



Licensing and Public Safety Committee

Agenda and Reports

For consideration on

**Wednesday, 14th September
2011**

In the Council Chamber, Town Hall, Chorley

At 2.00 pm

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5 September 2011

Dear Councillor

LICENSING AND PUBLIC SAFETY COMMITTEE - WEDNESDAY, 14TH SEPTEMBER 2011

You are invited to attend a meeting of the Licensing and Public Safety Committee to be held in the Council Chamber, Town Hall, Chorley on Wednesday, 14th September 2011 commencing at 2.00 pm.

AGENDA

1. **Apologies for absence**

2. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

3. **Minutes (Pages 1 - 2)**

To consider for approval the enclosed minutes of the Licensing and Public Safety Committee meeting held on 8 June 2011.

4. **Minutes of the Licensing Sub Committees**

a) **Licensing Act 2003 Sub-Committee - 18 July 2011** (Pages 3 - 4)

To consider for approval the enclosed minutes of the Licensing Act 2003 Sub-Committee meeting held on 18 July 2011

5. **Internal Audit Report - Licensing Function (Pages 5 - 8)**

To consider the enclosed report of the Director of People and Places.

6. **Licensing Performance Report - 1 April to 31 August 2011 (Pages 9 - 16)**

To consider the enclosed report of the Director of People and Places.

7. **Taxi/Private Hire Drivers Medical Examination Procedure** (Pages 17 - 34)

To consider the enclosed report of the Director of Places and People.

8. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



Gary Hall
Chief Executive

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Democratic and Member Services Officer
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Distribution

1. Agenda and reports to all Members of the Licensing and Public Safety Committee (Councillor Stella Walsh (Chair), Councillor Keith Iddon (Vice-Chair) and Councillors Terry Brown, David Dickinson, Doreen Dickinson, Hasina Khan, Paul Leadbetter, Marion Lowe, Mick Muncaster, Steve Murfitt, Beverley Murray, Pauline Phipps, Alan Platt, Debra Platt, Dave Rogerson, Ralph Snape and John Walker for attendance.
2. Agenda and reports to Jamie Carson (Director of People and Places), Simon Clark (Head of Environment), Paul Carter (Public Protection Co-ordinator), Dianne Scambler (Democratic and Member Services Officer) and Legal Services for attendance.
3. Agenda and reports to Licensing and Public Safety Committee reserves (Councillors Anthony Gee and Alison Hansford) for information.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

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کیجئے:

Licensing and Public Safety Committee

Wednesday, 8 June 2011

Present: Councillor Stella Walsh (Chair), Councillor Keith Iddon (Vice-Chair) and Councillors Terry Brown, David Dickinson, Doreen Dickinson, Hasina Khan, Paul Leadbetter, Mick Muncaster, Steve Murfitt, Beverley Murray, Pauline Phipps, Alan Platt, Debra Platt, Dave Rogerson, Ralph Snape and John Walker

Substitute: Councillor Anthony Gee

Also in attendance: Simon Clark (Head of Environment, Environment & Neighbourhoods), Alex Jackson (Senior Lawyer) and Ruth Rimmington (Democratic and Member Services Officer)

11.LPS.13 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Marion Lowe.

11.LPS.14 DECLARATIONS OF ANY INTERESTS

There were no declarations of interest by any of the Committee Members in any of the meeting's agenda items.

11.LPS.15 MINUTES

The minutes of the meeting of the Licensing and Public Safety Committee held on 9 March 2011 were confirmed as a correct record for signature by the Chair.

11.LPS.16 MINUTES OF LICENSING SUB-COMMITTEES

(a) Minutes of meeting 16 March 2011 of General Licensing Sub-Committee

The minutes of the meeting of the General Licensing Sub-Committee held on 16 March 2011 (10am) were confirmed as a correct record for signature by the Chair.

(b) Minutes of meeting 16 March 2011 of General Licensing Sub-Committee

The minutes of the meeting of the General Licensing Sub-Committee held on 16 March 2011 (2pm) were confirmed as a correct record for signature by the Chair.

11.LPS.17 HACKNEY CARRIAGE PROPOSED FARE INCREASE

The Committee received the report of the Head of Health, Environment and Neighbourhoods advising Members of a request from the Hackney Carriage Drivers Association Ltd for a hackney carriage fare increase.

The request was received by the Council on 15 March 2011 and a copy of the request was enclosed with the agenda. Under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 the Council may fix fares for time and distance, and all other charges in connection with the hire of a hackney carriage.

Hackney Carriage fares were last increased in September 2008 and the cost of motoring has increased significantly with fuel costs alone rising by over 30% since 2008.

Following a meeting with a representative from the Hackney Carriage Drivers Association Ltd the original request was discussed and simplified. The present and proposed fares were set out in Appendix B of the report.

Members noted the notice which would be displayed at Appendix C and the notice that would be displayed within the Hackney Carriage at Appendix D.

The Chair invited a representative from the Hackney Carriage Drivers Association to comment. He thanked the Licensing Officers for their assistance and noted that Chorley currently had one of the lowest fares in the country.

It was proposed by Councillor Ralph Snape, seconded by Councillor David Dickinson and subsequently unanimously **RESOLVED**

- 1. The report be noted.**
- 2. The proposed increase in Hackney Carriage fares be agreed, subject to the necessary notice being advertised and no objections being received. Should any objections be received they will be presented to the next meeting of the Licensing and Public Safety Committee for consideration.**

11.LPS.18 ANY OTHER ITEM(S) THAT THE CHAIR DECIDES IS/ARE URGENT

The Chair invited the Legal officer to update Members Licensing training had been arranged for Wednesday, 13 July at 5.30pm in the Council Chamber. The training would be open to all Members, but in particular new Members of the Licensing and Public Safety Committee who need to attend to enable them to sit on Sub-Committee's.

Chair

Licensing Act 2003 Sub-Committee**Monday, 18 July 2011****Present:** Councillor Stella Walsh (Chair) and Councillors Doreen Dickinson and Marion Lowe**11.LAS.01 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

11.LAS.02 DECLARATIONS OF ANY INTERESTS

There were no declarations of interest.

11.LAS.03 APPLICATION FOR A PREMISES LICENCE - TALBOT EXPRESS STORE, 7 TALBOT ROW, BALSHAW LANE, EUXTON

Members of the Sub-Committee considered a report from the Director of People and Places which sought the Sub-Committee's decision on an application for a premises licence for the Talbot Express Stores, 7 Talbot Row, Balshaw Lane, Euxton.

The applicant, his colleague, and agent attended the meeting to put forward their representations supporting the application, and four residents also attended to object to the application.

Members of the Sub-Committee considered carefully the applicant and the applicant's agent's written and verbal representations and the written representation from residents and verbal representations from the resident nominated to speak on behalf of the residents at the meeting. Members of the Sub-Committee had considered the guidance issued under Section 4 of the Licensing Act 2003, its Statement of Policy and the amended guidance issued by the Secretary of State under Section 182 of the Act, together with the Council's Licensing Policy, in particular those paragraphs referred to in the report. Members of the Sub-Committee also considered Human Rights implications, in particular Article 6, Article 8 and Article 1 of the First Protocol.

Members of the Sub-Committee considered that:

- concerns raised by interested parties relating to parking were not relevant to the licensing objectives
- the reduction in opening hours to 22.30 hours by the applicant addressed the concerns of the interested parties regarding late opening
- that there had not been any representations from other responsible authorities including the Police in relation to the crime and disorder objective

They further considered that the conditions relating to CCTV, the Challenge 25 Policy, and training and in addition the indication from the applicant that signage would be installed at the premises reminding patrons to leave quietly addressed the issues raised relating to the licensing objectives.

Members of the Sub-Committee were of the view that the licensing objective of the prevention of crime and disorder and the other licensing objectives would not be undermined by the grant of the application and unanimously **RESOLVED – To grant the application for a premises licence subject to the conditions proposed in the application and the changes proposed by the applicant at the hearing which are as follows (Points 2 and 3 to be conditions attached to the premises licence):**

1. **Reduction in the closing time and supply of alcohol, Monday to Sunday 07.00-22.30 hours**
2. **The premises will operate a Challenge 25 Policy**
3. **That no sale of alcohol will take place on the premises until all staff have been adequately trained in avoiding underage alcohol sales such training to be repeated at six monthly intervals thereafter.**

Chair



Report of	Meeting	Date
Director People and Places	Licensing and Public Safety Committee	14 September 2011

INTERNAL AUDIT REPORT – LICENSING FUNCTION

PURPOSE OF REPORT

- To inform Members of a recent internal audit undertaken on the Councils Licensing function and provide reassurance that the service operates with adequate controls in place.

RECOMMENDATION(S)

- Members should note the report.

EXECUTIVE SUMMARY OF REPORT

- The Councils Internal Audit Team carry out routine audits of Council services to ensure they are operating to the correct level of control and have appropriate governance arrangements in place.
- The Councils licensing function was subject to an internal audit in May/June 2011 and the outcome found that the service was operating with adequate controls.
- The final report includes a management action plan which identifies key areas where the service can be improved and where greater controls can be implemented to raise the level of governance.
- The management plan is attached as Appendix 1 and is currently being action by the Head of Health Environment and Neighbourhoods.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- To keep Members informed about the performance the Councils licensing function.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities		Quality Community Services and Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			X



BACKGROUND

- 10. Following the internal audit of the Councils licensing function the management action plan (attached at Appendix 1) has been drafted.
- 11. All the key actions have been completed.

IMPLICATIONS OF REPORT

- 12. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	X

JAMIE CARSON
 DIRECTOR PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	29 August 2011	intaudit

Appendix A

MANAGEMENT ACTION PLAN

No	Management Actions Proposed	Management Actions Agreed	Responsible Officer & Date	Follow-Up Action Taken
1	The Head of Environment and Neighbourhoods should remind staff that CRB disclosures should be kept for no longer than necessary and for a maximum of six months. CRB information held in the files at Bengal Street should be destroyed as soon as possible.	Applies to counter signatories only (4 people) Written management instruction to counter signatories detailing the CRB limits on document retention. Draft document handling procedure for issue to relevant staff.	Simon Clark /Paul Carter Oct 2011	Email to all counter signatories 18 th July 2011 giving them management instructions to comply with the Councils internal secure policy and the COP from the Home Office.
2	The Public Protection Co-Ordinator should ensure that the application form for Taxi Drivers is amended to include National Insurance Numbers.	Completed – paper application form. Issue written management instruction to contact centre and business process colleagues to transfer information to computer record.	Paul Carter July 2011	Email on 18 th July instructing operators to input relevant data for new drivers.
3	The Head of Environment and Neighbourhoods and the Head of Customer, ICT & Transactional Services should consider arranging for Civica to provide training to a sufficient level to appoint a Flare internal System Administrator.	Explore opportunities with Head of Customer, ICT and Transactional Services to provide more robust training and system admin support for the Civica APP system.	Simon Clark July 2011	Issues discussed and possibilities being explored.
4	A data cleansing and updating	Linked to a Civica APP database upgrade which is due.	ICT and Paul Carter with	Upgrade completed on 8 th August 2011. Bi Monthly scrutiny reports

Agenda Page 7
Agenda Item 5



No	Management Actions Proposed	Management Actions Agreed	Responsible Officer & Date	Follow-Up Action Taken
	exercise should take place to ensure the quality of data is appropriate on Flare and on the Chorley Borough Council website.	Once upgrade completed a periodic reporting system should be established to ensure data gaps are identified and addressed	respect to upgrade July 2011. Paul Carter currently producing reports. Review and enhance to ensure all data gaps are identified.	run by Paul Carter on database and website.
5	The information on the Online Registers should be reviewed and updated to ensure that the correct information is available for the public to view.	Advise Head of Customer, ICT and Transactional Services of the reputational and business risk to Council with current incomplete data available on the public register.	Simon Clark Aug 2011	Review of all data on website carried out by ICT and uploading system amended so it captures the correct data. 18 th July 2011

Report of	Meeting	Date
Director of People and Places	Licensing and Public Safety Committee	14 September 2011

LICENSING PERFORMANCE 1st April 2011- 30th August 2011

PURPOSE OF REPORT

To present to Members the performance for the Councils licensing function between the period of 1st April 2011 and 30th August 2011.

RECOMMENDATION

1. Members are asked to note the report.

EXECUTIVE SUMMARY OF REPORT

2. The Licensing and Public Safety Committee expressed a desire at its meeting on 16 September 2009 to receive a regular update report on the enforcement activity undertaken by the Councils Public Protection Team as well as details of licensing applications received and processed by the People & Places Directorate.
3. A verbal update on enforcement activity will be provided at the meeting.
4. Licensing activity is summarised in the attached report at Appendix A
5. Members requested details of organisations that were licensed to undertake house to house and street collections under the period being reported. These details are attached at Appendix B & C.
6. There are several administrative requests for service, such as requests for copies of licences and requests for change of recorded details that are not covered within the report.

REASONS FOR RECOMMENDATION

(If the recommendations are accepted)

7. To ensure that Members are kept informed of the licensing activity within the Councils Public Protection Team.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. None

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region		Develop local solutions to climate change.	
Improving equality of opportunity and life chances		Develop the Character and feel of Chorley as a good place to live	
Involving people in their communities		Ensure Chorley Borough Council is a performing organization	√

IMPLICATIONS OF REPORT

10. This report has implications in the following areas and the relevant Directors' comments are included

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		No significant implications in this area	√

JAMIE CARSON
DIRECTOR PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Paul Carter	5738	14 September 2011	Q1perf

LICENSING ACTIVITY REPORT ^{1ST} April - 30th August 2011

General Licensing

House to House Collection Licence

New Applications: 7

Street Collections Permit

New Applications: 9

Taxi Licensing

Hackney Carriage Driver Licence

New Applications: 2

Renewal Applications: 20

Private Hire Driver Licence

New Applications: 6

Renewal Applications: 54

Hackney Carriage Vehicle Licence

New / Renewal / Transfer Applications: 29

Private Hire Vehicle Licence

New / Renewal / Transfer Applications: 103

Private Hire Operator Licence

New Applications: 3

Renewals: 10

Licensing Act 2003

Personal Alcohol Licence

New Applications: 34

Premises Licence

New Applications: 6

Variations: 9

Transfers: 17

Cancel /Surrender: 3

Change Supervisor: 36

Temporary Event Licence

New Applications: 59

Gambling Act 2005

Adult Gaming Centre Premises Licence

New Applications: 2

Family Entertainment Centre Licence

New Applications: 2

Bingo Premises Licence

New Applications: 1

Club Machine Permit

New Applications: 1

Notification of Gaming Machines

New Applications: 10

Small Society Lotteries

New Applications: 2

House to House Collection List

1st April 2011- 30th August 2011

Cancer Research and Genetics

Collection Periods: 15 February to 14 May, 22 August to 4 September

Clothes Aid on behalf of Zoe's Place Baby Hospice

Collection Periods: 18 to 23 April, 13 to 18 June, 8 to 13 August

Little Treasure's Children's Trust

Collection Periods: 16 May to 5 June

UK Recycling Assistance on behalf of Rainbow Trust Children's Charity

Collection Periods: 6 to 18 June

Dor-2-Dor furniture direct on behalf of Children's Aid Foundation

Collection Periods: 23 June to 2 July, 8 to 13 August

Charitability on behalf of MedEquip 4 Kids

Collection Periods: 27 June to 8 July, 1 to 19 August

Kidscan

Collection Periods: 1 to 31 July

For Note:

Several charities hold a Home Office Order of Exemption - Barnardos, Royal Airforce Association, Kidney Research UK, Christian Aid, Scope, The Salvation Army, RSPCA, The Salvation Army, NSPCC

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Street Collection Permit List

1st April 2011- 30th August 2011

Chorley and South Ribble Shop Mobility

Period of Collection: 12 April, 24 May, 28 June, 13 August

National Anti-vivisection Society

Period of Collection: 16 April

Chorley Lions

Period of Collection: 31 May

Multiple Sclerosis Society

Period of Collection: 4 June

Guide Dogs for the Blind

Period of Collection: 11 June

Galloway's Society for the Blind

Period of Collection: 18 June

Age UK

Period of Collection: 25 June

Derian House Children's Hospice (Leeds/Liverpool canal)

Period of Collection: 3 July

Rock FM and Magic 999's Cash for

Period of Collection: 12 July

Cancer Research UK

Period of Collection: 16 July

North West Air Ambulance

Period of Collection: 22 July

The Christie Hospital	
Period of Collection:	20 August
Hope 4 Kidz	
Period of Collection:	23 August
Help for Heroes	
Period of Collection:	30 August



Report of	Meeting	Date
Director of People and Places	Licensing and Public Safety Committee	14 September 2011

TAXI / PRIVATE HIRE DRIVERS MEDICAL EXAMINATION PROCEDURE

PURPOSE OF REPORT

To seek Members approval for the changes made to the medical examination procedure for taxi and private hire drivers.

RECOMMENDATION

1. It is recommended that Members approve the revised medical examination procedure relating to Hackney Carriage and Private Hire Driver Licences.

EXECUTIVE SUMMARY OF REPORT

2. Taxi and private hire drivers are required to undertake a medical examination to demonstrate that they are fit to drive. The current medical examination form requires the applicant to present to a general medical practitioner (GP) for an assessment of their fitness to drive under DVLA Group 2 standards. Evidence indicates that the majority of GP's may not be experienced or conversant with these complex standards.
3. The Councils current examination form has been revised by a medical professional competent with Group 2 standards and is attached at Appendix A. It is proposed that where any concerns relating to the drivers' fitness are highlighted by the GP, that the examination form will be referred to a medical professional conversant with DVLA Group 2 standards.

REASONS FOR RECOMMENDATION

(If the recommendations are accepted)

4. To ensure that the medical examination procedure for taxi and private hire drivers is robust and fit for purpose.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. To object to the proposed changes and revert to the current medical examination procedure.

CORPORATE PRIORITIES

6. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the Central Lancashire sub-region		Develop local solutions to climate change.	
Improving equality of opportunity and life chances		Develop the Character and feel of Chorley as a good place to live	



Involving people in their communities		Ensure Chorley Borough Council is a performing organization	√
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BACKGROUND

7. All taxi and private hire driver are required to undertake a medical examination on application and at specified times when they meet a certain age. The medical must be carried out by a general medical practitioner (GP) who has access to their records of medical history so that an informed decision can be made regarding the applicants fitness to drive.
8. It is appropriate for taxi and private hire drivers to have more stringent medical standards than those applicable to normal car drivers because:
 - they carry members of the general public who have expectations of a safe journey;
 - they are on the road for longer hours than most car drivers; and
 - they may have to assist disabled passengers and handle luggage.
9. As recommended by the Department of Transport- *“Taxi and Private Hire Vehicle Licensing- Best Practice Guidance”* (March 2010) and approved by members at Licensing and Public Safety Committee in September 2010, all drivers in Chorley are required to be assessed against the “Group 2” medical standards. Members should note that these are the same standards as applied by DVLA to the licensing of lorry and bus drivers.
10. Although the vast majority of GP’s are qualified to assess whether a person is medically fit, they may not be experienced or conversant with the complex Group 2 medical standards for fitness to drive.
11. Our current medical examination form requires GP’s to specifically state whether the applicant they are assessing are fit to drive. Officers are aware of a case where an applicant was informed by his usual GP that they were unable to carry out the assessment as they acknowledged they were not competent to assess under the relevant standards.
12. The Councils current medical examination form has been revised by Dr G Parker, Consultant Occupational Physician at Lancashire Teaching Hospitals and is attached at Appendix A. Essentially; there is no material change in the examination form as the questions are standard for a Group 2 assessment. However, the questions now clearly demonstrate where there may be an issue that requires the applicant to undergo further medical assessment by someone competent to assess their fitness to drive.
13. It is proposed that on receipt of a completed medical examination form, Public Protection Officers will establish whether any of the medical checks have been ticked “Yes”. If this is the case, the paperwork will then be referred to a competent Group 2 medical professional. They will review the medical examination form and provide the Council with a report as to the applicants’ fitness to drive. Research suggests that this will cost in the region of £100 per referral. The Council will bear the cost of this referral and it will be recovered within the current licensing fee structure.
14. On the recommendation of the Group 2 medical professional, the applicant may be required to undertake additional medical assessments to establish their fitness to drive. If this is the case, the applicant will be notified and they will be required to meet any further cost incurred.
15. It is estimated that the Council will refer approximately 6 medical assessments each year.
16. It is anticipated that the majority of taxi and private hire drivers will not be affected by the proposed changes unless their medical assessment form highlights that there are concerns regarding their fitness to drive.

IMPLICATIONS OF REPORT

17. This report has implications in the following areas and the relevant Directors’ comments are included

Finance		Customer Services	
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Human Resources		Equality and Diversity	
Legal	√	No significant implications in this area	

JAMIE CARSON
 DIRECTOR PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Paul Carter	5738	14 September 2011	Medical review2011

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**MEDICAL EXAMINATION REPORT FOR
HACKNEY CARRIAGE
AND PRIVATE HIRE DRIVERS**

**When completed, please return this form with your application to:
CHORLEY COUNCIL
PUBLIC PROTECTION TEAM (LICENSING)
PEOPLE & PLACES DIRECTORATE
CIVIC OFFICES, UNION STREET
CHORLEY, PR7 1AL**

GROUP II MEDICAL EXAMINATION REPORT FORM

INFORMATION NOTES

It is a requirement under Section 57 of the Local Government (Miscellaneous Provisions) Act, 1976, to provide a Medical Examination Report to the effect that you are physically fit to hold a Hackney Carriage / Private Hire Driver Licence and is for the confidential use of the Licensing Authority.

This form is to be completed by the applicant's own General Practitioner (GP) or another GP within the same practice and must have full access to the applicant's medical records.

Upon reaching the age of 45 a Group II Medical Report Form is required every 5 years until the age of 65. From the age of 65, a Group II Medical Report Form is required annually.

Any fees charged are payable by the applicant.

- PLEASE USE THIS FORM TO RECORD MEDICAL EXAMINATION DETAILS
- PLEASE COMPLETE IN BLOCK CAPITAL LETTERS IN BLACK INK

Licensing Officers are not permitted to complete or amend forms on behalf of applicants for legal reasons.

NOTE:

Any existing licensed private hire/hackney carriage driver must immediately inform the Council in writing of any deterioration in health or of any injury that would affect his/her ability to drive. (This is in addition to the requirement of Section 94 of the Road Traffic Act 1988 requiring any driver to notify the Secretary of State of any relevant disability)

GUIDANCE NOTES

What you have to do:

1. **Before** consulting your GP you may find it helpful to consult the DVLA's "At a Glance" booklet. This is available for download at the 'medical rules for all drivers' Section of <http://www.direct.gov.uk/en/Motoring/index.htm>
2. If, after reading the notes, you have any doubts about your ability to meet the medical or eyesight standards, consult your GP/Optician **before** you arrange for this medical form to be completed as your GP will normally charge you for completing it. In the event of your application being refused, the fee you pay your GP is **not** refundable. Chorley Council has no responsibility for medical fees.
3. Fill in Section 8 of this report in the presence of the GP carrying out the examination.
4. Application forms must be submitted together with the Group II Medical Report Form otherwise there may be delays in processing your application.

What the GP has to do:

1. Please arrange for the patient to be seen and examined having access and regard for there medical records.
2. Please complete Sections 1-7 and 9 of this report. Please ensure the applicant completes Section 8 in your presence. You may find it helpful to consult the DVLA's "At a Glance" booklet. This is available for download at the 'medical rules for all drivers' Section of <http://www.direct.gov.uk/en/Motoring/index.htm>
3. Applicants who may be asymptomatic at the time of the examination are to be advised that, if in future they develop symptoms of a condition which could affect safe driving and they hold either a Hackney Carriage and/ or Private Hire driver licence they must immediately inform the Public Protection (Licensing) Team at Chorley Council . Please record any advice given at Section 7.
4. Please ensure that you have completed all Sections within this form. If this report does not bring out important clinical details which may affect the applicant's fitness to drive, please give details in Section 7.

MEDICAL EXAMINATION REPORT

Applicant's Details

To be completed in the presence of the Medical Practitioner carrying out the examination

Your Details

Your full name		Date of Birth	DD	MM	YY
Your address		Home tel. no.			
		Work/Day no.			
Email address					

About your GP/Group Practice

GP/Group name	
Address	
Telephone	
Email address	
Fax number	

To be completed by the Doctor (please use black ink)

Please give patient's weight (kg/st) Height (cms/ft)

Please give details of smoking habits, if any

Please give number of alcohol units taken each week

Is the urine analysis positive for Glucose? No Yes (please tick appropriate box)

Details of specialist(s)/ consultants, including address	1	2	3
Speciality			

Date last seen

Current medication including exact dosage and reason for each treatment

Date when first licensed to drive a taxi/PH vehicle

 And/or lorry

 And/or bus

1 Vision

Please tick the appropriate boxes YES NO

1. IS the applicant **UNABLE** to achieve a visual acuity of 6/9 (in the better eye) 6/12 (in the worse eye) using corrective lenses if necessary. (as measured with the full size 6m Snellen chart).
2. Is the applicant monocular, ie. (visual acuity less than 3/60 in one eye).

3. Please state the visual acuities 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

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

Please tick the appropriate boxes YES NO

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

a) If Yes, please give date of last attack

DD	MM	YY
----	----	----

b) If treated, please give date when treatment ceased

DD	MM	YY
----	----	----

- c) Is the applicant currently on anti-epileptic medication?
If YES, please complete current medication on the appropriate section of the front of this form

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

Please tick the appropriate boxes **YES** **NO**

- 1. Does the applicant have diabetes mellitus?**
If NO, please proceed to Section 4
If YES, please answer the following questions.

Please tick the appropriate boxes **YES** **NO**

- 2. Is the diabetes managed by:-**
- a) Insulin?

If YES, please give date started on insulin

DD	MM	YY
----	----	----

- b) Oral hypoglycaemic agents and diet?
If YES, please complete current medication on the appropriate section on the front of this form

- c) Diet only?

- 3. Does the applicant test blood glucose at least twice every day?**

- 4. Is there evidence of:-**
- a) Loss of visual field?

- b) Severe peripheral neuropathy, sufficient to impair limb function for safe driving?

- c) Diminished/Absent awareness of hypoglycaemia?

- 5. Has there been laser treatment for retinopathy?**

If YES, please give date(s) of treatment

- 6. Is there a history of hypoglycaemia during **waking** hours in the last 12 months requiring assistance from a third party?**

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

4 Psychiatric Illness

Please tick the appropriate boxes

YES NO

Is there a history of, or evidence of any of the conditions listed at 1-6 below?

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

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.

- 1. Significant psychiatric disorder within the past 6 months
- 2. A psychotic illness within the past 3 years, including psychotic depression
- 3. Persistent alcohol misuse in the past 12 months
- 4. Alcohol dependency in the past 3 years
- 5. Persistent drug misuse in the past 12 months
- 6. Drug dependency in the past 3 years

NB. Please enclose relevant hospital notes with reference to this condition

5 Cardiac

Please follow the instructions in all sections (5A-5G) giving details as required in Section 7 and enclose hospital notes relevant to this condition.

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

5A Coronary Artery Disease

Please tick the appropriate boxes

YES NO

Is there a history of, or evidence of, coronary artery disease?

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

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

1. Acute Coronary Syndrome including Myocardial Infarction?

If **YES**, please give date(s)

DD	MM	YY
----	----	----

2. Coronary artery by-pass graft?

If **YES**, please give date(s)

DD	MM	YY
----	----	----

3. Coronary Angioplasty (P.C.I)

If **YES**, please give date(s)

DD	MM	YY
----	----	----

4. Has the applicant suffered from Angina?

If **YES**, please give the date of the last attack

DD	MM	YY
----	----	----

Please proceed to next Section 5B

5B Cardiac Arrhythmia

Please tick the appropriate boxes

YES NO

Is there a history of, or evidence of, cardiac arrhythmia?

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 (I.C.D) been implanted

4. Has a pacemaker been implanted?

If YES:-

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

b) Since implantation of the pacemaker, is the applicant now symptom free as a result?

c) Does the applicant attend a pacemaker clinic regularly?

Please proceed to next Section 5C

5C Peripheral Arterial Disease

Please tick the appropriate boxes

YES NO

1. Is there a history or evidence of ANY of the below:

If YES please tick ALL relevant boxes below, and give details at **Section 7** of the form.

PERIPHERAL ARTERIAL DISEASE

AORTIC ANEURYSM

IF YES:

a) Site of Aneurysm:

Thoracic

Abdominal

b) Has it been repaired successfully?

c) Is the transverse diameter more than 5cms?

Please tick the appropriate boxes

YES NO

DISSECTION OF THE AORTA

IF YES:

d) Has it been repaired successfully?

Please proceed to next Section 5D

5D Valvular/Congenital Heart Disease

Please tick the appropriate boxes

YES NO

Is there a history of, or evidence of, valvular/congenital heart disease?

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?

2. Is there a history of heart valve disease?

3. Is there any history of embolism? (**not** pulmonary embolism)

4. Does the applicant currently have significant symptoms?

5. Has there been any progression since the last licence application? (if relevant)

Please proceed to next Section 5E

5E Cardiomyopathy

Please tick the appropriate boxes

YES NO

Does the applicant have a history of ANY of the following conditions:

- 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

Please tick the appropriate boxes

YES NO

This section must be completed for all applicants.

1. Has a resting ECG been undertaken?

If YES does it show:-

a) pathological Q waves?

b) left bundle branch block?

c) right bundle branch block?

2. Has an exercise ECG been undertaken (or planned)?

If YES, please give date and give details in Section 7

DD	MM	YY
----	----	----

Sight/copy of the exercise test result/report (if done in the last 3 years) would be helpful

Please tick the appropriate boxes

YES NO

3. Has an echocardiogram been undertaken (or planned)?

a) If YES please give date and give details in Section 7

DD	MM	YY
----	----	----

b) If undertaken, is/was the left ventricular ejection fraction greater than or equal to 40%?
Sight/copy of the echocardiogram result/report would be helpful

4. Has a coronary angiogram been undertaken (or planned)?

If YES, please give date and give details in Section 7

DD	MM	YY
----	----	----

Sight/copy of the angiogram result/report would be helpful

5. Has a 24 hour ECG tape been undertaken (or planned)?

If YES, please give date and give details in Section 7

DD	MM	YY
----	----	----

Sight/copy of the 24 hour tape result/report would be helpful

6. Has a myocardial perfusion scan or stress echo study been undertaken (or planned)?

If YES, please give date and give details in Section 7

DD	MM	YY
----	----	----

Sight/copy of the scan result/report would be helpful

Please proceed to Section 5G

5G Blood Pressure

Please tick the appropriate boxes

YES NO

This section must be completed for all applicants.

- 1. Is today's resting systolic pressure 180mm Hg or greater? YES NO
- 2. Is today's resting diastolic pressure 100mm Hg or greater? YES NO
- 3. Is the applicant on anti-hypertensive treatment? YES NO

If YES, to any of the above, please supply today's reading and three previous readings and dates.

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6 General

Please tick the appropriate boxes

YES NO

Please answer all questions in this section. If your answer is 'YES' to any of the 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? YES NO

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

Please tick the appropriate boxes

YES NO

- 3. Is the applicant profoundly deaf? YES NO
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? YES NO

- 4. Is there a history of either renal or hepatic failure? YES NO

- 5. Does the applicant have sleep apnoea syndrome? YES NO
If YES, please supply details

a) Date of diagnosis

DD	MM	YY
----	----	----

- b) Is it controlled successfully? YES NO

c) If YES, please state treatment

d) Please state period of control

6. Is there any other **Medical Condition**, causing excessive daytime sleepiness?
If **YES**, please supply details

a) Diagnosis

b) Date of diagnosis

c) Is it controlled successfully?

d) If **YES**, please state treatment e) Please state period of control

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

8. Does any medication currently taken cause the applicant side effects that affect safe driving?
If **YES**, please supply details of medication

9. Does the applicant have any other medical condition that could affect safe driving?
If **YES**, please supply details

7 Please forward copies of relevant hospital notes **only**.
PLEASE DO NOT send any notes not related to fitness to drive.

8 Applicant's consent and declaration

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

I accept that as part of the investigation into my fitness to drive, Chorley Council, may require me to undergo further medical examination or some form of practical assessment. In these circumstances, those personnel involved will require my background medical details to undertake an appropriate and adequate assessment. Such personnel might include doctors, specialist consultants, orthoptists at eye clinics or paramedical staff at a driving assessment centre. Only information relevant to the assessment of my fitness to drive will be released. In addition, where the circumstances of my case appear exceptional, the relevant medical information may need to be further considered, where such further examination / consideration attracts a cost this will be met by me the applicant, (you will be advised of any further costs as appropriate to determine your application) and where matters of a medical nature exist the application may then be determined by the Councils Licensing Committee. (The HC/PH Driver licensing process is managed to strict principles of confidentiality, where applications are to be determined by the Councils Licensing Sub-Committee such meetings are held to the exclusion of the press and public).

I authorise my Doctor(s) and Specialist(s) to release report/medical information about my condition, relevant to my fitness to drive, to Chorley Councils medical adviser.

I authorise Chorley Council to disclose such relevant medical information as may be necessary to the investigation of my fitness to hold a HC/PH Drivers Licence, to doctors, paramedical, DVLA and to inform my doctor(s) of the outcome of the case where appropriate.

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.

During the period of application and any period when holding a private hire/hackney carriage driver licence, I will immediately inform Chorley Council in writing of any deterioration in health or of any injury or condition that would affect my ability to drive. (This is in addition to the requirement of Section 94 of the Road Traffic Act 1988 requiring any driver to notify the Secretary of State of any relevant disability.

“I understand that it is a criminal offence if I make a false declaration to obtain a private hire / hackney carriage driving licence and can lead to prosecution.”

Signature

Date

Medical Practitioner Details

To be completed by Doctor carrying out the examination

9 Doctor's details

Name		Surgery Stamp
Address		
Email address		
Fax number		

I confirm that: is registered with this Doctors Practice and I have checked and have had access to their medical history.

Signature of Medical Practitioner

Date

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