



Meeting: **SCRUTINY COMMITTEE**
Date: **WEDNESDAY 18 FEBRUARY 2015**
Time: **5.00PM**
Venue: **COMMITTEE ROOM**
To: **Councillors J Crawford (Chair), Mrs W Nichols (Vice Chair),
Mrs L Casling, I Chilvers, M Dyson, M Hobson, D Mackay,
Mrs M McCartney and D Peart.**

Agenda

1. Apologies for absence

2. Disclosures of Interest

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Councillors should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not already entered in their Register of Interests.

Councillors should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Councillors should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the Councillor may stay in the meeting, speak and vote on that item of business.

If in doubt, Councillors are advised to seek advice from the Monitoring Officer

3. Call In – Decision E/14/67 – Taxi Licensing Policy

To consider the report from the Democratic Services Manager (pages 1 to 54 attached).

Jonathan Lund
Deputy Chief Executive

Dates of next meetings
25 February 2015 (Provisional)
24 March 2015
22 April 2015 (Provisional)

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Report Reference Number: SC/14/16

Agenda Item No: 3

To: Scrutiny Committee
Date: 18 February 2015
Author: Palbinder Mann, Democratic Services Manager
Lead Officer: Jonathan Lund, Deputy Chief Executive

Title: Call In – Decision E/14/67 – Taxi Licensing Policy

Summary:

This report asks the Committee to consider the Call In of the decision made in respect of report E/14/67 – Taxi Licensing Policy which was made by the Executive at their meeting on 5 February 2015.

Recommendations:

The Scrutiny Committee are asked to consider the Call In and recommend one of the following options:

- **Refer the decision back to the Executive for reconsideration.**
- **Agree with the decision made by the Executive and take no further action.**
- **Refer the decision to Council.**

Reasons for recommendation

To ensure the Scrutiny Committee undertakes its role in holding the Executive to account in accordance with the Constitution.

1. Introduction and background

A Call In request has been received from Councillors S Duckett, K McSherry, S Ryder, R Sayner, R Sweeting and J Thurlow. The request asks the Scrutiny Committee to consider the decision made by the Executive at their meeting on 5 February 2015 in respect of report E/14/67 – Taxi Licensing Policy. The report which was considered by the Executive is attached at Appendix B.

2. The Report

2.1 The Constitution states that Call In should only be used where Councillors have evidence which suggests that the decision-maker(s) did not take the decision in accordance with the principles set out in Article 13 of the Constitution. This is attached at Appendix A.

2.2 Report E/14/67 was called in on the following grounds:

With regard to the decision of the Executive regarding percentage of wheelchair accessible and non-wheelchair accessible vehicles:

- *All the relevant matters have not been taken into consideration at the item could have been deferred to seek more advice.*
- *The decision has not been taken with consultation from professional advice i.e the Senior Enforcement Officer that deals with the licensing of taxis.*

2.3 The report E/14/67 is attached at Appendix B.

2.4 The Scrutiny Committee can decide on the following options when considering the Call In:

- The decision can be referred back to the Executive for reconsideration. Any reasons for this must be set out in writing, with other information which might be useful to the Executive when it reconsiders the matter also being provided.
- The Committee can agree with the decision by the Executive and therefore no further action will be required.
- The decision can be referred to Council for consideration.

3. Legal/Financial Controls and other Policy matters

3.1 Legal Issues

Any legal issues are covered in the original report E/14/67 which was considered by the Executive.

3.2 Financial Issues

Any financial issues are covered in the original report E/14/67 which was considered by the Executive.

4. Conclusion

The Committee is asked to debate the Call In and decide what course of action is appropriate.

5. Background Documents

N/A

6. Appendices

Appendix A - Article 13 of the Constitution – Decision Making

Appendix B – Executive Report E/14/67 – Taxi Licensing Policy

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Article 13 – Decision-Making

13.1 Principles of decision-making

All decisions of the Council will be made in accordance with the following principles:

In the general public interest, and specifically to guard against the possibility of successful legal challenge to decisions made by the Council or by the Executive, it is necessary to demonstrate:

- (a) that the decision is within the powers of the Council;
- (b) that all relevant matters have been fully taken into account in reaching a decision;
- (c) That all relevant Rules and particularly the Council Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and Access to Information Procedure Rules have been complied with;
- (d) that the decision has taken into account the provisions of the Human Rights Act;
- (e) that the decision is taken after due consultation with, and the appropriate professional advice from, all relevant officers;
- (f) that any councillor concerned has considered whether he/she has any declarable interest in the particular item and if necessary made a declaration of interest;
- (g) that the current scheme of delegation has been complied with;
- (h) that the decision has been taken in an open and transparent manner;
- (i) that the decision is clear in terms of its aims and desired outcomes;
- (j) that the decision has been taken in accordance with the Council's aims and strategies; and
- (k) that the decision is properly recorded and published within the appropriate timescale, together with declarations of interest and background papers.

Selby District Council

REPORT

Reference: E/14/67

Public – Item 7



To: The Executive
Date: 5 February 2015
Status: Non Key Decision
Report Published: 28 January 2015
Author: Michelle Dinsdale - Policy Officer
Executive Member: Cllr Mark Crane
Lead Officer: Keith Dawson

Title: Taxi Licensing Policy (hackney carriage and private hire vehicles, drivers and operators)

Summary: A Taxi Licensing Policy (Appendix A) has been developed and consulted on, which consolidates existing documents to provide one comprehensive policy. This report provides the Executive with details of the consultation responses and the subsequent proposed changes to the draft policy, the main one being in relation to the provision of Wheelchair Accessible Vehicles (WAV).

Recommendations:

- i. To approve the Taxi Licensing Policy
- ii. Subject to recommendation i above, that the policy be reviewed twelve months from adoption, to include the duration of licences and a knowledge test for drivers
- iii. Further research is undertaken in relation to additional provision for taxi vehicle inspections, and the procedure for inspecting wheelchair accessible vehicle ramps.

Reasons for recommendation

- i. To ensure that the Council is in a position to act and respond to any future changes in taxi and private hire legislation.
- ii. To assist the Council in maintaining a mixed taxi fleet which meets the needs of the travelling public by providing with quality and choice.
- iii. To protect the public's health and safety.

1. Introduction and background

- 1.1** The Council currently has a number of separate policies, guidance notes and conditions relating to hackney carriage and private hire licensed vehicles, drivers and operators. A draft Taxi Licensing Policy has been developed, which consolidates these documents to provide one comprehensive policy.
- 1.2** Following approval from the Executive on 2 October 2014, formal consultation took place between 6 October and 14 November 2014.
- 1.3** The consultation, which included an on-line survey and a drop in session for the trade, sought views on the draft policy and in particular the following two specific areas:
 - Wheelchair accessible hackney carriage vehicles;
 - The duration of driver and operator licences.
- 1.4** Licensing Committee have discussed the draft policy at four meetings (7th July 2014, 8th September 2014, 1st December 2014, 5th January 2015), with Officers in attendance to answer questions, and details of their comments can be found in Appendix B.

2. The Report

2.1 Consultation Responses

- 2.2** A good level of response was received. In total of 25 responses were received to the on-line survey, broken down as follows:
 - 12 members of the public
 - 12 trade (8 hackney carriage drivers, 1 private hire driver and 3 operators)
 - 1 organisation

Details of the responses can be found in Appendix C.

- 2.3 Twenty five people attended the trade drop in session, with a good level of engagement.
- 2.4 A number of comments in relation to the draft policy were received from the trade, in addition to the two specific areas previously mentioned in section 1.3. Details of the comments received and Officers' responses can be found in Appendix D.
- 2.5 **Vehicle Accessibility**
- 2.6 Hackney carriage and private hire vehicles have a specific role to play in an integrated transport system. They are able to provide services in situations where other forms of public transport are not available such as in rural areas and for those with mobility difficulties.
- 2.7 At the time of the consultation Selby District Council licensed 81 private hire vehicles and 45 hackney carriage vehicles, 34 of which were wheelchair accessible. In respect of hackney carriages, this equates to a split of approximately 75% WAV and 25% non-WAV.
- 2.8 Current policy states that where a new application for a taxi licence is made, the licence will only be granted if the vehicle is wheelchair accessible. However, applicants can apply under the financial hardship test to be exempt from this requirement. The same policy applies to replacement vehicles.
- 2.9 The highest percentage of respondents (36%) considered the number of WAVs to be just right. When the data is broken down further, an equal number of the public considered the number to be just right or not enough, whereas in contrast to this, an equal number of the trade considered the number to be just right or too many.
- 2.10 Licensing Committee consider the current number of WAVs is too high and consider a split of 60% WAV and 40% non-WAV to be appropriate.
- 2.11 Slightly more respondents considered wheelchair accessibility to be either very important or important (68%) compared with low level entry/seating (56%).
- 2.12 A number of respondents commented that some elderly and/or disabled passengers find it easier to access vehicle types which are not wheelchair accessible.
- 2.13 Taking into account the public responses, and in order to meet the diverse needs of the travelling public, it is proposed that the policy objective be to maintain the status quo in relation to the current make-up of the fleet i.e. 75% WAV and 25% non-WAV.

2.14 If the current policy was to continue ultimately 100% of taxis would be WAV.

2.15 In order to achieve the policy objective, the following changes are proposed in relation to existing vehicles:

- Non-WAV

An existing taxi may be replaced by a vehicle of similar type i.e. a saloon replaced with another saloon.

- WAV

A waiting list will be created for those current licence holders who wish to change from a WAV to a non-WAV. When a licence becomes available for a non-WAV i.e. on surrender of an existing licence, or where monitoring identifies a need, a panel of Officers (to include representatives from Legal and Enforcement) will refer to the waiting list and decide who to award the licence to. The driver from the waiting list, who has the longest period of continuous service, and who meets the 'good record of behaviour' principle, will be awarded the available non-WAV licence. There will be a right of appeal against the decision to the Licensing and Appeals Committee.

2.16 No changes are proposed in respect of new vehicle licences i.e. all new licences will only be issued in respect of a WAV, except that the hardship test, referred to in section 2.8 above, will no longer be able to be applied.

2.17 **Duration of Licences**

2.18 The Council currently issues driver and operators licences for one year.

2.19 Best practice guidance suggests that councils issue licences for three years (for drivers) and five years (for private hire operators).

2.20 The majority of respondents (72%) are in favour of the Council issuing licences for longer than twelve months.

2.21 Licensing Committee are not in favour of issuing licences for a longer period.

2.22 Before the Council can change the period for which it issues licences, the legislative, administrative and financial issues will need to be investigated in depth.

2.23 Changes in legislation in relation to the duration of licences (the Deregulation Bill), are currently progressing through the House of Lords. It is therefore recommended that the policy remains unchanged

at the present time and that the duration of licences be included in the scheduled review of the policy.

2.24 Vehicle Inspections

Officers have proactively listened to the trade views and as a result additional vehicle inspections timeslots are now available. It is also proposed that further research be carried out in relation to:

- An additional garage for taxi testing to allow greater flexibility for drivers.
- WAV inspections to include the marking of ramps with the registration number of the respective vehicle.

Licensing Committee support the above proposal.

2.25 Driver's Knowledge Test

At the Licensing Committee held on the 1 December 2014, the Senior Licensing Officer raised concerns regarding a particular taxi driver's lack of knowledge of the district and suggested the introduction of a knowledge test for drivers be considered. Licensing Committee support the introduction of the requirement for all drivers to undertake a knowledge test in order to demonstrate appropriate knowledge of the district before they commence driving. No public consultation has been undertaken in relation to this subject. An options appraisal will need to be undertaken before any proposal can be put forward in relation to knowledge tests. It is therefore proposed that this be included in a review of the policy, scheduled to be undertaken twelve months from adoption of the policy.

3. Legal/Financial Controls and other Policy matters

Legal Issues

- 3.1 Although there is no legal requirement for the Council to adopt a policy, it is strongly recommended to have one in place. Current provisions are in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. The policy does not replace the legislation governing hackney and private hire operations. It sets out what that legislation is and provides guidance on the Council's particular requirements in complying with that legislation. Licensing and enforcement decisions will be made with regard to the policy; however, the Council reserves the right to depart from the policy in exceptional cases.

Financial Issues

- 3.2 None at this present time. However, should the Council look at the option to change the period for which it issues licences, the legislative, administrative and financial issues will be investigated in depth. This also applies to any changes in respect of vehicle testing.

Impact Assessment

- 3.3 Equality, diversity, and community impact screenings have taken place on the policy and are available as background documents. The policy will assist with maintaining a mixed taxi fleet, which aims to provide quality and choice and meet the varying needs of the travelling public.

4. Conclusion

- 4.1 A draft Taxi Licensing Policy has been developed which consolidates a number of existing documents to provide one comprehensive policy. Following analysis of the consultation responses, a number of amendments are proposed to the draft policy. Whilst most of the proposed amendments are fairly minor in nature, the subject of the provision of wheelchair accessible taxis within the district is considered to be more complex. It is proposed that further work be undertaken in relation to vehicle inspections and the introduction of a knowledge test for drivers and that the policy be scheduled for review twelve months from adoption.

5. Background Documents

Department of Transport - Taxi and Private Hire Vehicle Licensing: Best Practice Guidance (March 2010, updated August 2011)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/212554/taxi-private-hire-licensing-guide.pdf

Equality, Diversity, and Community Impact Screenings

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Appendices:

Appendix A: Selby District Council Taxi Licensing Policy (hackney carriage and private hire vehicles, drivers and operators)

Appendix B: Minute Extract Licensing Committee 5 January 2015

Appendix C: Taxi Licensing Policy Consultation responses – On-line Survey

Appendix D: Taxi Licensing Policy Consultation responses – Trade Event

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A new approach to public service

SELBY

DISTRICT COUNCIL
Moving forward with purpose

Taxi Licensing Policy

Hackney carriage and private hire vehicles, drivers and operators

A new approach to public service



Contents

1. Introduction.....	1
2. Application process.....	2
3. Checks on the driver.....	3
4. Changes to licensee circumstances.....	5
5. Vehicles.....	5
6. Accessibility and taxi vehicle requirements.....	9
7. Operators and the private hire trade.....	10
8. Fares.....	12
9. Complying with the law.....	12
10. Code of conduct.....	13
11. Complaints about drivers.....	15
12. Enforcement.....	15
13. Policy review.....	16
Appendix A – Guidance notes for applicants (Drivers).....	i
Appendix B – Guidance notes for vehicles inspections.....	iii
Appendix C – Relevance of convictions.....	v
Appendix D – Transfer from wheelchair accessible vehicle (WAV) to non-WAV.....	vii
Appendix E – Hackney carriages enforcement.....	ix
Appendix F – Private hire enforcement.....	xi
Appendix G – Glossary.....	xiii

1. Introduction

Selby District Council, as a local authority, is responsible for the licensing of taxis (i.e. hackney carriages) and private hire vehicles in the district. This policy sets out a standard that we use to inform decisions, and should also be useful for the taxi and private hire trade and the public. Licence holders and applicants will find more guidance on the application process in the appendices to this policy and on the council website. If a member of public has a concern or query about the taxi trade, they should get in touch with Selby District Council.

Taxis and private hire vehicles form an important part of the local transport provision. As a regulator, Selby District Council aims to ensure the safety of drivers and the public without introducing unduly stringent licensing requirements. Our overall aim is to promote the availability of a safe, accessible and convenient taxi and private hire vehicle service in Selby District.

1.1. About this policy

This policy sets out the council's approach to regulating the taxi and private hire industry. It includes the way we make licensing decisions, and our enforcement agenda. Licensing and enforcement decisions will be made with regard to this policy; however, the council reserves the right to depart from this policy in exceptional cases. If a committee decision substantially differs from the guidance set out in this policy, a full justification will be provided.

1.2. Licences we issue

We issue five licences in our role as regulator of the taxi service, listed below:

- Taxi driver's licence
- Taxi vehicle licence
- Private hire driver's licence
- Private hire vehicle licence
- Private hire operator's licence

Note that the licence we issue to individuals who wish to drive taxis or private hire vehicles is a "**driver's licence**", and the licence issued to all motor vehicle road users by the DVLA¹ is a "**driving licence**".

The badge and licence we issue to successful applicants remain the property of the council.

¹ Driver and Vehicle Licensing Agency:
www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency

1.3. Taxis and private hire vehicles; what’s the difference?

Taxis are also known as hackney carriages, which are not the same as private hire vehicles. The licences, fares, insurance and working practices of these two types of transport are different.

To clarify the differences between them, only taxis may use the word “**taxis**” or “**cabs**” in their name or advertising. Some of the differences are set out in the table below.

	Private Hire	Taxis
Bookings		
Can be pre-booked	✓	✓
Can wait in a taxi rank	✗	✓
Can be hailed down	✗	✓
Fares		
Set by the council	✗	✓
Uses a taximeter ²	✗	✓
Visual differences		
Illuminated roof sign	✗	✓
“Black cab” type allowed	✗	✓
Licence plate	Colour: Red	Blue
	Shape: Rectangular	Semi-circular
	Position: Front and rear	Rear

2. Application process

2.1. Duration of licence

In general, we issue licences on an annual basis. Licences for vehicles are held for one year, but vehicles need to be checked more frequently the older they become. The licence will remain until its expiry unless the council revokes or suspends it.

Licence type	Duration
Hackney carriage driver’s licence	1 year
Private hire driver’s licence	1 year
Private hire vehicle operator’s licence	1 year
Vehicle between 0–5 years old	1 year
Vehicle between 5–7 years old	6 months
Vehicle 7+ years old	4 months

² Private hire vehicles are permitted to use their own taximeter, but this is not common in Selby District. Taxis must use a taximeter. For more, see Section 5.8 – Taximeters.

2.2. Licence fees

All licence fees are published on the council website. These are reviewed annually in line with the Corporate Charging Policy, and generally increase with inflation.

2.3. Renewals

Every year upon licence renewal for drivers, we check the DVLA driving licence record (we need a signed mandate in order to do this). We run checks with the DBS every three years and medical checks for over-45s every five years.

2.4. Guidance notes

The full costs of the application (including the criminal records check, medical check, driving proficiency test and character reference) are to be paid by the applicant. Unfortunately, we cannot reimburse applicants for any costs incurred, whether a licence is granted or not. Applications must be submitted in their entirety, with all required documents and the relevant application fee. Guidance notes are provided for applicants in Appendix A – Guidance notes for applicants (Drivers). Details of the checks we carry out on applicants can be found in the following section.

3. Checks on the driver

To effectively meet our regulatory goals, we carry out a number of checks on licence holders and applicants. These checks are carried out to ensure that all licensees are fit and proper to drive taxis and private hire vehicles, and are eligible to work in the UK. Driving a taxi or private hire vehicle will bring members of the trade into regular, close contact with members of the public, and often involves working with vulnerable groups such as children, the elderly, and disabled people. These background checks help us keep the public safe, and increase the trust in the taxi and private hire industry.

3.1. Disclosure and Barring Service

We ask for an enhanced Disclosure and Barring Service (DBS, previously CRB) check on all drivers. Applicants and licence holders must submit a DBS check upon application and at least every three years upon renewal. Convictions must be declared, including all criminal and traffic offences. Any convictions, spent³ or unspent, will be taken into account for the licensing decision but will not necessarily prevent a licence being granted. The council will consider the nature of the offence and other factors before making a decision.

³ The taxi and private hire trade is an exception to the rehabilitation of offenders list. The council will take into account both spent and unspent offences when considering whether to grant a licence.

In the interests of public safety, the council will not issue a licence if the applicant has a history of crimes of dishonesty, violent or sex-related offences and major motoring offences (including drink driving). Further guidance on the relevance of convictions can be found in Appendix C – Relevance of convictions.

In the case of foreign nationals, a DBS check will only cover the time period since the applicant's arrival in the UK. If this time is too short to make a judgement about the applicant's character, the council may require the applicant to obtain a certificate of good conduct or similar relevant document from their embassy or from the Association of Chief Police Officers.

3.2. Medical checks

Drivers need to be in a good condition of health to ensure the safety of their passengers, themselves and other road users. As well as driving, the day-to-day work of a licensed driver may also include lifting heavy items of luggage, wheelchairs and shopping etc. Any applicant for the grant or renewal of a licence who is unable to satisfy the licensing authority that they meet the required medical standard will not be issued with a licence.

We have a standard medical form which is filled in by the applicant's own GP, the costs of which must be met by the applicant. Every licence holder must undergo a medical check upon application, and at the age of 45. Drivers over the age of 45 will be required to undergo a medical examination every five years, until they reach the age of 65, after which a medical check must be done annually.

The driver must be fit to drive up to the DVLA Group 2 standard. Drivers who already have DVLA Group 2 certification which covers the entirety of the licensing period may be exempted from this requirement.

In addition, all licence holders are required to inform the licensing authority of any illness or condition that affects their ability to drive.

3.3. Driving proficiency and experience

All applicants must have held a full DVLA driving licence for at least one year.

The Driving and Vehicle Standards Agency (DVSA) also have a practical driving test for drivers of hackney carriage and private hire vehicles. All new applicants for hackney carriage and private hire driver's licences will be required to produce evidence that they have successfully completed the DVSA practical driving test prior to the initial application.

3.4. Previous taxi and private hire licences

If a new applicant has held a licence as a taxi driver in any other area, or has ever had a licence suspended or revoked, they must declare this on their application form. The council will run a check on the applicant's licensing history in these cases.

3.5. Character reference

In order to ensure a high standard of safety for users of the taxi service in Selby District, we require a character reference for each applicant. Each applicant is asked to nominate a referee who has known them for at least three years, and has a position of good standing in the community. We normally expect a reference from a professionally qualified person, for example a lawyer, doctor or other healthcare professional, teacher, engineer or accountant.

4. Changes to licensee circumstances

Licence holders must inform the council if they move house, if their condition of health changes, if they are involved in a motor vehicle accident, convicted of a crime or cautioned by a police officer. Notifications of this type must be made as soon as reasonably practicable, and always within three days. A full list of incidents and changes in licence details that the council must be informed of is found in Appendix A – Guidance notes for applicants (Drivers).

4.1. Failure to notify

Failure to report or declare these changes are very serious, and often attract an additional weighting to the actual offence, with harsher enforcement action. For example, a minor traffic offence is not likely to materially change whether a driver is a fit and proper person to hold a licence. However, a licensee who commits a minor traffic offence and fails to notify the council is in breach of this policy, is disregarding their legal obligation to notify and is demonstrating dishonesty. A minor traffic offence is forgivable, assuming the licensee drives with more care in future. Failure to notify is likely to lead to a review of the licence.

Failure to notify the council of a conviction or caution by the police is extremely serious. Licensees may wish to note that the police will notify us directly in many cases, and this should be in addition to the licensee's notification.

5. Vehicles

We are not overly restrictive with the types of vehicles that can be licensed, but we do need to ensure that all vehicles are safe, that they clearly display licensing plates,

and that there is provision in the fleet for all accessibility requirements. Guidance on the accessibility requirements of vehicles can be found in Section 6 – Accessibility.

5.1. About the vehicle inspection

At vehicle inspection we will check vehicle registration, insurance, and MOT documents, make sure the vehicle itself is fit for purpose and issue licence plates. The table below sets out the frequency of tests required for vehicles, based on their age:

Vehicle age	Frequency of vehicle tests and checks
0–5 years	One check per year
5–7 years	Two checks per year
7+ years	Three checks per year

Routine vehicle inspections are booked about 4–6 weeks in advance of the expiry of the licensed period of the vehicle. It is expected that drivers attend and cooperate with a vehicle inspection.

If a vehicle licence is suspended it must have another inspection within two months of the suspension notice, otherwise the vehicle licence is revoked.

If a defect should occur or develop on a vehicle between inspections that could affect the safety of that vehicle and the travelling public, the driver and/or proprietor must let the council know so that an investigation can begin.

A checklist to help prepare for a vehicle inspection can be found in Appendix B – Guidance notes for vehicles inspections.

5.2. Licence plates

Upon successful inspection the vehicle becomes licensed, and will be issued with licence plates. At all times it must then clearly display the issued licence plates in the proper locations.

The large licence plates must be securely attached to the back of the vehicle, and the small licence plates must be fixed in a position easily visible to passengers – in most cases this will be the dashboard. In addition, private hire vehicles are given a second licence plate for the front of the vehicle.

Loss of (or damage to) a licence plate must be reported and replaced immediately at the licensee's expense. No hiring contract is to be entered into without a licence plate affixed to the vehicle. If the vehicle is being taken off the road and not being replaced, the licence plates must be returned to the council.

On some vehicles or on certain occasions, a driver may not wish to display large licence plates (for example on executive vehicles, limousines, or when using a regular licensed vehicle for a wedding). For these situations, discreet licence plates may be requested from the council and issued at the licensee's expense. These will be considered on a case-by-case basis by the Licensing Committee.

5.3. Safety equipment

All licensed vehicles must have seat belts in the driver's seat and all passenger seats where fitted by the manufacturer. We recognise that some vehicles, including purpose-built taxis with rear-facing seats, do not have seatbelts fitted for all seats. However, we expect that the majority of vehicles will have the same number of seatbelts as the maximum number of passengers permitted by the licence (as well as the driver's own seatbelt).

The vehicle must also carry a fire extinguisher. If safety equipment is not clearly visible, then signs must be in place to indicate its location.

It is encouraged that a BS 8599 compliant first aid kit is carried in all licensed vehicles, which should carry – at a minimum – plasters, eye pads, a range of bandages and dressings, safety pins, disposable gloves and a leaflet giving general guidance on first aid.

5.4. Vehicle condition

Between inspections the driver must maintain the licensed vehicle in good condition, making sure it is roadworthy and clean inside and out.

5.5. Taxi lights

In order to help members of the public tell the difference between taxis and private hire vehicles, taxis must be fitted with a sign on the roof which can be lit up at night. Private hire vehicles are prohibited from any sign on the roof which may be mistaken for a taxi light.

5.6. Tinted windows

All windows must be sufficiently transparent so as not to compromise road safety or prevent clear vision into the vehicle. As a guide, vehicles fitted with manufacturers tinted windows will only be accepted if the front windscreen allows 75% of light, all other windows must allow at least 70% of light to be transmitted through them. Any vehicles with windows darker than the above specification and which do not allow the occupants to be clearly visible from the exterior will not be licensed (notwithstanding the exceptions made in section 5.7).

5.7. Non-standard vehicles

Vehicles which do not conform to the above type specification may still be considered for licensing, and further conditions may be attached to ensure the safety of the public. Each application will be considered on its merits by the Licensing Committee.

In allowing for non-standard vehicles, the council aims to include executive vehicles, limousines and novelty vehicles in the transport hire industry. It is not to make exceptions for substandard vehicles which would not otherwise be licensed.

The Licensing Committee will normally inspect any non-standard vehicle submitted for application. Special conditions for non-standard vehicles are often used. Some examples of special conditions that may be placed upon a limousine include:

- that a more formal dress code is observed by the driver
- that the vehicle is used only for special occasions (i.e. not for everyday private hire use)
- an exemption from the tinted window condition

5.8. Taximeters

All taxis must be fitted with taximeters. Installation of taximeters must be carried out by an appropriate installer and accompanied with a certificate of installation. All taximeters will be tested over the measured mile, and programmed with Selby District Council's most recent fare structure. No attempt should be made to change the taximeter, except by an authorised officer.

The taximeter will be used for all journeys taken by taxi, even if under a private hire contract. For journeys ending outside of Selby District, another fee may be agreed in advance. If no such agreement is made, only the fare showing on the taximeter may be charged. More information can be found in Section 8 – Fares. The taximeter must be visible to passengers at all times.

5.9. Trailers

A driver who wishes to tow a trailer must satisfy the council that insurance is in place for this use. Where the trailer obstructs the view of the rear vehicle plate, an additional licence plate must also be clearly displayed on the rear of the trailer (in addition to the rear of the vehicle).

5.10. Advertising

If a driver or operator wishes to display advertising anywhere on or in the vehicle, written permission must be obtained from the council. Advertising which could cause offence is not permitted in any location on a taxi or private hire vehicle. Specific

subject matter that will not be permitted includes alcohol, cigarettes and political parties. Unauthorised advertising will be subject to enforcement action.

5.11. Motor vehicle accident

If a licensed driver has a motor vehicle accident, they must inform the council immediately. If the damage materially affects the safety or performance of the vehicle, it must then undergo another inspection before any contract for hire is to be undertaken. If the inspection deems it necessary, the vehicle will need to successfully pass an MOT test.

5.12. Changing a vehicle

We cannot directly change a licence to another vehicle. Instead, we issue a new licence for the new vehicle, and refund any full calendar months for the period remaining on the previously licensed vehicle.

6. Accessibility and taxi vehicle requirements

In regulating the taxi and private hire trade we aim to meet the diverse needs of all accessibility requirements in our district. This includes wheelchair users, the visually impaired, the elderly and other groups that may be disabled or otherwise have accessibility requirements. We do not place any restrictions on private hire vehicle types, but we do check that they are safe. For taxis, we only allow certain types of vehicles to be licensed, set out as follows.

6.1. New vehicles with new applicants

Where a new application for a hackney carriage vehicle licence is made, the licence will only be granted if the vehicle is wheelchair accessible.

6.2. Replacement vehicles

An existing vehicle may be replaced by a vehicle of similar type. All wheelchair accessible vehicles may only be replaced by another wheelchair accessible vehicle. There are a number of saloon-type vehicles in the fleet; these may be replaced by either a wheelchair accessible vehicle or another saloon

Current hackney carriage drivers licenced to drive a wheelchair accessible vehicle can make a request to be added to the waiting list to change their vehicle to a licence for non-wheelchair accessible vehicle (Appendix D).

In the event that a licence for a non-wheelchair accessible vehicle becomes available i.e. when an existing licence holder of a non-wheelchair accessible vehicle surrenders their licence, or where monitoring identifies a need for more non-

wheelchair accessible vehicles, those on the waiting list will be considered for the available licence(s).

6.3. Assistance dogs

Taxis must carry guide/assistance dogs at no extra charge. Refusing to carry a disabled person on the basis of their disability is discrimination, and is a serious criminal offence.

6.4. Definition of wheelchair accessible vehicles

Wheelchair access and egress may be made via the side doors or rear doors. All vehicles that are wheelchair accessible must be so constructed as to facilitate the carriage of people with disabilities. It must be capable of accommodating a wheelchair user in a wheelchair in the passenger compartment, provided that the wheelchair fits either facing forwards or rearwards as recommended by the Disabled Persons' Transport Advisory Committee and the Medical Devices Agency. Under no circumstances must the wheelchair be placed sideways in the passenger compartment.

Approved anchorages must be provided for the wheelchair and the wheelchair user. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and occupant must be independent of each other. Anchorage must also be provided for the safe stowage of a wheelchair when not in use, folded or otherwise, if carried within the passenger compartment. They must be designed so as not to cause injury to other passengers.

A ramp or ramps for the loading of a wheelchair and occupant must be available at all times for existing wheelchair accessible vehicles. The entry must be either via the nearside passenger door or via the rear. An adequate locking device must be fitted to ensure that the ramps do not slip or tilt when in use. Provision must be made for the ramps to be stored safely when not in use.

7. Operators and the private hire trade

Private hire vehicles require bookings to be made in advance, and these bookings are carried out by a licensed operator. Operator's licences are non-transferable.

Among other responsibilities, all operators must:

- make sure that all of their drivers are licensed by Selby District Council
- make sure that their premises are sanctioned by the council, including any planning permission required for the site
- make sure that all vehicles in their fleet are licensed
- prevent defective or unsafe vehicles from being used, even if licensed

- provide enough off-street parking for the number of vehicles in their fleet
- stop private hire vehicles from parking illegally near the base
- familiarise themselves with this policy
- be able to explain the contents of this policy to their drivers
- inform the council in writing of any changes to the details of their licence within three days of the change being made, including changes to –
 - the registration of any vehicles on the licence
 - the details of any driver on the licence
 - the drivers listed on the licence
 - the operator's own contact details, home address or business premises

No contract for hire is to be entered into before the details are correct on the registered licence. It is therefore important to let the council know as soon as possible.

Operators must always and only use the trading name registered on the licence for business purposes such as bookings and advertising.

7.1. Record Keeping

Operators and owners of private hire vehicles must keep records of each booking, including the name of the passenger, the destination, the name of the driver, the number of the vehicle and any fare quoted at the time of booking. This information will enable the passenger to be traced if this becomes necessary and should improve driver security and facilitate enforcement. Records are to be held for at least twelve months and be available for inspection upon request.

7.2. Prompt Attendance

If a driver is aware of a booking under a contract for private hire, they must be on time for that appointment in the correct place, unless delayed or prevented by sufficient cause. If a legitimate reason for the delay is encountered, every reasonable effort must be made to contact the passenger.

7.3. Insurance checks

Operator must make sure that every operating base is covered by public liability insurance and employer's liability insurance in place for the duration of their licence. The insurance certificate must be available for inspection upon request.

All vehicles on the operator's licence must be covered by appropriate insurance. Where an insurance cover note is in place, the operator must ensure that the driver on expiry of that cover note advises the council of the new period of cover. It is the responsibility of both the operator and driver to ensure that they have the correct insurance cover in place to cover the number of passengers that they are entitled to

carry. The operator must therefore regularly monitor insurance and personally examine the insurance certificates to satisfy themselves as to their validity.

7.4. Plying for hire

The licence of a private hire vehicle and driver's licence do not permit the licensee to ply for hire on the street, but only to accept bookings through their operator. As a legal requirement of the licence, private hire driver's licences may be subject to enforcement action if found to be plying for hire.

7.5. Taxi ranks

Private hire vehicles are not permitted to use taxi ranks for any reason, including picking up and dropping off passengers.

8. Fares

The council sets rates for taxi fares (but not for private hire vehicles). The most up to date taxi fares can be found on our website. The table of fares should be clearly displayed in taxis. Private hire vehicle operators and owners are able to set their own rates.

A taxi driver may not demand a fare in excess of the fare shown on the taxi meter, unless a fare has been previously agreed. If a fare has been previously agreed, the driver may not charge more than this agreement.

Drivers must make no attempt to cancel or hide the fare shown on the taximeter until the passenger has had reasonable opportunity to see it and a payment settled.

9. Complying with the law

All people at all times should comply with the law. Taxi and private hire drivers/operators are no exception, and should not do anything illegal at any time. There are a number of offences which are particularly serious breaches of the law for professional drivers. If a driver does not comply with the law in a way that could put members of the public in danger, the driver's licence will be suspended or revoked in addition to any enforcement action due to breach of the law.

9.1. Mobile phone use

Drivers must not use a mobile phone or any other mobile device whilst driving. It is legal to bring the vehicle to a halt in a safe place and take a phone call, although it may be considered unreasonable to do so with passengers in the vehicle. The hard shoulder of a motorway is not a safe place, and drivers must never stop on a hard shoulder to make or answer a call. The only permitted use of a mobile device while

driving is with a hands-free system – though this may also be inappropriate with passengers.

9.2. Alcohol

Drink driving is a serious offence for any motorist. Professional drivers must take particular care, and not drink alcohol immediately before or at any time while driving or being in charge of a vehicle.

9.3. Discrimination

Drivers should carry all passengers upon every reasonable request without discriminating in any way. If a driver refuses to carry a passenger, they will be invited to a hearing and given a chance to state their reasons for refusal. If the council is satisfied that the reasons are justifiable then no action will be taken, otherwise appropriate enforcement action will be considered and applied. Particularly serious is discrimination on the basis of the protected characteristics of the Equality Act 2010 (including age, disability, gender identity, race, religion, sex and sexual orientation).

9.4. Carrying the right number of passengers

Vehicles are licensed to carry up to a specified maximum number of passengers. Carrying more passengers than this maximum is a severe breach of policy.

9.5. Parking at taxi ranks

Taxi drivers must remain with their vehicle while at a taxi rank. Drivers are not permitted to use taxi ranks to park their vehicle.

Private hire vehicles are not allowed to use taxi ranks in any capacity.

9.6. Vehicle use

It is illegal to allow a person who does not hold a private hire vehicle licence to drive a licensed private hire vehicle, even when that vehicle is not being used as a private hire vehicle. This means that a licensed driver's family and friends are not permitted to drive the private hire vehicle at any time.

10. Code of conduct

10.1. Behaviour

All licensees must behave in a civil, polite and courteous manner at all times while working as a driver or operator. No swearing, abusive language or offensive gestures are sanctioned, and licensees must conduct themselves so as to avoid offence, nuisance and hazard to the public.

Licensees may be required to attend an interview or hearing. They must therefore respond to an interview request by the licensing authority. It is an offence to fail to comply with a reasonable request from an authorised officer.

Taxi drivers have a duty of care to their passengers, and must behave accordingly.

10.2. Dress code

We are committed to encouraging a professional image of drivers in the district. As such, drivers' clothing must be clean, smart and professional at all times. Specifically, sportswear and beach clothing are not appropriate for drivers while on duty.

10.3. Identification badge

Drivers must wear their identification badge as issued by the council at all times when on duty. It must match the photo ID displayed in the vehicle being driven.

We will supply a driver's badge and photo ID. If a badge is lost, damaged or stolen this must be reported immediately, and a replacement badge paid for.

The photo ID must be visibly displayed in the vehicle to the passengers. Only the ID of the driver currently driving the vehicle may be displayed.

10.4. Receipts

A driver must issue a receipt if requested by a passenger following a journey, and may not refuse to issue a receipt in these circumstances. Many licensees issue receipts as standard practice, which we encourage.

10.5. Luggage

Drivers are to give all reasonable assistance with passengers' luggage in loading and unloading. According to this definition of reasonable, drivers are expected to help passengers to get their luggage to and from the entrance of a building.

10.6. Safe places to drop off and pick up passengers

Drivers must never pick up or drop off a passenger in an unsafe location, nor allow a passenger to get out of the vehicle in an unsafe way (onto a road, for example).

10.7. Lost property

Drivers must check the vehicle for property that may have been inadvertently left there by a passenger. If any property is found, drivers must take all reasonable steps to return property to any passenger who leaves something in the vehicle. Where this is impractical or the attempt to return property has failed, the driver must return the property to the council, where it will be recorded and further attempt to return the property will be made.

10.8. Animals

Drivers may not carry any animal which does not belong to a passenger in the vehicle. Carriage of an animal owned by a passenger is at the discretion of the driver, apart from guide dogs and other assistance dogs, which must be permitted with their owner free of charge (as per section 6.3).

10.9. Food in the vehicle

The driver must not eat or drink whilst carrying fare-paying passengers in the vehicle.

10.10. Music

Noise nuisance is to be avoided. Drivers must not use the radio or any other sound equipment without the express permission of the passenger. Even with passenger permission, the radio system must never be used in a way that would alarm or cause nuisance to any person, including members of the public.

10.11. Smoking and e-cigarettes

The council enforces a no smoking and no e-cigarette policy in licensed vehicles. Drivers must not smoke tobacco or use e-cigarettes or vaporisers, nor allow passengers to do so whilst in the vehicle. The vehicle must clearly have a no smoking sign on display.

11. Complaints about drivers

Members of the public are able to make complaints about drivers in the taxi and private hire vehicle trade. In these cases we will always keep in touch with the complainant while carrying out an investigation. Drivers will be told about the complaint, and invited to an interview to discuss it as part of the investigation. We will follow up by taking enforcement action where appropriate.

12. Enforcement

Our commitment to effective enforcement activity is not only good for public safety, but also for the responsible people in the taxi and private hire vehicle trades. We believe that the majority of those in the taxi and private hire vehicle trades seek to comply with our policy and the law, and we see it as our role to clamp down on unlicensed operators and liaise with other agencies, especially the police, to ensure compliance with this policy and with the law. Any enforcement action will be taken in line with our Corporate Enforcement Policy.

12.1. Considerations

When we decide on enforcement action, the following will be taken into account to determine whether the person is fit and proper to remain a licensed trader.

- Witness statement (where appropriate, e.g. when a complaint is received)
- Interview with the driver/operator
- Previous history of the driver/operator

12.2. Levels of enforcement action

In the event of minor transgressions, particularly if the driver has no history of transgressions and the council believe that the transgression was unintentional, a written warning is likely to be issued.

In more serious cases of transgression, or where we find evidence of malpractice or non-compliance with this policy among licence holders, we can suspend or revoke licences. Where public safety is the primary cause for concern, we reserve the right to suspend or revoke licences immediately.

Licences which are suspended or revoked must be immediately returned to the council, along with any badges, cards and licence plates.

12.3. Appeals

If we refuse to grant or renew a licence, or we impose conditions upon a licence of any type, the applicant has a right of appeal. Licensees may also appeal against suspension or revocation of a licence. Any appeal must be lodged within twenty-one days of the decision. Any enforcement action that we take will also give notice of a right of appeal, if one exists.

13. Policy review

As a regulatory body, we are always monitoring changes to legislation. When changes take place, we review the policy and update it as necessary. We will also regularly carry out a review to monitor its effectiveness and keep it in line with best practice.

Appendix A – Guidance notes for applicants (Drivers)

Am I eligible?

To become a taxi or private hire driver you will need to get a licence from the council. In order to be eligible for a licence you must:

- have held a full DVLA driving licence for at least 12 months
- be able to demonstrate that you are “fit and proper” to hold a licence

We carry out a number of checks to determine whether you meet these criteria, as outlined in the taxi licensing policy under Section 3 – Checks on the driver.

Before you apply

The Driving and Vehicle Standards Agency (DVSA) have a test specifically for taxi and private hire drivers. Applicants must complete a DVSA test before applying to the council for a driver’s licence.

Drivers must have a good working knowledge of the area in which they work. The council does not currently test applicants’ knowledge with a topographical test, but does expect new applicants to maintain the high standards expected by passengers.

Before applying for a licence, you must:

- have received your DVSA test certificate
- make sure you have the local geographical knowledge required of a driver

How to apply

You will need to complete and submit all of the following at the same time:

- application form
- a digital photo (sent via email to licensing@selby.gov.uk)
- Driving Licence Mandate
- DBS application form (CRB)
- three documents for proof of identity
- medical form completed by your own GP
- the relevant application fee (non-refundable)
- referee contact details for your character reference
- DVSA test certificate

What happens next?

Once the checks have been carried out the council will determine your application and inform you of their decision in writing. You may be asked to go to the Licensing Committee to provide further evidence that you are a fit and proper person.

If you are unsuccessful

Should you be unsuccessful, the reason for your refusal will be confirmed in writing. You will be informed of your right to appeal, which would go to the Magistrates' Court and must be made within twenty-one days of the notice of refusal.

If you are successful

If you are successful you will receive your driver's badge and licence along with your attached conditions. Once you receive your driver's badge you are licensed to drive a hackney carriage (for hackney carriage drivers) or a private hire vehicle (in the case of private hire drivers). The vehicles used for hire must be licensed by Selby District Council, although the vehicle that you drive does not necessarily have to be owned by you. When working as a driver you must wear your badge in such a position that it can be clearly seen at all times.

It is important that you read and fully understand your licence conditions, because if you are found to break them it may result in your licence being suspended or revoked. The driver's licence lasts one year and you will be sent a reminder for renewal 4–6 weeks before the licence expires.

How long does the whole process take?

We aim to deal with your application as quickly as we can, and normally within six weeks of receiving an application. However, because the process relies on other organisations to provide information it can sometimes take longer. An application will not be considered until all parts of the application have been received, including the relevant fee.

What if my circumstances change?

It is very important that the council knows of changes to circumstances which affect the licence. We have put together this list of things we need to be told about.

Every licensee must let the council know if they:

- move house, or change primary address details
- move business premises
- change contact details (including phone number and email address)
- receive a police warning or caution, or are fined or arrested

Additionally, every licensed driver must inform the council if they:

- have a motor vehicle accident
- get points on their driving licence, or are suspended/disqualified from driving
- develop a health condition, or a known health condition deteriorates
- change the operator through whom they work (private hire only)

Appendix B – Guidance notes for vehicles inspections

Vehicles are tested at least every year at a full vehicle inspection. Vehicles over five years old also have interim inspections (see Section 5 – Vehicles).

Paperwork

The following documents must be presented at Access Selby Customer Contact Centre before the annual full vehicle inspection:

- the relevant inspection fee
- MOT certificate (required by law for taxis even if the vehicle is less than three years old)
- insurance certificate
- application form
- vehicle registration document (logbook)
- evidence of current vehicle tax

Interim inspections will only need the following:

- the relevant inspection fee
- MOT certificate
- insurance certificate

Vehicle standards

At the inspection, as throughout the year, the vehicle must be:

- safe, clean and tidy inside and out
- in good mechanical order
- fitted with working seat belts
- fitted with a fire extinguisher, which in turn must be:
 - a dry powder extinguisher
 - at least 600g
 - within its functional date (i.e. not expired)
 - near the driver
 - readily available for use at all times

Seating

The vehicle must be presented for inspection with the number of seats in position for which it is licensed. If it is wheelchair accessible, the number of seats and wheelchair spaces must not exceed the number of seats for which the vehicle is licensed.

Licence plates

If the vehicle is being inspected at renewal or for an interim inspection, the large plate must be securely attached to the rear of the vehicle. The small plate must be securely fixed to the dashboard.

If the vehicle has not been previously licensed, the plates will be issued after the vehicle has passed its test, and must be securely attached straight away.

If you are changing your vehicle or taking it off the road, the old plates must be returned to the council before the new plates and licence are issued.

Notice for display in vehicle

It is encouraged that the notices overleaf be displayed in a prominent position, visible to passengers. There is one notice for taxis and one for private hire vehicles, highlighting some of the differences between the licences and vehicle type.

Notice for taxi passengers – what you can expect from the taxi trade and what the taxi trade can expect from you

The driver will:

- Drive with due care and courtesy towards the passenger and other road users.
- Use the meter within the licensed area, unless the passenger has agreed to hire by time.
- If using the meter, not start the meter until the passenger is seated in the vehicle.
- If travelling outside the licensed area, agree the fare in advance. If no fare has been negotiated in advance for a journey going beyond the licensing area then the driver must adhere to the meter.
- Take the most time-efficient route, bearing in mind likely traffic problems and known diversions, and explain any diversion from the most direct route.

The passenger will:

- Treat the vehicle and driver with respect and obey any notices (e.g. in relation to eating in the vehicle).
- Ensure they have enough money to pay the fare before travelling. If wishing to pay by credit card or to stop on route to use a cash machine, check with the driver before setting off.
- Be aware of the fare on the meter and make the driver aware if it is approaching the limit of their financial resources.
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where s/he can stop the vehicle.

Notice for passengers of private hire vehicles – what you can expect from the private hire vehicle trade and what the trade can expect from you

The driver will:

- Ensure that the passenger has pre-booked and agrees the fare before setting off.
- Drive with due care and courtesy towards the passenger and other road users.
- Take the most time-efficient route, bearing in mind likely traffic problems and known diversions, and explain any diversion from the most direct route.

The passenger will:

- Treat the vehicle and driver with respect and obey any notices (e.g. in relation to eating in the vehicle).
- Ensure they have enough money to pay the fare before travelling. If wishing to pay by credit card or to stop on route to use a cash machine, check with the driver before setting off.
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where s/he can stop the vehicle.

Appendix C – Relevance of convictions

The guidance for the relevance of convictions that we use has regard to the joint circular distributed by the Department of Transport and the Home Office (DOT 2/92, HO 13/92).

1. Each case will be decided on its own merits.
2. A person with a current conviction for serious crime need not be permanently barred from obtaining a licence but should be expected to remain free of convictions for 3 to 5 years, according to the circumstances, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
3. The following examples afford a general guide on the action to be taken where convictions are admitted.

(a) Minor Traffic Offences

Convictions for minor traffic offences, e.g. obstruction, waiting in a restricted street, speeding etc, should not prevent a person from proceeding with an application. If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence then a Hackney Carriage or Private Hire Driver's licence may be granted after its restoration but a warning should be issued as a future conduct.

(b) Major Traffic Offences

An isolated conviction for reckless driving or driving without due care and attention etc. should normally merit a warning as to future conduct and advice on the standard expected of Hackney Carriage and Private Hire Vehicle Drivers. More than one conviction for this type of offence within the last two years should merit refusal and no further application should be considered until a period of 1 to 3 years free from convictions has elapsed.

(c) Drunkenness

(i) With Motor Vehicle

A serious view should be taken of convictions of driving or being in charge of a vehicle while under the influence of drink. An isolated incident should not necessarily debar an applicant but strict warnings should be given as to future behaviour. More than one conviction for these offences should raise grave doubts as to the applicant's fitness to hold a licence. At least 3 years should elapse (after the restoration of the driving licence) before an applicant is considered for a licence. If there is any suggestion that the applicant is an alcoholic, a special medical examination should be arranged before the application is entertained. If the applicant is found to be an alcoholic a period

of 5 years should elapse after treatment is complete before a further licence is considered.

(ii) Not in Motor Vehicle

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination (see (i) above). In some cases, a warning may be sufficient.

(d) Drugs

An applicant with a conviction for a drug related offence should be required to show a period of at least 3 years free of convictions before an application is entertained or 5 years after detoxification treatment if he/she was an addict.

(e) Indecency Offences

As Hackney Carriage and Private Hire Vehicle Drivers often carry unaccompanied passengers, applicants with convictions for indecent exposure, indecent assault, importuning, or any of the more serious sexual offences, should be refused until they can show a substantial period (at least 3 to 5 years) free of such offences. More than one conviction of this kind should preclude consideration for at least 5 years. In either case if a licence is granted a strict warning as to future conduct should be issued.

(f) Violence

As Hackney Carriage and Private Hire Vehicle Drivers maintain close contact with the public, a firm line should be taken with applicants who have convictions for grievous bodily harm, wounding or assault. At least 3 years free of such convictions should be shown before an application is entertained and even then a strict warning should be administered.

(g) Dishonesty

Hackney Carriage and Private Hire Vehicle Drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare etc. Overseas visitors can be confused by the change in currency and become "fair game" for an unscrupulous driver. For these reasons a serious view should be taken of any conviction involving dishonesty.

In general, a period of 3 to 5 years free of conviction should be required before entertaining an application.

Appendix D – Transfer from a wheelchair accessible vehicle to a non-wheelchair accessible vehicle

How to apply

All current licensed drivers who wish to be considered for a transfer from a wheelchair accessible vehicle to a non-wheelchair accessible vehicle i.e. a saloon should contact the Council in writing to register their interest.

What happens next?

Your name will be added to the waiting list. When a vacancy arises all current licensed drivers will be notified in writing. Notice of the vacancy will also be placed on the council's website.

Once an opportunity arises (e.g. when a licence for a non-wheelchair accessible vehicle is surrendered, or where monitoring of the make-up of the fleet identifies a need) those on the waiting list will be considered for the available licence(s).

Who makes the decision?

Under powers delegated by the Licensing Committee, a panel of officers, which includes representatives from both the Legal and Enforcement sections, will decide who from the waiting list will be awarded a licence in respect of a non-wheelchair accessible vehicle.

How is the decision made?

In order to reach a decision, the panel will consider the following:

- The driver's record of behaviour
- The driver's length of service

Only those drivers who the panel consider have demonstrated a 'good record' of behaviour will qualify to be considered for a non-WAV licence.

Definition of 'good record' of behaviour

In general a 'good record' of behaviour is where the driver has demonstrated a maintained standard of public safety, professional service and compliance with all of the legislation and the Council's taxi licensing conditions and administrative processes.

A good record can cover the whole range of expectations of a licensed driver but there are particular cases where it will be inappropriate to grant a transfer/ issue a licence;

- Where the driver has previously failed to report a matter which is a condition of their licence or required by a relevant Act of Parliament

- Where a driver is found to be or has been in possession of more than one DVLA licence in contravention of DVLA controls
- Where there is conflict with Council's Taxi Licensing Policy, relating to convictions and driver conduct
- Where a licence is revoked for any reason, or suspended, as part of a Court finding or Council sanction (or where a period of suspension was imposed instead of revocation)
- Where at the point of the decision the driver licence is suspended as either part of an investigation or prosecution by this or any other Authority
- Where there has been a distinct neglect or failure to appropriately follow the administrative process in licensing functions.

It should be noted that the above list is not exhaustive.

Length of service

The driver with the longest period of continuous service, and who meets the 'good record of behaviour' principle, will be awarded the available non-WAV licence. Continuous service means service as either a private hire driver or Hackney carriage driver, or a combination of both, but only with Selby District Council.

Appeals

Any appeal must be lodged within twenty-one days of the decision. All appeals will be heard by the Licensing Committee.

Appendix E – Hackney carriages enforcement

The following sections outline the hackney carriage offences. It is important that drivers become familiar with the offences, as ignorance of an offence will not protect a licence holder from the full weight of the law.

Many of the offences are explicitly discussed in the policy. This is simply provided as a comprehensive list of offences for which we can prosecute.

Offence under the Town Police Clauses Act 1847

- Giving false information on application for hackney carriage proprietor's licence
- Failure to notify change of address of hackney carriage proprietor
- Plying for hire without hackney carriage proprietor's licence
- Driving a hackney carriage without hackney carriage driver's licence
- Lending or parting with hackney carriage driver's licence
- Hackney carriage proprietor employing unlicensed driver
- Failure by hackney carriage proprietor to hold hackney carriage driver's licence
- Failure by hackney carriage proprietor to produce hackney carriage driver's licence
- Failure to display hackney carriage plate
- Refusal to take a fare
- Charging more than the agreed fare
- Obtaining more than the legal fare
- Travelling less than the lawful distance for an agreed fare
- Failing to wait after a deposit to wait has been paid
- Charging more than the legal fare
- Carrying other person than the hirer without consent
- Driving hackney carriage without proprietor's consent
- Person allowing another to drive hackney carriage without proprietor's consent
- Drunken driving of hackney carriage
- Wanton or furious driving or wilful misconduct leading to injury or danger
- Driver leaving hackney carriage unattended
- Hackney carriage driver obstructing other hackney carriages

Offence under the Local Government (Miscellaneous Provisions) Act 1976

- Failure to notify transfer of hackney carriage proprietor's licence
- Failure to present hackney carriage for inspection as required
- Failure to inform local authority where hackney carriage is stored if requested
- Failure to report an accident to local authority
- Failure to produce hackney carriage proprietor's licence and insurance certificate
- Failure to produce hackney carriage driver's licence

- Making false statement or withholding information to obtain hackney carriage driver's licence
- Failure to return plate after notice given after expiry, revocation or suspension of hackney carriage proprietor's licence
- Failure to surrender driver's licence after suspension, revocation or refusal to renew
- Permitting any vehicle other than hackney carriage to wait on a hackney carriage stand
- Charging more than the meter fare for a journey ending outside the district, without prior agreement
- Charging more than the meter fare when hackney carriage used as private hire vehicle
- Unnecessarily prolonging a journey
- Interfering with a taximeter
- Obstruction of authorised officer or constable
- Failure to comply with requirement of authorised officer or constable
- Failure to give information or assistance to authorised officer or constable

Appendix F – Private hire enforcement

The following sections outline the private hire offences. It is important that drivers become familiar with the offences, as ignorance of an offence will not protect a licence holder from the full weight of the law.

Many of the offences are explicitly discussed in the policy. This is simply provided as a comprehensive list of offences for which we can prosecute.

Offence under the Local Government (Miscellaneous Provisions) Act 1976

- Using an unlicensed private hire vehicle
- Driving a private hire vehicle without a private hire driver's licence
- Proprietor of a private hire vehicle using an unlicensed driver
- Operating a private hire vehicle without a private hire operator's licence
- Operating a vehicle as a private hire vehicle when the vehicle is not licensed as a private hire vehicle
- Operating a private hire vehicle when the driver is not licensed as a private hire driver
- Failure to display private hire vehicle plate
- Failure to notify transfer of private hire vehicle licence
- Failure to present private hire vehicle for inspection as required
- Failure to inform local authority where private hire vehicle is stored if requested
- Failure to report an accident to local authority
- Failure to produce private hire vehicle licence and insurance certificate
- Failure to produce private hire driver's licence
- Failure to wear private hire driver's badge
- Failure by private hire operator to keep records of bookings
- Failure by private hire operator to keep records of private hire vehicles operated by him
- Failure to produce private hire operator's licence on request
- Making false statement or withholding information to obtain private hire driver's or operator's licence
- Failure to return plate after notice given after expiry, revocation or suspension of private hire vehicle licence
- Failure to surrender drivers licence after suspension, revocation or refusal to renew
- Charging more than the meter fare when hackney carriage used as private hire vehicle
- Unnecessarily prolonging a journey
- Interfering with a taximeter
- Obstruction of authorised officer or constable
- Failure to comply with requirement of authorised officer or constable
- Failure to give information or assistance to authorised officer or constable

Offence under the Transport Act 1980

- Driving a private hire vehicle with a roof sign which contravenes section 64(1)
- Causing or permitting a private hire vehicle to be driven with a roof sign which contravenes section 64(1)

DRAFT

Appendix G – Glossary

Applicant	An individual or organisation applying for a licence or licences from the council.
Authorised officer	An officer of the council with powers to enforce.
Council	In this policy, the council refers to Selby District Council
CRB	Criminal Records Bureau. See DBS.
DBS	Disclosure and Barring Service. An agency which provides records of criminal records and history to the council.
Driver's licence	A licence issued by the council to taxi and private hire vehicles, drivers and operators.
Driving licence	A licence issued by the DVLA to all motorists.
DSA	Driving Standards Agency. See DVSA.
DVLA	Driving and Vehicle Licensing Agency
DVLA Group 2	A standard of medical health required of professional drivers and drivers of large vehicles. It has a higher standard of health than the standard Group 1, which is required of all licensed motorists.
DVSA	The DSA (Driving Standards Agency) and VOSA (Vehicle and Operator Services Agency) have merged to become the DVSA (Driving and Vehicle Standards Agency). They are responsible for a number of functions, including the assessment for taxi driving standards, which we require of all licensed drivers in the district.
Hackney carriage	See taxi.
Licensing Committee	A committee of Selby District Council which determines applications for licences, including taxi and private hire.
Minicab	A word sometimes used to describe private hire vehicles.
MOT	Ministry of Transport. Usually used to refer to the test and vehicle inspection which makes sure that all vehicles on the road are roadworthy and safe.
Private hire	A vehicle which can be hired under the Local Government (Miscellaneous Provisions) Act 1976.
Taxi	A vehicle which can be hired under the Town Police Clauses Act (1847). Also known as a hackney carriage.
Taximeter	A meter which calculates the distance travelled and time spent on a passenger journey in a taxi. The rates are set by the council and determine a fair fee for both passenger and driver.
VOSA	Vehicle and Operator Services Agency. See DVSA.
We	In this policy, "We" refers to Selby District Council.



Minutes

Licensing Committee

Venue:	Committee Room
Date:	5 January 2015
Present:	Councillors R Sayner (Chair), Mrs S Duckett, Mrs C Mackman, B Marshall, Mrs K McSherry, D Peart (for K Ellis), Mrs S Ryder, R Sweeting and J Thurlow.
Apologies for Absence:	K Ellis and Mrs P Mackay.
Officers Present:	Caroline Fleming - Senior Solicitor, Tim Grogan – Senior Enforcement Officer, Michelle Dinsdale – Policy Officer, Esta Innes – Graduate Trainee, Policy and Palbinder Mann – Democratic Services Officer.

55. TAXI LICENSING POLICY

The Policy Officer presented the Report L/14/23 which set out the draft Taxi Licensing Policy.

The Committee agreed that the recommendations made at the previous meeting should also be recommended to the Executive.

The Committee discussed the proposal to have a waiting list for drivers who wished to drive saloon vehicles which were not accessible to the disabled. It was stated that the waiting list should be ordered by length of service and behaviour. The Committee proposed a minimum length of service of five years.

RESOLVED:

To recommend to the Executive that the following amendments be made to the Policy:

- **There should be 60% to 40% split for wheelchair accessible vehicles rather than the 75% to 25% currently proposed.**
- **Only those drivers who have held a drivers licence with Selby District Council for a minimum of five years should be eligible to be added to the waiting list for a non-wheelchair accessible vehicle.**
- **There needs to be a system of spot checking to ensure ramps were provided by drivers and therefore it was suggested that each ramp should be marked with the registration number of the respective vehicle.**
- **There should be a learning test introduced for drivers in order that they can display the appropriate knowledge of the district before they commence driving.**
- **There should be an additional garage for taxi testing to allow greater flexibility for drivers.**

The meeting closed at 11.29am.

Taxi Licensing Policy Consultation On-line survey responses

A total of 25 responses were received to the on-line survey, broken down as follows:

- 12 members of the public
- 12 trade (8 hackney carriage drivers, 1 private hire driver and 3 operators)
- 1 organisation

Wheelchair Accessible Vehicles (WAV)

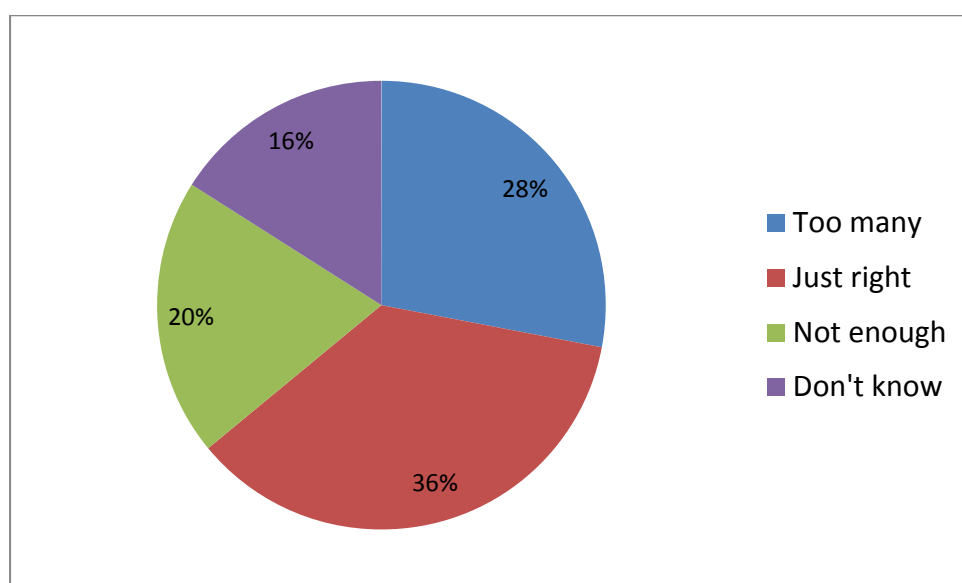
Table 1: Response to question 1 'How important are the following vehicle features to provide a fully accessible fleet?'

- Wheelchair accessibility
- Low level entry/low seating

Response	Wheelchair accessibility	Low level entry/seating
Very important	10	8
Important	7	6
Moderately important	4	3
Of little importance	1	2
Unimportant	3	3
No response	0	3
Total	25	25

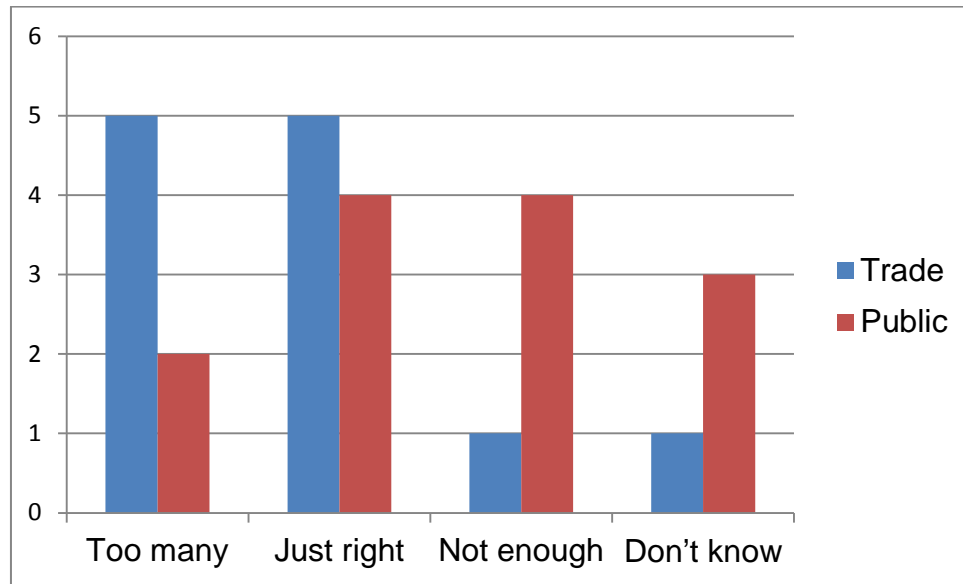
Slightly more respondents considered wheelchair accessibility to be either very important or important compared with low level entry/seating.

Chart 1: Responses to question 2 'What do you think about the number of wheelchair accessible vehicles in the fleet?'



The highest percentage of respondents (36%) considered the number of WAVs to be just right. ¹ When the data is broken down further (see chart 2 below), an equal number of the trade considered the number to be just right or too many, whereas in contrast to this an equal number of the public considered the number to be just right or not enough.

Chart 2: Responses to question 2 (broken down by respondent type)



Details of the comments provided to question 2 are shown in tables 2 - 4 below:

Table 2: Comments provide by respondents - too many:

Trade
There are very few wheelchair customers (less than 1%) that would queue on the taxi rank. Alternatively they would choose the private hire sector & therefore phone accordingly. The problems encountered by the more infirm & older customers are that the wheelchair vehicles are too high (hackney carriage driver)
Usually would telephone private hire more convenient to take them from their home back to their home and many want to sit in normal seating anyway ((hackney carriage driver)
There are too many wheelchair vehicles, but older people require easier vehicles to get into as the wheelchair vehicles are higher than a saloon car. There is a big need for family vehicles too (not minibus types), but more like small people carriers. Zafira, Galaxy and Scenics to name a few (hackney carriage driver)
Members of the public
Not enough disabled passengers use the taxi rank. They are too much higher than cars
Not everyone wants to use a wheelchair accessible vehicle

¹ It should be noted that, following a decision taken by the Taxi Licensing Policy project group, no actual figures were provided in the survey, and therefore the responses are based on perception

Table 3: Comments provide by respondents - just right:

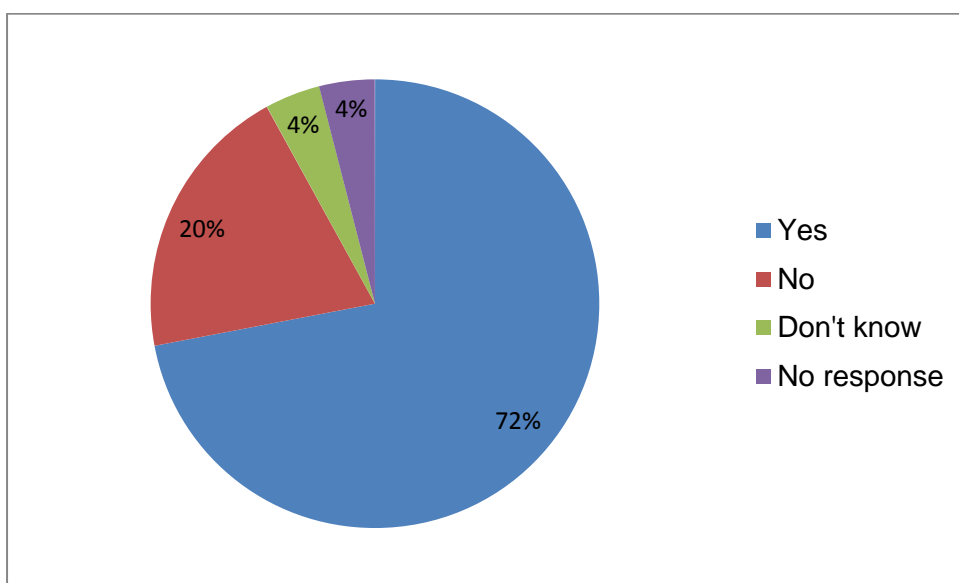
Trade
Both are available (hackney carriage driver)
There's always a choice (operator)
There should be a range of vehicle (of all types) for the range of customers (private hire driver)
The demand for wheelchair accessible vehicles seems to be comfortably met by the present numbers (operator)
Most hackney vehicles have it now (hackney carriage driver)
Members of the public
Small town and our experience is that drivers work together (disabled)
If the head vehicle on the rank is not wheelchair accessible there is always one that is

Table 4: Comments provide by respondents - not enough:

Trade
I thought the Disability Discrimination act made it compulsory for all Hackney Carriages should be wheelchair accessible. People should not have to wait in case an accessible vehicle turns up. Any vehicle on a rank should be able to be used (hackney carriage driver)
Members of the public
Too many drivers adapt their vehicles to get disability licence then undo adaptations
One in four people have a disability, not all are in wheelchairs, but still need an appropriately accessible vehicle (wheelchair user).
Because there are too few cars
As a wheelchair user I have not been able to book, or get a taxi from the rank.at all. They simply will not take my booking stating they are fully booked

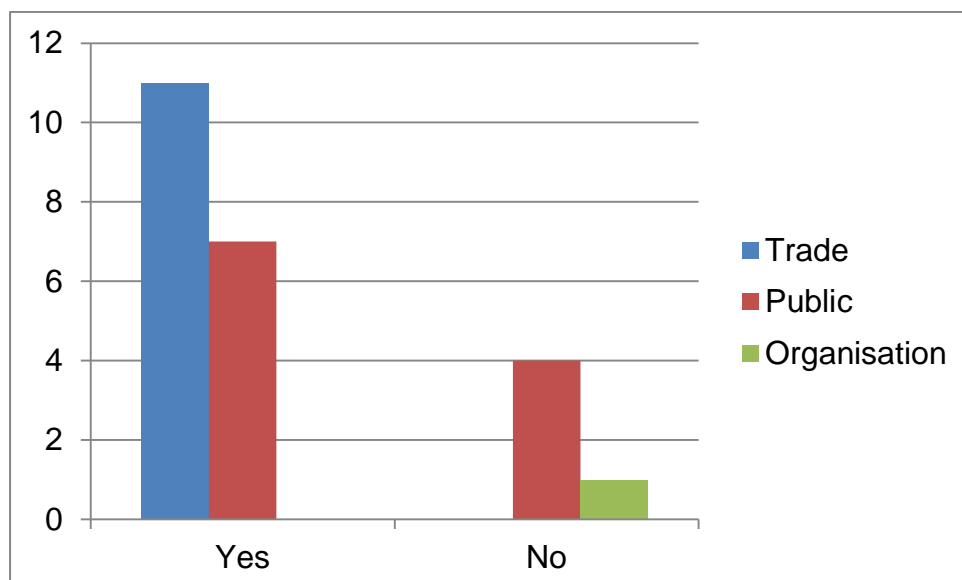
Duration of Licences

Chart 3: Responses to question 3 'Would you be in support of issuing licences for longer periods?'



Approximately three quarters (72%) of respondents were in favour of longer licence periods. All trade respondents were in support of longer licence periods, except one who did not know (as shown in chart 3 above).

Chart 4: Question 3 responses (broken down by respondent type)



The comments provided to question 3 are shown in tables 5 and 6 below:

Table 5: Comments provided by respondents in support of longer licence durations:

Trade
It is a bit of a bind having to renew licences every year. We have to produce all sorts of paperwork each time which seems pointless as the Council already has all our details and we are under obligation to notify any changes (hackney carriage driver)
I feel that annually is too often but perhaps 5 years is too long. Every 3 years would be better unless. As always SDC can monitor the drivers and revoke licenses as deemed fit. (hackney carriage driver)
Reduce the admin time and therefore cost for everyone (private hire driver)
It is a long term business operation and will mean less paperwork, time away from work and help the job run smoothly (operator)
If operators and drivers have a good record a longer period should be no problem. DBS checks every 5 years same as NYCC (hackney carriage driver)
It makes sense to issue licences for longer periods and also there is a call for a dual licence - Hackney & Private Hire (operator)
More stability (hackney carriage driver)
More convenient (hackney carriage driver)
Members of the public
Established firms and taxi drivers would I'm sure benefit from a reduction in red tape
Less paperwork
Allows for operators to invest with the certainty they have secure employment for longer
We always have the option to revoke a drivers or operator's licence at any time so there is no point in going through the process every year

Table 6: Comments provided by respondents not in support of longer licence durations:

Members of the public
Checks need to be maintained on the suitability of the driver. Any changes need to be monitored
These need tight controls and should be renewed every year to stop the system been abused
Increasing to three years will mean less monitoring of drivers

Taxi Licensing Policy Consultation – Trade Event Comments

Wheelchair Accessible Vehicles

Restrict the number of wheelchair vehicles
Wheelchair vehicles are used by less than 1% of public. They will use private hire (telephone)
Many people especially the elderly will wait for a normal type taxi. Lower for them to step up to get in
Larger vehicles usually wheelchair take up more room on taxi rank
Elderly people find it difficult to get into wheelchair accessible vehicles and prefer saloons
If you have had a hackney wheelchair vehicle for over five years work on a basis of an option (only for hackney drivers)
A mixed fleet of saloons and wheelchair
70/30 split of vehicles - 70% saloon, 30% wheelchair
Anybody happy to have wheelchair vehicles have a possible subsidy from Council
Only one vehicle on my licence. Unable to adapt vehicle to suit, but will try to accommodate less able whenever possible
The 1% of people still need to have a right to travel (in response to comment above).
Taxi drivers should be aware of the vehicle in front of them when on the rank. If the vehicle in front is a rear loading access taxi the car behind should leave space

Duration of licence

I am in favour of three years for driver's licences and five years for operators. Saves time all round
Extend to at least three years, any reason for licence to be cancelled needs to be reported anyway
I would prefer to pay 1 x 3 year licence. This would lessen my workload slightly, but would surely cut your office work
Three year driver licence yes! Providing we don't get stung to pay three times. Council only doing third of work

Other comments

Comment	Response
More people carriers (i.e. six seater) cars for small family	The Council does not intend to regulate the number of seats in a vehicle. Our consultation has not identified unmet demand for larger vehicles, and if drivers believe there is such demand, it is for the market (and not the regulator) to correct it
Cap on plates issued	The Council does not intend to impose quantity restrictions. This is regarded by the Department of Transport to be best practice
A second garage to taxi test. Three weeks to wait is unacceptable	Reynolds have agreed to increase the number of timeslots available and where a taxi test is required as an emergency they will endeavour to accommodate
Not enough enforcement. Driver was in broad support of many of the proposed changes, but didn't trust that the council would be able to enforce the new issues.	The licensing function in general is currently the subject of a service review project. One of the outcomes from this may be that additional enforcement is undertaken. If the Council were to issue licences for a longer period, there may be the option to transfer some of the savings from the cost of licensing administration to a more robust enforcement regime
Can we be flexible on whether drivers use their own GP?	The Council is not looking to make any changes in relation to this at this present time
Extra plates for trailers – necessary	Policy wording amended to state where there is an obstructed view a rear plate must be added
North Yorkshire have minimum requirements for the length of ramps in wheelchair accessible vehicles. Should Selby also have a minimum requirement?	This is at the discretion of the driver. The Council is not planning to introduce a minimum requirement
Issue with the wording of section 6.3 "Refusing to carry a disabled person is a criminal offence."	It is an offence to <i>discriminate</i> , but fares may be refused in situations of violence etc. Policy reworded to reflect this
Suggestion that Reynolds check ramps are with any wheelchair accessible vehicle, and that ramps are stamped with vehicle registration numbers to avoid "borrowing" ramps.	This suggestion will be researched in more detail
Can the Council provide lanyards?	The Council currently provides clips and has no plans to issue lanyards
Agree with first aid kits becoming mandatory, but should	The policy will define first aid kits

be clear about what must be in the kit as a minimum.	
Taximeters used to be tested on the measured mile, but this is not done anymore. The council's fee still claims to be for meter testing.	The information on charging fees will be updated to reflect this (website)
Medicals should be every five years for everyone, not just for over 45s	DVLA - Group 2 licences are renewable every five years to age 65 years unless restricted to a shorter period for medical reasons
Section 1.3 - Illegal signage on several taxis	The Council will look into this and will take enforcement action where necessary
Section 3.2 - Our surgery (Posterngate) does not want to do medical exams so charges £180.00 each time. We can get this cheaper at other surgeries!	The Council is not looking to make any changes in relation to this at this present time
Section 5.12 - Refund not been paid	A driver complained about a refund not being issued, however our policy is to refund full calendar months. We have contacted the individual and provided an explanation of the amount refunded (which was in line with current policy)
Section 5.2 - Small licence plate would be invisible on my cab which is London type cab (L.T.I.TXI). It is mounted in the back where it is visible to the passengers	This policy will be reworded to state that the licence must be visible but not necessarily dashboard-mounted
Section 5.3 - My vehicle has two seats that face rearwards. The manufacturer does not see fit to fit seat belts to these seats. It is a purpose build taxi not a converted van.	The general rule is that seat belts must be worn by adults travelling in a motor vehicle, if they are fitted to that vehicle (Motor Vehicles (Wearing of Seatbelts) Regulations 1993 – policy will be amended to reflect this
Section 5.3 - This is the first time I have been told we must carry first aid kit. Is this to be so?	The policy wording will be changed to make carrying a first aid kit 'advisable'
Section 5.8 - We are charged for our meters to be tested but this never happens. We should be recompensed for all the times the vehicle has been tested but <u>not</u> the meter.	The information on the website regarding charging fees will be updated to reflect this
Section 6.4 - Most of the taxis on our rank are wheelchair rear loading. This must be discussed.	The policy will be amended to allow vehicles with either method of access
Section 10.11- E-cigarettes are not 'smoked'. There is a host of definition in law of smoking.	The policy will be reworded

Appendix B - Why an M.O.T. certificate on a brand new vehicle - not necessary.	This is legislated. Please refer to DVLA
Reynolds has the monopoly on taxi testing. Surely this should be out for tender annually. Also Tadcaster hackney carriage and private hire have to come a long way to be tested. Not fair! I have no argument with Reynolds but if they are testing taxis they should be aware of the laws relating to them. We should have a choice of testing centres.	Further research on this will be undertaken in relation to this
Too many taxis (hackney carriage) in Selby. Not worth coming out to wait an hour for a £3.00 job and then waiting another hour for the same. Re-regulate.	Same point as previously stated above. The Council does not intend to impose quantity restrictions. This is regarded by the Department of Transport to be best practice

Correspondence received from the trade following the drop-in session:

<p>Letter received from a hackney carriage driver: I am writing with a quick suggestion as how to get more saloons on the rank. As we know there is a small need for rank wheelchair as opposed to private hire wheelchair, because most disabled ring for a vehicle.</p> <p>My suggestion is to keep at least 10% of the rank taxi fleet, currently about 54, so at least 6 wheelchair rank taxis.</p> <p>My suggestion is when a new operator applies for a plate it will still be a wheelchair taxi, however after 5 years service that person would be allowed a saloon vehicle, so long as there is at least 10% wheelchair taxis, if not he/she must stop as a wheelchair. It is not perfect, but I think it is fair.</p>
<p>Email received from a hackney carriage driver: As requested during our recent taxi and private hire licensing meeting I have a few recommendations to be discussed.</p> <ol style="list-style-type: none"> 1. I believe any hackney driver with a business with more than 2 vehicles should be allowed a mix of saloon and disabled access vehicles which makes there business more capable to provide a full fleet for the public. 2. I believe there should be at least 3 or 4 hackney vehicles allowed on the rank of a people carrier base i.e. ; to provide a service for

large families who regularly need a 5 or 6 seater vehicle as most if not all the mini buses are not available during the daytime.

3. I believe the ruling regarding plates 1 to 19 should be scrapped as many of the plate numbers have been re-issued and therefore rendering this rule null and void. However should there be any older generation of drivers wishing to change their vehicle it should be based on an individual case with supporting evidence.

4. I do think in order to make a concious decision regarding the need for a fairer system and a more suitable fleet of vehicles for selby a survey should be carried out for 1 week during the day assessing the needs of the public.

5. I would suggest if anyone willing to keep or provide a wheelchair accessible vehicle could be entitled to a discount or subsidy towards their licensing costs. It would also require the council to have an up to date list every 3 months on the website with a list of all vehicles deemed wheelchair accessible.

I hope my points have given some food for thought. Can I also suggest that a hackney and private hire meeting could be scheduled at least quarterly or 4 monthly to give everyone a chance to iron out any issues regarding the job etc.

Letter received signed by a number of drivers:

As requested during our recent taxi and private hire licensing meeting I have a few recommendations to be discussed.

1. I believe any hackney driver with a business with more than 2 vehicles should be allowed a mix of saloon and disabled access vehicles which makes there business more capable to provide a full fleet for the public.

2. I believe the ruling regarding plates 1 to 19 should be scrapped as many of the plate numbers have been re-issued and therefore rendering this rule null and void. However should there be any older generation of drivers wishing to change their vehicle it should be based on an individual case with supporting evidence.

3. It would also require the council to have an up to date list every 3 months on the website with a list of all vehicles deemed wheelchair accessible.