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Please ask for: Lesley Miller

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All Operators and Drivers

Dear Sir/Madam

### **Proposed Changes to Taxi Licensing Policy and Processes**

In July 2014 the Regulatory Services Team were directed by the Licensing and Public Safety Committee to undertake a review of the Taxi Licensing Policy and Processes.

This review has resulted in a number of proposed changes to the processes, forms and guidance notes, which in turn will require the taxi licensing policy to be updated.

It is anticipated that these proposed changes will be brought before the next Licensing and Public Safety Committee in March 2015.

Prior to this the Council would like to consult the trade and seek your comments on the proposals, a summary of which is included in this letter.

The draft versions of the proposed new forms, guidance information and a summary of policy changes are also available on the Council's website by following this link:  
<http://chorley.gov.uk/Pages/results.aspx?k=consultations>

If you do not have access to the internet, then there is provision in the Council's new Customer Services Area for you to access the Council's website and view the documents online. Due to the number of documents the Council will not be providing any paper copies.

There is a Licensing Liaison Panel meeting arranged for 10 am on Monday 12<sup>th</sup> January 2015 at the Town Hall. It is proposed that this consultation will be the main agenda item for this meeting to allow adequate discussion and allow representatives of the trade to raise questions. Any other agenda items need to be forwarded to the Council by Thursday 8<sup>th</sup> January 2015.

The consultation will close on 1<sup>st</sup> February 2015 to allow all comments to be collated and attached to the Licensing and Public Safety Committee Report and any amendments to be included in time for the meeting. Consideration will be given to arranging an extra-ordinary Licensing Liaison Panel meeting following the closure of the consultation if this is appropriate.

Yours sincerely

Chorley Council



\*14/01416/FH\*

## Summary of Proposed Process Changes:

- a) Remove the change of vehicle process and in future a new 6 month Vehicle Licence will be issued for any vehicle presented for licensing.
- b) To reinstate the expiry dated Vehicle Licence Plates. Requiring expired licence Plates to be returned and a new plate issued at the time of each Vehicle Licence renewal.
- c) To align the DBS disclosure with the expiry date of the PHD & HCD licence and therefore require that new DBS disclosure application is made within 3 months prior to the Licence renewal date.
- d) To allow the proprietor to present the vehicle for the Taxi Test for a Vehicle Licence Renewal up to 14 days before the expiry of the licence date, aligning the test date with the date of the Licence expiry date.
- e) To include a road test within the current taxi test and to allow for the use of manufacturer's approved inflation kits where no spare wheel well is provided for.
- f) To require that the Group II medical forms are completed by the drivers own GP or the Doctor conducting the test confirming that medical records have been checked at the time of the examination and to provide their GP number and registration details.
- g) That the requirements of Group II medical check are retained, but that the frequency of these checks is increased to every 3 years for all drivers (up to the age of 65 and annually thereafter) in line with the duration of the Drivers Licence and following best practice guidance published by the department for transport. This must be completed no more than 28 days prior to the application, for either a new licence or existing licence renewal date.
- h) To retain the requirement for annual medicals after the age of 65 and also align this with the driver licence expiry, ( a driver on reaching 65 or over will be required to align his driver's licence to the anniversary of his birthday and provide a satisfactory Group II medical on that anniversary thereafter to maintain the entitlement to drive).
- i) To allow a previously licensed PH/HC driver a PH / HC drivers licence to be granted without the need for the driver to re-sit the knowledge test, as long as any previously held Chorley Council HC / PH driver licence has expired within 5 years of the new application.
- j) To distinguish between HC/PH Driver Licences where the Driver has additional qualifications for and meets the Disabled Access Vehicle requirements.
- k) To cease sending Driver and Vehicle Renewal Notices, including insurance, DBS and medical reminders, providing renewal information at the time of the issue of the Licence.
- l) To make Private Hire Operators licences valid for a period of 5 years and reflect the updated fees and charges, where there is no variation to the fees for different numbers of vehicles.
- m) To give officers delegated authority to grant ordinary or Approved DAV HC / PH & / Co-terminus (Dual) HC & PH Driver licences on application for the grant or renewal when satisfied that all the requirements of the application process have been met.