

Appendix 1- TAXI LICENCE ADMINISTRATION PROCESS AND POLICY REVIEW

Policy Changes Applicable to Vehicle Licences:

1. To remove the facility for a vehicle change including the Fee and a change in vehicle will require a new application.
 - Where the above applies to a HC Vehicle licence the Council will only recognise applications from existing HC vehicle proprietors whose details appear on the Councils register. In such circumstances any application received shall be made in the name of all the registered proprietors for that vehicle. In the case of an existing WAV vehicle only another WAV vehicle will be considered in accordance with the Councils HCV licensing conditions of application.
 - Where a vehicle is presented on behalf of an existing HCV proprietor by a company whose business it is to provide relief taxi vehicles (such a company shall be a company recorded at companies house and be of limited status), the application shall reflect the registered keeper details given in the V5 document alongside the original proprietors.
 - Where the change of vehicle applies to a HC Vehicle licence the original licence number will be preserved to protect the plate for the HC vehicle proprietor. In all other cases a new Licence & Licence Plate will be issued with a New Number.
2. To introduce expiry dates on the rear licence plate for HC & PH vehicles.
3. To apply the wheel chair symbol to the livery and vehicle licence plate to those vehicles that meet the Councils Vehicle Conditions to be regarded as a Disabled Access Vehicle / Wheelchair accessible Vehicle.
4. To remove the present application method for a vehicle transfer including the Fee.
5. To introduce a standard Notice to notify the Council of a vehicle transfer.
6. A Taxi Test will only be accepted;
 - On renewal, where the vehicle test has been conducted not more than 14 Days prior to the expiry of the Current Vehicle licence and;
 - In the case of an application for the grant of a HC / PH vehicle licence the vehicle inspection and Test shall not have been conducted more than 7 Days Prior to the date the application was made. In any case the vehicle shall have satisfactorily completed the Taxi test.
7. A vehicle can be presented for the Taxi Test for a Vehicle Licence Renewal up to 14 days before the expiry of the licence date. The existing licence expiry date will still be honoured and in all cases the taxi test date will be the same date as the expiry of the licence.
8. Where a vehicle fails the taxi test the proprietor will have the option to keep the vehicle at the test centre and arrange repair on the premises or remove the vehicle to an alternate location for the necessary repairs. However, at this point should the vehicle be removed from the Testing Station the vehicle will be subject to suspension and the Licence plate will be marked accordingly, until the vehicle is re-tested and passes the taxi test. The testing station will be responsible for notifying Licensing Enforcement where the failed vehicle is to be removed from their site for repairs.
9. To remove the current Disc system.
10. To remove the requirement to display a current valid DVLA Vehicle Excise Disc.

11. To introduce a HC / PH vehicle licence renewal invitation alongside the granting of the HC / PH vehicle licence.
12. To cease sending out HC / PH vehicle licence renewal letters.
13. To cease sending out HC / PH vehicle test renewal letters.
14. To align HC / PH vehicle tests to the expiry date of the HC / PH vehicle Licence;
15. To include a provision that the applicant in relation to any Vehicle insurance evidences either in the form of an Insurance Certificate and/or Insurance Schedule or other document of suitable provenance;
 - The name of the policy holder, the registration mark of the vehicle or vehicles covered, the name or names of named drivers or the provision as to driver entitlement, a valid to date , and a statement as to the limitations for use to include the provision of any or all of the categories for Private Hire or and Public Hire.
16. To cease sending out HC / PH vehicle insurance document request letters.
17. To introduce a provision requiring the proprietor of HC & PH vehicles to evidence that the HC / PH vehicle is and has been continuously correctly insured during the preceding licensed period. Except during periods where the vehicle has been subject to a suspension notice being issued under section 60 or 68 of the local Government (Miscellaneous Provisions) Act 1976.
18. Update the provision relating to spare wheels and tyre to state that where the vehicle is designed to hold a spare wheel then a manufacturers approved spare wheel must be provided . The spare wheel must have a minimum of 3mm tread, be inflated to the correct pressure and maintained in a ready to use condition. Where there is no provision for a spare wheel then a manufacturer's approved inflation kit will be accepted.
19. Include in the Council's taxi test , the requirement that the vehicle must undergo a road test and allow for the approved vehicle testers discretion to fail a vehicle for any other reasonable cause.

Policy Changes Applicable to Driver Licences:

1. To introduce the invitation to renew any HC / PH Driver Licence at the point of granting the HC / PH Licence.
2. To introduce a requirement that any DAV vehicle shall only be driven by an appropriately qualified driver who holds a DAV classified HC / PH drivers licence.
3. To introduce a HC / PH DAV class of driver licence.
4. To restrict HC / PH drivers from driving DAV vehicles.
5. To require PH & HC drivers to have completed a recognised course in Equality and Diversity and wheelchair / disability handling and successfully complete the DSA Disabled Access Vehicle Driver assessment to qualify for the PH / HC DAV Driver Licence as a condition of application.
6. To restrict from driving (except those drivers appointed for the purposes of vehicle testing) any Chorley Council Licensed DAV / WAV PH or HC vehicle unless that driver has obtained a Chorley PH / HC DAV Driver Licence.
7. To cease sending out HC & PH Driver Licence renewal reminders
8. To cease sending out HC & PH Driver DVLA Group II Medical reminders.
9. To cease sending out HC & PH Driver DBS reminders.
10. To coincide the expiry of Enhanced DBS Disclosures and DVLA Group II Medicals with the expiry of HC & PH drivers licences. (Except in the case where the driver has reached the age of 65 years where a DVLA Group II Medical will be required every 12 months).
11. To remove the requirement to have a DVLA Group II Medical on reaching the age of 45 (except during the transitional period) and thereafter every 5 years.
12. To introduce the requirement that a DVLA Group II Medical will be required at every HC & PH Driver Licence renewal up to reaching the age of 65 years.
13. To introduce the requirement that an Enhanced DBS will be required at every HC & PH Driver Licence renewal.
14. To introduce the opportunity to vary a HC / PH drivers Licence to reflect DAV authority at any point during the life of the Licence at the Councils standard administration cost.
15. On application for a grant or renewal of a HC / PH Drivers licence the DVLA Group II Medical shall have been conducted within 28 days of the application being made, in the case of an Enhanced DBS disclosure, the disclosure shall not be more than three months old at the time the application is made.
16. These DBS checks must originate through the Chorley Council umbrella provisions as authorised by the DBS, thereafter an electronic DBS update will be accepted.
17. Where an application for driver licence renewal is made in a timely manner, and the DBS Disclosure has been applied for but is still outstanding at the date of expiry of the driver licence, the Council will grant the licence without prejudice. Applications can be made up to 3 months prior to expiry of the licence and therefore the Council would consider that a timely application is made not later than 28 days prior to the expiry of the licence. Renewal applications made after this time will not be granted if the DBS disclosure is not available.
18. To require that DVLA Group II Medicals are completed by a GP at their Doctors Surgery, Medical centre, or other such facility where the applicant is registered in accordance with the NHS registration provisions as a patient to that facility on a permanent basis where the Doctor conducting the examination has full and unfettered access to the applicant medical notes.

19. No application for a renewal of a HC / PH Drivers Licence will be granted until a valid DVLA Group II Medical and DBS Disclosure have been satisfactorily received, where an application has been received and not been granted within a period of 2 months from the date of expiry of the licence, the application may be referred to the General Licensing Sub- Committee for determination.
20. No application for the Grant of a HC / PH Drivers Licence will be granted until a DVLA Group II Medical, DBS Disclosure DSA certificate and the Councils Knowledge test have been satisfactorily received, where an application has been received and not been granted within a period of 2 months from the date of application, the application may be referred to the General Licensing Sub- Committee for determination.
21. To introduce a shelf life for the Chorley Council Knowledge Test and any DSA certificate of 3 or 5 years (to be agreed by committee) beginning on the expiry day of any HC / PH driver licence.