- 7.1.1. A current MOT test certificate

- 7.1.2. A valid vehicle test sheet issued by Thurrock Council approved testing garage, or other such certificate as may be required from time to time by Thurrock Council.

- 7.1.3. An insurance certificate or cover note, which expressly indicates cover for private hire and reward.

- 7.1.4. The vehicle registration document showing the applicants name and address.



- 7.1.5. New applications and transfer notifications must also include proof of ownership by means of bill of sale or hire purchase agreement.

## **8. LPG Vehicles**

- 8.1. A Private Hire proprietor converting their licensed vehicle to run on Liquid Petroleum Gas (LPG) must notify the Council of such change and comply with the following pre-licensing conditions. These conditions will also apply to proprietors purchasing a new or used vehicle that runs on LPG:
- 8.1.1. That a certificate of compliance is produced to state that the LPG installation was undertaken by a Petroleum Gas Association (LPGA) approved installer.
- 8.1.2. That the vehicle displays on the front and rear screens, a sticker stating that the vehicle has been fitted with a LPG tank for the purpose of alerting the emergency services in the event of an accident.
- 8.1.3. If a doughnut tank is fitted in the spare wheel well of the boot, the spare wheel must be securely fixed in a position not obstructing the entire luggage space.
- 8.1.4. The proprietor of the vehicle must notify DVLA Swansea, of the change in fuel from petrol to both LPG and petrol.
- 8.1.5. The vehicle is serviced by a person competent in LPG powered vehicles.

# **PRIVATE HIRE VEHICLE CONDITIONS OF LICENCE**

## **PRIVATE HIRE VEHICLE LICENCE**

### **CONDITIONS OF LICENCE**

#### **1. Pre Licensing Standards**

- 1.1. Satisfy the Private Hire Vehicle Licence Pre Licensing Standards adopted by Thurrock Council at all times.

#### **2. Safety Equipment**

- 2.1. An efficient and serviceable fire extinguisher marked with the plate number of the vehicle shall be carried at all times. Wheelchair accessible vehicles must carry a fire extinguisher which is at least a 1 litre AFFF extinguisher with a minimum of an 8A to 21B rating. Where a minibus fitted with a passenger lift to meet the construction and use regulations, a second extinguisher must be fitted near the back doors of the same type.

NB: In the even of a vehicle fire, the priority is to GET THE PASSENGERS OUT.

- 2.2. Each vehicle shall carry a first aid kit for the use of the driver and shall contain those items laid down by the Health and Safety (First Aid) Regulations 1981.
- 2.3. The proprietor shall have available in the vehicle sufficient high visibility jackets for the seating capacity of the vehicle, and an emergency triangle to use in the event of a breakdown or accident.

#### **3. Interior Markings**

- 3.1. The proprietor shall ensure that the following are clearly displayed inside the vehicle:
  - 3.1.1. The vehicle window card licence.
  - 3.1.2. "No Smoking" signs shall be displayed on both rear passenger door windows.

#### **4. Exterior Signs**

- 4.1. The proprietor shall ensure that:
  - 4.1.1. The licence plate issued by Thurrock Council identifying the vehicle as a Private Hire Vehicle shall be displayed in a vertical position and firmly fixed to the outside of the vehicle at the rear using the fixing bracket supplied. Velcro, cable tie and magnetic fastenings are not be permitted. In any case of doubt about a proper method of fixing the plate, the Licensing Department should be consulted.

4.1.2. The Private Hire plate shall not be concealed from public view or defaced in any way.

4.1.3. The licence plate shall remain the property of Thurrock Council at all times and must be returned immediately if the vehicle ceases to be a licensed Private Hire vehicle, any detail of the vehicle is changed or if the vehicle licence is suspended or revoked by the Council.

4.1.4. Door stickers provided by Thurrock Council shall be permanently displayed on each rear door of the vehicle on the upper panel of the door. Magnetic door signs are not permitted. Any variance to the location of the stickers should be agreed with the Licensing Department.

4.1.5. The door stickers shall not be concealed from public view or defaced or altered in any way.

## **5. Trailers and Roof Boxes**

5.1. A proprietor of a licensed Private Hire vehicle will be permitted to tow a trailer provided that:

5.1.1. The trailer complies with all legal requirements (please see appendix for further guidance).

5.1.2. The driver of the vehicle holds the appropriate category on his/her DVLA driving licence, which must be produced to the Council.

5.2. A proprietor of a licensed Private Hire vehicle will not be permitted to carry any form of roof box or luggage on the roof of the vehicle.

## **6. CCTV**

6.1. A proprietor of a licensed Private Hire vehicle will be permitted to install CCTV provided that:

6.1.1. The CCTV complies with all legal requirements (please see appendix for further guidance).

## **7. Advertising**

7.1. A proprietor of a Private Hire vehicle shall ensure that the display of advertising materials is restricted to the following:

7.1.1. Advertising, including product advertising or the trade name, address and telephone number of the circuit may be displayed anywhere on the exterior of the vehicle apart from the rear doors,

which show the Thurrock Council stickers and the windows / glazing of the vehicle.

- 7.1.2. Product advertising is subject to the Council giving authority and retaining the right to request the removal of any particular advertisement that is felt to be unsuitable.
- 7.1.3. All product advertising must be professionally applied and no reflective materials may be used.
- 7.1.4. Wheelchair accessible vehicles may display the disability symbol of a maximum of 10" (245mm) square on the wheelchair access door(s) only.
- 7.1.5. Internal advertising is permitted subject to approval by the Council.
- 7.1.6. All advertising must be approved by the Council. The written approval of Thurrock Council shall be obtained as to the content and layout of any advertisement before it is fitted or displayed.

## **8. Vehicle Inspections**

- 8.1. The proprietor shall submit the vehicle for an MOT and compliance inspection and/or other inspections as the Council may require at one of the Council approved garages as follows:
  - 8.1.1. Upon initial application (regardless of the age of the vehicle)
  - 8.1.2. Annually in respect of vehicles up to 5 years old.
  - 8.1.3. Six monthly in respect of vehicles over 5 years old and up to 8 years old.
  - 8.1.4. Four monthly in respect of vehicles over 8 years old
- 8.2. Vehicles submitted for inspection shall be in such a condition as to be suitable for inspection: free from oil or any other matter and thoroughly cleaned inside and out. Vehicles not meeting these conditions will not be inspected. These vehicles will be treated as having failed to attend the inspection and be suspended immediately until they pass a re-inspection.
- 8.3. The proprietor should submit the vehicle to the Council after any repair made necessary by an accident affecting the safety, performance or appearance of the vehicle or comfort or convenience of passengers.

- 8.4. Proprietors of vehicles which fail to attend any notified inspection, or whose vehicles are refused an inspection due to the condition of the vehicle shall be liable to pay a fee for a re-inspection.
- 8.5. Proprietors of vehicles, which fail to attend for an inspection, during the life of the vehicle licence, may be suspended immediately until such time as they attend and pass an inspection.

## **9. General Conditions**

- 9.1. Vehicles must be kept clean, tidy, free from damage, well maintained and in every way fit for public service both inside and out.
- 9.2. Vehicles without alloy wheels should be fitted with all 4 matching hubcaps.
- 9.3. During the period of the licence the proprietor shall be in direct control of the day-to-day running of the vehicle.
- 9.4. The vehicle shall not be used to convey a greater number of passengers than shown on the plate and licence, irrespective of the age of the passenger.
- 9.5. No passenger under the age of 16 shall be permitted to use any side facing seat at any time.
- 9.6. On vehicles with side facing seats, notices must be displayed inside the vehicle in a prominent position advising that persons under the age of 16 must not be seated in a side facing seat.
- 9.7. Whilst a vehicle is licensed as a Private Hire vehicle and at all times, shall not be driven by any person other than a driver properly licensed by Thurrock Council.
- 9.8. If the proprietor permits or employs another person to drive the vehicle, that person must be licensed by Thurrock Council. The proprietor must have a copy of his/her Hackney Carriage / Private Hire driver's licence before he/she commences to drive the vehicle. The proprietor will record the details of the licence in a register for that purpose. The copy of the licence will be retained until such a time as the driver ceases to be permitted or employed to drive the vehicle. It is the responsibility of the driver to notify the proprietor of the vehicle if he/she ceases to be permitted to drive.
- 9.9. A Private Hire proprietor who makes provisions for the acceptance of bookings for a Private Hire vehicle, by advertising a private telephone number and/or mobile number and accepts pre-booked fares, whether or not on a Private Hire circuit, requires a Private Hire Operators Licence. This does not preclude a proprietor carrying the business cards of a properly licensed operator for whom he/she is working.

## **10. Taximeter**

### **10.1. Where a Private Hire vehicle is fitted with a taximeter:**

10.1.1. The operation of the taximeter shall accord with any Pre Licensing Standards and Conditions made by the Council.

10.1.2. The vehicle shall be fitted with an efficient taximeter that is capable of visibly recording fares by measuring distance and time and calculating fares for all lengths and duration of journeys equivalent to the maximum fare tariff set by the Private Hire Operator. The taximeter shall be calibrated to only allow the use of the aforementioned tariff for the calculation of fares and no others.

NB: Nothing in this condition prevents a driver from charging the customer less than the metered fare.

10.1.3. The taximeter shall be maintained at all times so that the fare displayed can readily be seen by the passenger(s). There shall be recorded on the face of the taximeter in figures, clearly legible and free from ambiguity a fare not exceeding the scale of fares prescribed by the Private Hire Operator.

10.1.4. The taximeter and all the fittings shall be so affixed to the vehicle with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seal or other appliance.

## **11. Animals and the Carriage of Assistance Dogs**

11.1. The proprietor shall not allow any driver to convey in a licensed vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle.

11.2. Any animal belonging or in the custody of a passenger may be conveyed at the driver's discretion, however it shall only be conveyed in the rear of the vehicle.

11.3. The proprietor shall ensure the driver of the vehicle complies with the requirement to carry guide dogs, Hearing dogs, other assistant dogs, dogs for the disabled, support dogs and canine partners for independence.

11.4. A driver of a licensed vehicle is required to carry the following assistant dogs free of charge, unless the driver has a proven medical condition that would preclude such actions:

11.4.1. Guide dogs for the blind

11.4.2. Hearing dogs

- 11.4.3. Dogs for the disabled
- 11.4.4. Support dogs (e.g. epilepsy)
- 11.5. All assistant dogs can be identified usually by their harness or identification coat. The dog owner should carry an identification card, in the case of those registered as blind, this will include a passport sized photograph and in addition they may also hold an Institute of Environmental Health card confirming no hygiene risk to vehicles or premises.
- 11.6. All assistance dogs should travel at their owner's feet in the front of the vehicle where possible, unless the driver has a dog phobia or religious belief, then the dog may travel in the rear of the vehicle with the passenger, but only with consent of the passenger.

## **12. Documentation**

- 12.1. A proprietor shall at all times hold a current certificate or cover note of motor insurance and vehicle MOT certificate and ensure copies of the original documents are supplied to the Licensing Department upon first licence and at the time of renewal of the licence and at any other time as may be required. Certificates must run concurrent, without any breaks in date or time and new or replacement copy documentation must be submitted to the Council within 7 days of the expiry of the preceding certificate / cover note.
  - 12.1.1. Failure to provide copies of a valid insurance certificate or cover note and or MOT test certificate will lead to immediate suspension for a minimum of 24 hours or until the production of the required documents is made in person to a Licensing Officer, at which time the suspension will be immediately lifted.
- 12.2. A proprietor shall produce vehicle registration documents and any other evidence of proprietorship of the vehicle to the Council at the request of the Licensing Department, within a reasonable period of time or a maximum of 7 days from such a request.
- 12.3. The Council must be notified in writing or by electronic means within 7 days of any change of address. Official documents such as vehicle registration document, insurance certificate and driving licence must be presented to the Licensing Department as soon as reasonably practicable, showing proof of change of address.

## **13. Accidents / Vehicle Damage / Theft**

- 13.1. The proprietor of any Private Hire vehicle shall report to the Licensing Department as soon as reasonably practicable and in any case, within one working day of the occurrence, thereof any accident causing damage to the said vehicle.



- 13.2. The proprietor shall report to the Licensing Department in writing, by telephone or by electronic means any vehicle body damage i.e. vandalism. Notification must be reported within 72 hours of such damage.
- 13.3. The proprietor shall report to the Licensing Department in writing, by telephone or by electronic means any theft of vehicle or licence plate. Notification must be reported as soon as practicable and within 72 hours of such theft.

#### **14. Regulations**

- 14.1. The proprietor shall ensure that any driver complies with the Council's Pre Licensing Standards and Conditions of Licence.
- 14.2. The proprietor should make themselves familiar with statutory requirements in relation to Private Hire Vehicle Licensing. These are available at a public library or via the internet.

#### **15. Surrender of Licence**

- 15.1. If the proprietor ceases to use the vehicle for the purpose for which it is licensed they shall surrender the licence and return the licence plate, which remains the property of Thurrock Council.
- 15.2. Thurrock Council may, at any time during the period of the licence, revoke the licence should a breach be detected of any terms and conditions of the licence.

#### **16. Appeals**

- 16.1. Statutory rights for appeal against the decisions made by the Licensing Authority in respect of the grant or renewal of a Private Hire vehicle licence are to be found in the Local Government (Miscellaneous Provisions) Act 1976:
  - 16.1.1. Appeal against conditions imposed on a Private Hire Proprietor's licence (to the Magistrates Court); and
  - 16.1.2. Appeal against refusal to grant a Private Hire Proprietor's licence (to the Crown Court)

# **Appendix A**

## **CCTV Installation in Private Hire and Hackney Carriage Vehicles**

## **Appendix A**

### **CCTV Installation in Private Hire and Hackney Carriage Vehicles**

#### **Introduction**

These guidelines set out to ensure that CCTV systems in Thurrock Council licensed Hackney Carriages and Private Hire Vehicles (both referred to in this document as Taxis) are used to prevent and detect crime, reduce the fear of crime and enhance the health and safety of Taxi drivers and passengers.

For the purposes of these guidelines the term "CCTV system" will include any electronic recording device attached to the inside or outside of the vehicle having the technical capability of capturing and retaining either or both visual images or audio recording from inside or external to the vehicle. In addition to the standard CCTV camera system these may include for example, such devices as events/incident/accident data recording devices.

#### **The purpose of CCTV**

The purpose of the CCTV system shall be to provide a safer environment for the benefit of the Taxi driver and passengers by:

1. Deterring and preventing the occurrence of crime;
2. Reducing the fear of crime;
3. Assisting the Police in investigating incidents of crime.
4. Assisting insurance companies in investigating motor vehicle accidents

#### **General Requirements**

Any CCTV system to be fitted must, as a minimum, meet the requirements set out in this document. Only CCTV systems meeting these requirements can be installed into licensed Taxis.

CCTV systems installed in Taxis will be inspected as part of the annual licensing inspection to ensure they do not pose a risk to the safety of the passengers or the driver and are fitted safely and securely.

The installation and operation of CCTV shall comply with the requirements of the Information Commissioner's CCTV Code of Practice, which is available via - [http://www.ico.gov.uk/upload/documents/library/data\\_protection/detailed\\_specialist\\_guides/ico\\_cctvfinal\\_2301.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/ico_cctvfinal_2301.pdf)

All equipment must comply with any legislative requirements in respect of Motor Vehicle Construction and Use Regulations.

All equipment must meet all requirements as regards safety, technical acceptability and operational/data integrity.

All equipment must be designed, constructed and installed in such a way and in such materials as to present no danger to passengers or driver, including impact with the equipment in the event of a collision or danger from the electrical integrity being breached through vandalism, misuse, or wear and tear.

### **Automotive Electromagnetic Compatibility Requirements (EMC)**

CCTV equipment must not interfere with any other safety, control, electrical, computer, navigation, satellite, or radio system in the vehicle.

Any electrical equipment such as an in-vehicle CCTV system fitted after the vehicle has been manufactured and registered, is deemed to be an Electronic Sub Assembly (ESA) under the European Community Automotive Electromagnetic Compatibility Directive and therefore must meet with requirements specified in that Directive.

CCTV equipment should be e-marked or CE-marked. If CE marked confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles is required.

### **Camera Design Requirements**

The camera(s) must be fitted safely and securely, should not adversely encroach into the passenger area and must not impact on the safety of the driver, passenger or other road users.

### **Installation**

All equipment must be installed as prescribed by the equipment and/or vehicle manufacturer installation instructions.

The installed CCTV system must not weaken the structure or any component part of the vehicle or interfere with the integrity of the manufacturer's original equipment. All equipment must be installed in such a manner so as not to increase the risk of injury and/or discomfort to the driver and/or passengers. For example, temporary fixing methods such as suction cups will not be permitted, or lighting, such as infra-red, which emits at such a level that may cause distraction or nuisance to the driver and/or passengers.

All equipment must be protected from the elements, secure from tampering and located such as to have the minimum intrusion into any passenger or driver area or impact on the luggage carrying capacity of the vehicle.

It is contrary to the Motor Vehicle (Construction and Use) Regulations, 1986, for equipment to obscure the view of the road through the windscreen.

Equipment must not obscure or interfere with the operation of any of the vehicle's standard and/or mandatory equipment, i.e. not mounted on or adjacent to air bags/air curtains or within proximity of other supplementary safety systems which may cause degradation in performance or functionality of such safety systems.

Viewing screens within the vehicle for the purposes of viewing captured images will not be permitted.

All wiring must be fused as set out in the manufacture's technical specification and be appropriately routed.

If more than one camera is being installed their location within the vehicle must be specific for purpose i.e. to provide a safer environment for the benefit of the Taxi or PHV driver and passengers.

All equipment must be checked regularly and maintained to operational standards, including any repairs after damage.

All system components requiring calibration in situ should be easily accessible.

### **Camera Activation Methods**

Activation of the equipment may be via a number and combination of options, such as - door switches, time delay, drivers' panic button or in the case of incident/event recorder, predetermined G-Force parameters set on one or more axis (i.e. braking, acceleration, lateral forces) and configured to record for a short period of time before the event, during the event and a short period following the event. A direct wired link to the vehicle's taximeter, in the case of a Taxi, will not be acceptable.

### **Audio Recording**

CCTV systems must not be used to record conversations between members of the public as this is highly intrusive and unlikely to be justified except in very exceptional circumstances. You must choose a system without this facility wherever possible; however, if the system comes equipped with sound recording facility then this functionality should be disabled.

There is a limited circumstance in which audio recording may be justified, subject to the sufficient safeguard below:-

- Where recording is triggered due to a specific threat, e.g. a 'panic button' is utilised. Where this audio recording facility is utilised a reset function must be installed which automatically disables audio recording and returns the system to normal default operation after a specified time period has elapsed. The time period that audio recording may be active should be the minimum possible and should be declared at the time of submission for approval of the equipment.

In the limited circumstance where audio recording is justified, signs must make it very clear that audio recording is being or may be carried out.

### **Image Security**

Images captured must remain secure at all times.

The captured images must be protected using approved encryption software which is designed to guard against the compromise of the stored data, for example, in the event of the vehicle or equipment being stolen. It is recommended by the Information Commissioner's Office (ICO) that "data controllers" ensure any encryption software used meets or exceeds the current FIPS 140-2 standard or equivalent. System protection access codes will also be required to ensure permanent security.

### **Retention of CCTV images**

The CCTV equipment selected for installation must have the capability of retaining images either:

- within its own hard drive;
- using a fully secured and appropriately encrypted detachable mass storage device, for example, a compact flash solid state card;
- or where a service provider is providing storage facilities, transferred in real time using fully secured and appropriately encrypted GPRS (GSM telephone) signalling to a secure server within the service provider's monitoring centre.

Images must not be downloaded onto any kind of portable media device (e.g. CDs or memory sticks) for the purpose of general storage outside the vehicle.

CCTV equipment selected for installation must include an automatic overwriting function, so that images are only retained within the installed system storage device for a maximum period of 31 days from the date of capture. Where a service provider is used to store images on a secure server, the specified retention period must also only be for a maximum period of 31 days from the date of capture.

Where applicable, these provisions shall also apply to audio recordings.

### **Notification to the Information Commissioner's Office**

The Information Commissioner's Office (ICO) is the official regulator for all matters relating to the use of personal data.

The ICO defines a "data controller" as the body which has legal responsibility under the Data Protection Act (DPA) 1998 for all matters concerning the use of personal data. For the purpose of the installation and operation of in-vehicle CCTV, **the "data controller" is the specified company, organisation or individual which has decided to have CCTV installed.** The data controller has the final decision on how the images are stored and used and determines in what circumstances the images should be disclosed.

Notification is the process by which a data controller informs the ICO of certain details about their processing of personal information. These details are used to make an entry in the public register of data controllers.

This means that any specified company, organisation or individual vehicle owner who has a CCTV system installed in a licensed taxi must register with the ICO (Notification) and obtain documented evidence of that registration.

This documentary evidence will be required to be presented to a Licensing Officer at any time during the term of the vehicle licence.

The Notification requires renewal on an annual basis, and payment of the appropriate fee.

### **Using a third party service provider (data processor)**

Where a service provider is used for the remote storage of CCTV data they will act as a 'data processor'.

A data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes data on behalf of the data controller, in response to specific instructions. The data controller retains full responsibility for the actions of the data processor.

There must be a formal written contract between the data controller and data processor (service provider). The contract must contain provisions covering security arrangements, retention/deletion instructions, access requests and termination arrangements. Documentary evidence of the contractual arrangements may be required to be presented to a Licensing Officer at any time during the term of the vehicle licence.

### **Use of information recorded using CCTV**

The data controller is responsible for complying with all relevant data protection legislation.

The data controller is legally responsible for the use of all images including breaches of legislation.

Any images and audio recording should only be used for the purposes described earlier in these guidelines.

Requests may be made by the Police, Thurrock Council's Licensing Department or other statutory law enforcement agencies, insurance companies/brokers/loss adjusters or appropriate bodies, to the "data controller" to view captured images. The data controller is responsible for responding to these requests.

All requests should only be accepted where they are in writing, and specify the reasons why disclosure is required.

Under the DPA, members of the public may also make a request for the disclosure of images, but only where they have been the subject of a recording. This is known as a 'subject access request'. Such requests must only be accepted where they are in writing and include sufficient proofs of identity (which may include a photograph to confirm they are in fact the person in the recording). Data Controllers are also entitled to charge a fee for a subject access request (currently a maximum of £10) as published in the ICO CCTV Code of Practice.

### **Signage**

All Taxis with CCTV must display appropriate signage. The driver may also verbally bring to the attention of the passengers that CCTV equipment is in operation within the vehicle, if it is felt appropriate.

The signage must be displayed in such positions so as to minimise obstruction of vision and to make it as visible as possible to passengers, before and after entering the vehicle

In the limited circumstance where audio recording is justified, signs must make it very clear that audio recording is being or may be carried out.

### **Contact Details**

The name and the contact telephone number of the Data Controller must be included on the sign.

### **Signage for external facing CCTV systems**

Where a CCTV system is installed in order to record incidents *outside* the vehicle, it will not be practical to display a sign. Instead, when the CCTV is activated in response to an incident, the driver of the vehicle must inform the person(s) recorded that their personal data was captured - as soon as practicable after the incident. They should also be informed the purpose for which the device has been installed, for example to facilitate their insurance company's investigation of insurance claims.

### **Note**

Reference to 'Data Controller', 'Data Processor', 'Sound Recording' and 'Encryption Software' information made in this guideline complies with the current Information Commissioner's Office (ICO) CCTV Code of Practice 2008.

# **Appendix B.**

## **Trailers used with Private Hire vehicles or Hackney Carriage Vehicles**



## **Appendix B.**

### **Trailers used with Private Hire vehicles or Hackney Carriage Vehicles**

Private Hire vehicles or Hackney Carriage vehicles licensed by the Thurrock Council are permitted to tow trailers providing the following conditions are complied with at all times:-

1. The licensed towing vehicle's insurance must cover the towing of a trailer.
2. Trailers must not be left unattended anywhere on the highway.
3. The speed restrictions applicable to trailers must be observed at all times.
4. 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.
5. The tow bar must meet with the type approval regulations in respect of all tow bars fitted to cars after August 1998.
6. The towing of a trailer by a licensed vehicle shall only permit conveyance of luggage and belongings owned by a passenger whilst the vehicle is hired by a passenger within the vehicle.
7. Drivers of vehicles towing trailers must ensure that they have the correct driving licence group to permit them to tow the relevant trailer.
8. Only those trailers that comply with the following conditions will be permitted to be towed by a licensed vehicle.
  - a. Trailers must have been manufactured by a recognised manufacturer and have not been structurally altered since manufacture.
  - b. A licensed vehicle trailer application form must have been completed and the trailer must receive initial approval by a Licensing Officer.
  - c. When initial approval is granted (unless brand new), and then annually when the towing vehicle undergoes its council test, an authorised Department of Transport Tester/Inspector must inspect the trailer at any of Thurrock Council Approved Garages.

The tester/inspector must certify that the trailer meets the equivalent standards that would normally be required to pass a Ministry of Transport (MOT) test.

- d. A trailer may be used by more than one licensed towing vehicle but each licensed vehicle used to tow the trailer must be separately approved.
- e. An additional licence plate will be issued for each licensed private hire vehicle licensed to tow trailers and the relevant plate must be affixed to the rear of the trailer near the number plate whenever an approved trailer is towed by the licensed vehicle.
- f. Un-braked trailers shall be less than 750 kilograms gross weight.
- g. Trailers over 750 kilograms gross weight shall be braked acting on at least two road wheels.
- h. The towing vehicle must have a sufficient maximum train weight, this is shown on the VIN plate, Any vehicle that does not display a train weight on the VIN should not be used for towing.
- i. 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, this should be made available when the vehicle is inspected at an Authorised Garage.
- j. The maximum permissible length of the trailer shall be 7 metres including the drawbar and coupling.
- k. The width of the trailer shall not be greater than the towing vehicle subject to no trailer being wider than 2.55 metres.
- l. 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.
- m. The trailer's body must be constructed of either glass-reinforced plywood/fibreglass or fully galvanised steel.
- n. The trailer's full frame must be made of galvanised steel with a straight drawbar.
- o. The trailer shall not display any form of sign or advertisement not required or approved by the Licensing Department and Road Traffic legislation.

<b>8 July 2014</b>		<b>ITEM: 6</b>
<b>Licensing Committee</b>		
<b>Setting of Licensing Fees</b>		
<b>Wards and communities affected:</b> All		<b>Key Decision:</b> Key
<b>Report of:</b> Paul Adams – Principal Licensing Officer		
<b>Accountable Head of Service:</b> Lucy Magill – Head of Public Protection		
<b>Accountable Director:</b> Graham Farrant, Chief Executive		
<b>This report is:</b> Public		

## Executive Summary

This report sets out the process and methodology for the setting of Licence Fees associated with licence applications under the remit of the Licensing Committee.

### 1. Recommendation(s)

- 1.1 Request the review of all current locally set licence fees under the delegated authority of the Licensing Committee, and where there is any proposed increase or decrease to any fee, the changes are to be consulted on with local stake holders relevant to that licence and in accordance with any legislative requirements, to be reported back to the next Licensing Committee following consultation for consideration.**

### 2. Introduction and Background

- 2.1 Most licence applications attract a fee, different licensing regimes have different ways in which the fees are set, which generally is by one of three ways:
- A statutory set fee.
  - A locally set reasonable fee that has by statute, a capped maximum amount.
  - A locally set reasonable fee with no maximum cap.
- 2.2 With the exception of the statutory set fees, any fee charged must be based on cost recovery, no profit can be made on the licence fee income.
- 2.3 Fees that are set by statute, cannot be varied and must be charges as they are set within the legislation, this relates to all licences under the Licensing Act 2003 (Alcohol and Entertainment).

- 2.4 Fees that can be set locally with a capped maximum must be set on a cost recovery basis up to the cap. If the cost recovery is less than the capped amount then less than the cap should be charged, if it is higher than the cap then a loss will need to be made. This relates to fees under the Gambling Act 2005.
- 2.5 Fees that can be set locally without a cap, must be set on a cost recovery basis only, they cannot be used to generate an income to perform other functions of the Council. This relates to Taxis, Sex Establishments, Scrap Metal Dealers and all Animal Welfare Licences.
- 2.6 Guidance does exist in relation to fee setting in the form of:
- Home Office Guidance on setting Scrap Metal Dealers Act 2013 Fees.
  - Draft LGA Guidance on Locally Set Fees, issued September 2013.
  - Welsh Technical Panel Templates
  - Case law.
- 2.7 Cost recovery is considered as the covering the full cost of administering and ensuring compliance with the licensing regime. Each licensing regime has some slight differences but generally the costs that could be included calculations and apportioned appropriately are:
- Administration - processing of the licence, officer time, printing, postage and licensing software, etc.
  - Visits - Officer time for initial visits, renewal inspections, etc.
  - Third Party Costs – Veterinary visits, vehicle inspections etc.
  - Consultation and liaison with third parties – engaging with Responsible Authorities and other stake holders.
  - Management Costs – apportioned cost of the management involvement in any process.
  - Democracy costs – Committee costs for determining applications
  - On Costs – Payroll, Accommodation, finance, legal, travel#
  - Training – For officers and Members
  - Policies – Development, consultation, publishing and review.
  - Web material – compliance with EU Directive, on line applications.
  - Compliance work – ensuring licence holders are compliant with the licence.
  - Fees – Setting and reviewing of fees
  - Appeals - legal costs of appeals
  - Maintaining registers – local and national
- 2.8 There are costs that are unrecoverable; this should include the cost of enforcement action in relation to un-licensed persons/premises/vehicles. This type of action should be funded out of the Councils General Fund.
- 2.9 In order to ensure that fees remain reasonable and proportionate it is necessary to carry out a regular review of the fees.

- 2.10 Generally fees cannot make a profit, case law has established that any surplus must be carried forward, and any deficit can also be carried forward and recouped.
- 2.11 Benchmarking of fees be could be used only as a comparison, and should not be used as a fee matching exercise. Each authority will have different costs, structures and processes which will significantly could create differences in fees.

### **3. Issues, Options and Analysis of Options**

- 3.1 Thurrock Council's locally set licence fees were last set in 2011, at this time it was proposed that they be reviewed within 3 years and that they be monitored during this period to ensure that they remained reasonable.
- 3.2 Recent case law resulting from the European Services Directive and the pending introduction of locally set fees under the Licensing Act 2003 have all placed and added emphasis on the need for councils to set fees in a legally robust and transparent manner.
- 3.3 Recently steps have been taken to separate out further the accounting of each licensing regime, providing a more robust and transparent process in response to recent guidance and case law.
- 3.4 It is proposed to review all current locally set fees, and where there is to be any proposed increase or decrease in any fee that these changes are to be consulted on with local stake holders relevant to that licence and in accordance with any legislative requirements.
- 3.5 The work associated with this fee review will assist the implementation of locally set fees for the Licensing Act 2003 when implemented, which is anticipated within the next 12 months.
- 3.6 **Appendix A**, is a summary of the trading account for the licensing department for the year 2013/14. These figures will form the basis for the review of the fee review including any surplus or deficit.

### **4. Reasons for Recommendation**

- 4.1 It is important that all Licence fees are subject to regular review to ensure that they remain reasonable and proportionate. Where there is to be a change to the licensing fee, sufficient consultation must be undertaken to ensure compliance with legislation and to seek a balanced view of the proposed changes.

### **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 At this stage informal consultation has been undertake with representatives of the local Hackney Carriage and Private Hire Trade around the methodology of

the fee setting process. Full consultation will be undertaken on any proposed changes to fees.

## **6. Impact on corporate policies, priorities, performance and community impact**

- 6.1 This review will ensure the licensing service continues to be well managed and ensures that we can build pride, responsibility and respect to create safer communities.

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Mike Jones**  
**Management Accountant**

As part of the budget process each year, the Council needs to review its fees and charges. The future development of the Medium Term Financial Strategy takes into account changes in fees and charges in broad terms over the period of the strategy.

This report sets out information for the Licensing Committee, the process of setting fees in accordance with Legislation, Guidance and good practice.

It is important that the fee levels are set where possible at cost recovery to ensure that the service is financial viable for the current financial year.

### **7.2 Legal**

Implications verified by: **Chris Pickering**  
**Principal Solicitor - Litigation & Employment**

A Council is entitled to charge a reasonable fee for the grant of a licence, in accordance with relevant legislation, with a view to recovering the costs of issue and administration of those licences. This report set out what is considered reasonable and the process to be followed.

### **7.3 Diversity and Equality**

Implications verified by: **Rebecca Price**  
**Community Development Officer**  
[reprice@thurrock.gov.uk](mailto:reprice@thurrock.gov.uk)

To ensure any equality impact is managed, any change in fees must be communicated to all licence holders at the earliest opportunity, consultation

on any proposed changes will be undertaken to ensure that customers have an opportunity to contribute to any decision to change and the council considers these contributions before taking a final decision.

**7.4 Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None

**8. Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

**9. Appendices to the report**

- Appendix A – Licensing accounts 2013/14

**Report Author:**

Paul Adams

Principal Licensing Officer

Licensing Team, Public Protection

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<b>Capital Financing</b>	3600 - Direct Revenue Funding	113.45
<b>Capital Financing Total</b>		<b>113.45</b>
<b>Employees</b>	0001 - Salary	113,054.00
	0006 - Standby Payment	1,896.00
	0016 - Overtime	12,421.80
	0060 - National Insurance	10,292.55
	0065 - Superannuation	14,048.20
	0066 - Super - Reversal of employer pensions conts	-13,476.82
	0069 - Holiday Pay Accrual - reversal Previous Y/E	-419.41
	0072 - Current Service Costs (Retirement Benefits)	16,610.40
	0360 - Seminars And Courses	113.45
	0380 - Employee Training	3,165.24
	0410 - Agency Staff Payments	2,540.35
<b>Employees Total</b>		<b>160,245.76</b>
<b>Income</b>	4500 - Fees And Charges	-454.16
	4525 - Licenses Other	-25,482.83
	4526 - Hackney Carriage Vehicles	-29,471.48
	4529 - Licensing Act 2003	-85,667.40
	4532 - Private Hire Vehicles	-57,021.07
	4533 - Driver Licences	-4,356.00
	4537 - Fees VAT Exempt	0.00
	4538 - Inspections VAT Exempt	-23.00
	4552 - Animal Licensing	-5,295.00
	4556 - Private Hire Operators	-9,310.00
	4557 - LA 03 - Premises	-13,162.00
	4558 - LA 03 Personals	-4,884.50
	4559 - LA 2003 - TEN's	-1,646.00
	4560 - Gambling Act 2005	-8,239.50
	4564 - GA 05 Permits	-290.00
	4565 - GA05 Lottery	-1,743.00
	4566 - Private Hire Drivers	-11,928.00
	4567 - Hackney Carriage Drivers	-11,613.00
	4599 - Sex Establishments	-6,390.00

	4711 - Telephone Costs Recovered	-1,104.00
<b>Income Total</b>		<b>-278,080.94</b>
<b>Supplies and Services</b>	1400 - Equipment Purchase	16,980.05
	1405 - Equipment Repair and Maintenance	135.00
	1418 - Furniture Purchase	0.00
	1432 - DSO Materials Stores	49.30
	1440 - Goods For Resale	0.00
	1600 - Clothing and Uniforms	117.00
	1681 - Stationery	174.00
	1750 - Professional Fees	0.00
	1752 - Legal Fees	1,250.00
	1755 - Vet Fees	735.00
	1852 - Translating and Interpreting Services	0.00
	1870 - Telephones Call Charges	0.34
	1871 - Telephones Line Rental	12.00
	1906 - IT Project Related Expenditure	466.45
	2083 - Licenses	25.00
	2190 - SERCO Change Control Expenditure	0.00
<b>Supplies and Services Total</b>		<b>19,944.14</b>
<b>Third Party Payments</b>	2600 - Private Contractors	197.81
	2650 - Highways Recharge	2,362.50
	2772 - CRB	12,327.50
<b>Third Party Payments Total</b>		<b>14,887.81</b>
<b>Transport</b>	1250 - Reimbursement Of Fares	0.00
	1300 - Car Allowances	7,640.47
<b>Transport Total</b>		<b>7,640.47</b>
		<b>-75,249.31</b>