



Cambridge City Council TAXI REGULATORY HEARING

Date: Monday, 16 March 2020

Time: 10.30 am

Venue: Committee Room 1 & 2, The Guildhall, Market Square, Cambridge, CB2 3QJ

Contact: democratic.services@cambridge.gov.uk, tel:01223 457000

Agenda

- 1 Appointment of a Chair
- 2 Declarations of Interest
- 3 Meeting Procedure
- 4 First Renewal Application

(Pages 11 - 58)

Licensing Sub Committee Members: Gehring and Pippas.

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Licensing Sub-Committee: Taxi Applications Hearings Procedure

The City Council is the licensing and regulatory authority for Hackney Carriages and Private Hire Vehicles within the City of Cambridge. The Licensing Team of the Refuse and Environment section of the City Council is responsible for all licensing matters and an “Officer” is a manager or member of that team.

Preparation of Report

1. Where the Officer considers that the Taxi Regulatory Sub-Committee should decide whether an applicant for a licence is a fit and proper person to hold the licence for which she/he has applied, the Officer will refer the matter to the Sub-Committee. See Appendix for the relevant legislation.
2. Where the Officer has reason to believe that any of the circumstances set out in sections 60 or 61 of the 1976 Act may apply, the Officer will conduct an investigation on behalf of the Environmental Health Manager.
3. Following investigation and where the Officer considers it appropriate to do so, the Officer will prepare a report for the Sub-Committee setting out the following:
 - the relevant law, Council policy and the powers of the Sub-Committee;
 - the information obtained as a result of the investigation and the source of that information;
 - any matters in dispute.

Preparation for the Hearing

4. The Officer will write to the driver and ask her/him to say which of the witnesses she/he wants to attend the hearing to give their evidence in person. The Council will write to the driver, and the witnesses to tell them when and where the Sub-Committee meeting will be held.
5. The Officer will write to the driver giving details of the evidence which has not been included in the report because it is evidence that the driver can be expected to know about already, or there is good reason for keeping it confidential.
6. Evidence can be given in writing or orally, by the Officer, the driver or their witnesses. There are no legal restrictions limiting what kind of evidence can be heard or the form in which it must be presented.

7. If a witness whose presence is requested by the driver is unable or unwilling to attend and the Sub-Committee does not wish to adjourn the hearing, the evidence may be given in writing instead.

8. The driver can give evidence about her/his character in any way she/he thinks fit, e.g. by letters of reference or by calling witnesses.

9. The Environmental Health Manager will send the driver a copy of the report at least 5 working days before the hearing to give her/him the opportunity to comment on it or, if she/he chooses, to submit further written representations or additional evidence.

10. When presenting the report to the Sub-Committee the Officer will inform the Sub-Committee of any comments, representations or additional evidence submitted by or on behalf of the driver.

11. At any stage the driver may instruct someone (such as a solicitor, a friend or relative, an employer or a member of a trade organisation) to act as her/his representative. The driver can be represented at the hearing whether or not the driver attends the hearing.

12. If the driver fails to attend the hearing the Sub-Committee may decide to continue in her/his absence.

13. Any references in this note to a driver should be taken to include her/his representative.

Conflict of Interest

14. If a member of the Taxi Regulatory Sub-Committee becomes aware of a possible conflict of interest before or during the hearing she/he should raise this with the Head of Legal Services.

15. Members should not take part in hearing a case if they have a personal interest or involvement with it or the issues raised by it might be seen as affecting their impartiality, e.g. if they know the driver or a complainant, or they have been previously involved with the case or a closely related case in another capacity.

The Hearing

16. Present at the hearing will be members of the Taxi Regulatory Sub-Committee, the Officer and a Legal Officer who will be the Sub-Committee's legal adviser. A Committee Manager may also be present.

17. At the start of the hearing the Chair of the Sub-Committee will open the meeting, introduce the members of the committee and officers present and explain the procedure to be followed.
18. The committee members will decide whether members of the press and public should be excluded from the remainder of the meeting.
19. The Officer will outline the report and present any witnesses in support of the Officer's case.
20. Members may ask any relevant questions of the Officer or witnesses.
21. The Chair will invite the driver or her/his representative to ask any questions of the Officer or witnesses.
22. The Chair will invite the driver or a representative to put the driver's case to the committee. This will include calling any witnesses. Witnesses will be allowed into the hearing only when giving their evidence.
23. Members may ask any relevant questions of the driver and/or her/his witnesses.
24. The Officer may ask any relevant questions to clarify the evidence or information that has been given.
25. When all the evidence has been offered, the Chair will invite all parties to summarise their points if they wish.
26. The Chair will ask all parties if they are satisfied that they have had the opportunity to say everything that they wish to say.
27. The Chair will invite the Legal Adviser to the Sub Committee to give any legal advice that the Adviser considers to be appropriate.
28. If the Sub-Committee wish to consider their decision in private, everyone, except the members of the Sub-Committee, will be asked to leave the room; alternatively the Sub-Committee will withdraw to another room. The Sub Committee may invite the Legal Adviser to join them. Any legal advice given to the Sub Committee when they are withdrawn will be reported back to the hearing before the Chair resumes it.
29. The Sub Committee may reconvene the meeting in order to seek clarification of the facts.

30. When the decision has been made the Chair will announce this to the driver.

The Decision

32. Following the hearing the Council will write to the driver with formal notification of the decision of the Sub-Committee and informing the driver of the right to appeal to the Magistrates Court and the time within which appeals must be submitted.

33. A suspension or revocation of a drivers licence will take effect at the end of the period of 21 days beginning with the day on which written notice of the Sub-Committee decision was given to the driver unless the Sub-Committee have decided that the interests of public safety require the suspension or revocation to have immediate effect. The letter notifying the driver of the Sub-Committee's decision will include a statement that this is so and an explanation why. The suspension will then take effect when the letter notifying the decision is given to the driver.

34. In urgent cases, the Environmental Health Manager has delegated power to suspend a driver's or vehicle licence. If this power is used the driver/proprietor will be notified of the decision and of their right to appeal to the Taxi Regulatory Sub-Committee within 14 days. If an appeal is submitted the hearing must take place within 7 days of receipt.

35. If, in the opinion of the Environmental Health Manager the interests of public safety require that the suspension of a driver's licence has immediate effect the letter to the driver will include a statement that this is so and an explanation why. The suspension will then take effect when the letter notifying the decision is given to the driver.

APPENDIX

Pursuant to section 60 (1) of the Local Government (Miscellaneous Provisions) Act 1976 the City Council has power to suspend or revoke or refuse to renew a vehicle licence on any of the following grounds:

- a) that the hackney carriage or private hire vehicle is unfit for use as a hackney carriage or private hire vehicle;
- b) any offence under, or non-compliance with, the provisions of the Town Police Clauses Act 1847 or Part II of the Local Government (Miscellaneous Provisions) Act 1976 by the operator or driver; or
- c) any other reasonable cause

Pursuant to section 61 of the Local Government (Miscellaneous Provisions) Act 1976 the City Council has power to suspend or revoke or refuse to renew the licence of a driver of a hackney carriage or private hire vehicle on any of the following grounds:

a) that he has since the grant of the licence:

i. been convicted of an offence involving dishonesty, indecency or violence; or

been convicted of an offence under, or has failed to comply with the provisions of the Town Police Clauses Act 1847 or Part II of the Local Government Miscellaneous Provisions Act 1976; or

aa) that he has since the grant of the licence been convicted of an immigration offence or required to pay an immigration penalty; or

b) any other reasonable cause.

(1A) Subsection (1)(aa) does not apply if-

(a) in a case where the driver has been convicted of an immigration offence, the conviction is a spent conviction within the meaning of the Rehabilitation of Offenders Act 1974, or

(b) in a case where the driver has been required to pay an immigration penalty—

(i) more than three years have elapsed since the date on which the penalty was imposed, and

(ii) the amount of the penalty has been paid in full.

(2)(a) Where a district council suspend, revoke or refuse to renew any licence under this section they shall give to the driver notice of the grounds on which the licence has been suspended or revoked or on which they have refused to renew such licence within fourteen days of such suspension, revocation or refusal and the driver shall on demand return to the district council the driver's badge issued to him in accordance with section 54 of this Act.

(b) If any person without reasonable excuse contravenes the provisions of this section he shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 1 on the standard scale.

(2ZA) The requirement in subsection (2)(a) to return a driver's badge does not apply in a case where section 62A applies (but see subsection (2) of that section).

(2)(a) Where a district council suspend, revoke or refuse to renew any licence under this section they shall give to the driver notice of the grounds on which the licence has been suspended or revoked or on which they have refused to renew such licence within 14 days of such suspension, revocation

or refusal and the driver shall on demand return to the district council the driver's badge issued to him in accordance with section 54 of this Act.

(2A) Subject to subsection (2B) of this section, a suspension or revocation of the licence of a driver under this section takes effect at the end of the period of 21 days beginning with the day on which notice is given to the driver under subsection (2)(a) of this section.

(2B) If it appears that the interests of public safety require the suspension or revocation of the licence to have immediate effect, and the notice given to the driver under subsection (2)(a) of this section includes a statement that that is so and an explanation why, the suspension or revocation takes effect when the notice is given to the driver.

(3) Any driver aggrieved by a decision of a district council under subsection (1) of this section may appeal to a magistrates' court.

Enforcement Action

Specific consideration will be given to the following items contained under 'Level 3 Enforcement' of the 'Hackney Carriage and Private Hire Enforcement System' by the Environmental Health Manager, and subsequently the Licensing Sub-Committee, who may exercise discretion to grant or to renew a licence, or to suspend or revoke an existing licence.

1. The licence holder has committed an action covered in Levels 1 and 2 where they have been interviewed by an officer of the Commercial & Licensing Team in the previous 12 month period and a final written warning has been given.
2. The licence holder or licence applicant has been convicted of any offence of a sexual nature which is not spent under the Rehabilitation of Offenders Act 1974.
3. The licence holder or licence applicant has been convicted of any offence involving possession, supply of drugs or a related offence which is not spent under the Rehabilitation of Offenders Act 1974.
4. The licence holder or licence applicant has been convicted of any offence involving dishonesty which is not spent under the Rehabilitation of Offenders Act 1974.
5. The licence holder or licence applicant has been convicted of any offence involving violence which is not spent under the Rehabilitation of Offenders Act 1974.

6. The licence holder or licence applicant has been convicted within the last 5 years of more than one offence of drunkenness or related.

7. The licence applicant has held their DVLA driver's licence for less than 2 years after its return as a result of suspension for any reason.

8. The licence holder or licence applicant has been convicted of any offence relating to alcohol and motor vehicles which is not spent under the Rehabilitation of Offenders Act 1974.

9. The licence holder or licence applicant has been convicted within the past 3 years of any offence which has resulted in 6 or more points being attached to their DVLA driver's licence.

10. The licence holder or licence applicant has been convicted within 1 year of any combination of offences which has resulted in more than 6 points being attached to their DVLA driver's licence.

11. If at the time of application (for grant, renewal or during the life of an existing licence) the licence holder or licence applicant has more than 9 points attached to their DVLA driver's licence.

12. If the licence holder or licence applicant has one or more convictions relating to

- Town Police Clauses Act 1847
- Part II of the Local Government (Miscellaneous Provisions) Act 1976
- Part IV of the Transport Act 1980
- Part I of the Health Act 2006
- Chapter 1 of Part 12 of the Equality Act 2010

which is not spent under the Rehabilitation of Offenders Act 1974.

13. If the licence holder or licence applicant is found to be living or working in the UK without the required authorisation, or if they have committed any offences arising from Asylum & Immigration matters.

14. If the licence holder or licence applicant fails the initial or refresher safeguarding training test paper on three occasions or fails to complete the training as required by the Council.

15. If the licence holder or licence applicant presents a medical assessment (or makes a declaration) for consideration but does not declare them unfit to drive.

16. Upon the application for or the duration of a licence, if there is intelligence, supplementary information or any other reasonable cause where officers have concerns about the grant or the continuation of a licence.



Item

TO CONSIDER MARCIN PAWLAK'S APPLICATION FOR A FIRST RENEWAL OF AN OPERATOR'S LICENCE WITH CAMBRIDGE CITY COUNCIL

To: Licensing-Sub Committee: Taxi Regulatory Hearing

Report by: Gemma Tilley - Team Manager (Commercial & Licensing)

Tel: gemma.tilley@cambridge.gov.uk E-mail: 01223 457727

Wards affected: All

1. INTRODUCTION

- 1.1 The purpose of this report is to consider Mr Marcin Pawlak's first renewal application for a Private Hire Operator's Licence to operate Private Hire Vehicles licensed by Cambridge City Council.
- 1.2 The application is classed as a first renewal application, which is for any Private Hire Operator wishing to renew the licence at the expiry of the first year of holding the licence. As per the current application procedure for first renewals, an operator is required to demonstrate that

they have been operating a private hire business for the full duration of the licence; the matter is then be referred to the Licensing Sub-Committee for determination.

2. RECOMMENDATIONS

- 2.1 It is recommended that Members consider the information contained in this report, any representations made to them and the legislative provisions and policy considerations detailed in paragraphs 4 and 5 below, and determine whether Mr Pawlak is a “fit and proper person” to continue to be licensed by Cambridge City Council as a holder of a Private Hire Operator’s Licence.

3. BACKGROUND

- 3.1 Mr Pawlak was first granted a Private Hire Operator’s Licence (Licence Number: PHO092) on 10th May 2019. The licence is due to expire on 9th May 2020. A copy of the current licence is attached as Appendix 1.
- 3.2 Mr Pawlak has been a licensed driver with Cambridge City Council since 2nd September 2011. He currently holds a Dual Driver’s Licence which is due to expire on 1st September 2020.
- 3.3 Mr Pawlak submitted an application to renew his operator’s licence for one year only on 23rd January 2020. Applicants renewing their operator’s licence are able to renew their licence for either one or five years. The application form is attached as Appendix 2.
- 3.4 An operator inspection was conducted by Mr Alex Beebe on 29th January 2020. This inspection took place at the Customer Service Centre as Mr Pawlak uses a domestic premises, rather than an office, as his business address and all relevant documentation could be brought into council offices. For clarification, Mr Pawlak does not offer

any waiting room facilities for customers at the registered address. The application fee was paid in full at the time of the inspection. A copy of the inspection form is attached as Appendix 3.

- 3.5 A sample of the records evidencing Mr Pawlak has been operating for a year since the initial grant of the licence is attached as Appendix 4. All the records seen have been in accordance with the conditions attached to the licence.
- 3.6 Mr Pawlak has been using the operator's licence to conduct airport runs and other private hire work using his own vehicle licensed as PV1436; this is the only vehicle on the fleet. Mr Pawlak has also been accepting sub-contracted jobs from other operators licensed by South Cambridgeshire District Council.
- 3.7 Mr Pawlak holds a current Tier 1 certificate with the Information Commissioner's Office. Persons processing personal information, such as operators who hold personal information, are required to pay a 'data protection fee' unless they are exempt.
- 3.8 No complaints have been received regarding Mr Pawlak's driver or operator's licences since the grant of the initial operator's licence.
- 3.9 In summary, Mr Pawlak has completed all parts of the application process satisfactorily and there are no outstanding issues from the inspection. Members must therefore determine whether the licence can be renewed.

4 LEGISLATIVE PROVISIONS

- 4.1 Section 62 of The Local Government (Miscellaneous Provisions Act) 1976 provides that:

(1) Notwithstanding anything in this Part of this Act a district council may suspend or revoke, or (on application therefor under section 55 of this Act) refuse to renew an operator's licence on any of the following grounds:—

(a) any offence under, or non-compliance with, the provisions of this Part of this Act;

(b) any conduct on the part of the operator which appears to the district council to render him unfit to hold an operator's licence;

(c) any material change since the licence was granted in any of the circumstances of the operator on the basis of which the licence was granted;

(ca) that the operator has since the grant of the licence been convicted of an immigration offence or required to pay an immigration penalty;]or

(d) any other reasonable cause.

(1A) Subsection (1)(ca) does not apply if—

(a) in a case where the operator has been convicted of an immigration offence, the conviction is a spent conviction within the meaning of the Rehabilitation of Offenders Act 1974, or

(b) in a case where the operator has been required to pay an immigration penalty—

(i) more than three years have elapsed since the date on which the penalty was imposed, and

(ii) the amount of the penalty has been paid in full.]

(2) Where a district council suspend, revoke or refuse to renew any licence under this section they shall give to the operator notice of the grounds on which the licence has been suspended or revoked or on

which they have refused to renew such licence within fourteen days of such suspension, revocation or refusal.

(3) Any operator aggrieved by a decision of a district council under this section may appeal to a magistrates' court.

5 POLICY

- 5.1 Section 44.4 of the Cambridge City Council Hackney Carriage and Private Hire Licensing Policy provides that an application for a Private Hire Operator's licence shall be made on the specified application form, be accompanied by the appropriate fee and in accordance with the application procedure set out in Cambridge City Council's 'Hackney Carriage and Private Hire Handbook'. The Licensing Authority will then decide whether the applicant is a "fit and proper" person to hold an operator's licence.
- 5.2 A definition of what could constitute "fit and proper" is provided by Bingham LCJ in *McCool v Rushcliffe Borough Council* [1998] 3 All 889, QBD: "...those licensed to drive private hire vehicles are suitable to do so, namely that they are safe drivers with good driving records and adequate experience, sober, mentally and physically fit, honest and not persons who would take advantage of their employment to abuse or assault passengers".
- 5.3 Appendix P of the 'Hackney Carriage and Private Hire Handbook' sets out the application procedure for those operators submitting a first renewal application. An operator will need to demonstrate they have been operating a private hire business for the full duration of the

licence. An application for a renewal of a Private Hire Operator's Licence will be granted for either 1 or 5 years. The Licensing Sub-Committee reserve the right to limit the duration of the licence and request a further review of the licence before any future renewal is granted. This handbook is available at: <https://www.cambridge.gov.uk/media/6738/hackney-carriage-and-private-hire-handbook.pdf>.

- 5.4 The 'Councillor Handbook: Taxi and Private Hire Licensing' published by the Local Government Association contains advice on decision making by Licensing Sub-Committees. This handbook is available online at: https://www.local.gov.uk/sites/default/files/documents/10.9%20Council%20Handbook%20-%20Taxi%20and%20PHV%20Licensing_November_2017.pdf.

6. OPTIONS

- 6.1 The Authority has a duty to ensure that a safe and secure 'taxi and private hire' service is available to the public.
- 6.2 Every case should be dealt with on its own merits, and after consideration of any representations from the applicant and his referees, the following options are available to the Sub-Committee;
1. Renew the operator's licence for one year;
 2. Renew the operator's licence for one year with additional conditions;
- or
3. Refuse the renewal application.

If Members choose options 2 then they must state the conditions to be added and give reasons for this decision.

If Members choose option 3 then they must be satisfied that Mr Pawlak has behaved in a manner that is not appropriate for a “fit and proper person” to hold an operator’s licence and give their reasons.

Members are required to give their reasons for any decision reached.

6.3 Mr Pawlak has the right to appeal to the Magistrates Court against any decision taken by this Sub-Committee under Section 62(3) of the Act.

6.4 Members may give their decision at the hearing and, in any event, Mr Pawlak will be informed of the decision in writing as soon as possible. Any appeal must be lodged with the Magistrates Court within 21 days of receipt of the notification of the decision.

Should Members decide not to grant Mr Pawlak a licence then it should be noted that Mr Pawlak’s details will be added to the NR3 National Anti-Fraud Network (NAFN) database. Information concerning such a refusal would then be available to other licensing authorities.

7. APPENDICES

Appendix 1 – Private Hire Operator Licence

Appendix 2 – Application Form

Appendix 3 – Inspection form

Appendix 4 – Booking Records

8. INSPECTION OF PAPERS

To inspect the background papers or if you have a query on the report please contact:

Alex Beebe (Senior Technical Officer – Commercial & Licensing)

Tel: 01223 457723

alex.beebe@cambridge.gov.uk



PRIVATE HIRE OPERATOR'S LICENCE

under the Local Government (Miscellaneous Provisions) Act 1976

PHO092 - Marcin Pawlak

Valid From: **10th May 2019** Expiry Date: **9th May 2020**

Proprietor(s) Name Only: **Marcin Pawlak**

This licence is subject to the provisions of, and the byelaws made under the Town Police Clauses Act 1847; the Local Government (Miscellaneous Provisions) Act 1976; the Transport Act 1985 and the conditions enacted by Cambridge City Council.

Environmental Health Manager

Authorised Officer

Commercial and Licensing Team
Environmental Services
Cambridge City Council
PO Box 700
Cambridge
CB1 0JH
Tel: 01223 457888
Email: taxi@cambridge.gov.uk

Licence fee: £286.00
Receipt: 08059
Fee paid: 14th May 2019

L13 - WK/201971351

Please read conditions on the reverse.

PRIVATE HIRE OPERATOR – LICENCE CONDITIONS

Local Government (Miscellaneous Provisions) Act 1976

1. Records

The records required to be kept by the operator under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a suitable book, the pages of which are numbered consecutively.

The records to be kept by the operator shall contain details of all Private Hire Vehicles operated by him, including the names and addresses of the owners and drivers, registration numbers and drivers of the vehicles, together with any radio call sign used.

2. Complaints

The operator shall immediately upon receipt notify the Council in writing of any complaints concerning a contract for hire or purported contract for hire relating to or arising from his business and of the action (if any), which the operator has taken or proposes to take in respect thereof.

3. Change of Address

The operator shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change taking place.

4. Convictions

The operator shall within 7 days disclose to the Council in writing details of any conviction imposed on him (or if the operator is a company, on any of its directors) during the period of the licence.

**Please note that failure to comply with the conditions of this Licence
may result in disciplinary action**

Private Hire Operator Guidance Notes & Application Form

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976



GUIDANCE NOTES FOR THE NEW AND RENEWAL APPLICATION OF PRIVATE HIRE OPERATOR.

The accompanying application form must be fully completed by **all relevant parties**. **All parties are to be present at the inspection visit.**

If you do not already have an inspection visit scheduled, please contact the Licensing Team in order to book a mutually convenient date and time.

You can book:

- 1) Via email: taxi@cambridge.gov.uk
- 2) Via telephone: 01223 457888

Please note that new and renewal applications are by appointment only.

In preparation for the inspection visit you will need to ensure that:

- 1) All parties are present.
- 2) You have fully completed the application form and submitted this to the Enforcement Officer. This must be completed prior to the inspection visit. **Please note that if there is any sensitive information which you do not wish to declare in the presence of other licence applicants/ holders, it is your responsibility to advise the Enforcement Officer carrying out the inspection, before the inspection commences. This will ensure that the appropriate information is captured, confidentially.**
- 3) For applicants who are not already a licence holder with Cambridge City Council: you complete the [Customer Awareness: Safeguarding, Equality and Protection](#) training course and pass the test paper at the end. In order to book onto one of courses please call (01223) 457888. Please note the training course is subject to a fee.
- 4) You have paid the appropriate fee. This must be completed before the inspection. Please see: <https://www.cambridge.gov.uk/fees-for-taxi-licensing> for details of our fee structure.
- 5) You provide the necessary documentation associated with a Private Hire Operator application/ renewal:
 - Proof of Planning Permission granted (in respect of waiting room for members of the public)
 - Public Liability Insurance Document
 - Two references, at least one from professional person (e.g. accountant, solicitor, magistrate), who has known you at least two years, completed on the PHO Reference Proforma (**new applications only**). *Please note that the references must be dated no more than one month prior to the appointment date and any costs for the references to be provided must be paid for by each individual applicant.*
 - Evidence of eligibility to live/ work in the UK (e.g. Passport, Residence Permit)
 - For applicants who are not already a licence holder with Cambridge City Council: a Basic Disclosure certificate dated no later than one month from the date of issue

- Equality & Diversity Monitoring Form (this can be found at <https://www.cambridge.gov.uk/apply-for-or-renew-a-private-hire-operator-licence>).

6) Each person provides photographic identification which includes a specimen signature with them, i.e. passport or Drivers Licence.

Please note that Cambridge City Licensed drivers are permitted to provide their Cambridge City driver's badge as identification.

7) Each person provides a proof of address. Acceptable address identification **must be one of the following**:-

- Mortgage Statement (issued in the last 12 months)
- Bank or Building Society Statement (issued in the last 3 months)
- Bank or Building Society Account Opening Confirmation Letter (must still be valid)
- Credit Card Statement (issued in the last 3 months)
- Financial Statement e.g. pension or endowment (issued in the last 12 months)
- P45 or P60 Statement (issued in the last 12 months)
- Council Tax Statement (issued in the last 12 months)
- Utility Bill (issued in the last 3 months)
- Benefit Statement e.g. child benefit, pension (issued in the last 3 months)
- Central or Local Government, Government Agency or Local Council Document giving entitlement e.g. from DWP, HMRC (issued in the last 3 months)

Please note the following:

1. All licence holders are jointly and severally liable for the actions of one another in relation to the private hire operator licence.
2. It will be assumed that, by signing the application form, all parties understand the implications of the application and their obligations in respect of it.
3. Applicants are advised to consider taking independent legal advice, if they have any concerns or questions.

Application Form Information

You must have read the accompanying Guidance Notes prior to completing the application form.

All relevant parties **MUST** sign the sections of the application form where requested. Failure to do so will result in the application being rejected.

Please note that licence holders are jointly and severally liable for the actions of one another in relation to the private hire operator licence.

By completing, signing and submitting this application form, all parties agree that they understand the implications of the application and their obligations in respect of it.

Please complete the form in BLOCK CAPITALS AND BLACK INK.

1a. Please indicate below the type of application you are making? (✓ as appropriate)

New	<input type="checkbox"/>	First Renewal	<input checked="" type="checkbox"/>	Subsequent Renewal	<input type="checkbox"/>
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1b. Please indicate the duration of licence? (✓ as appropriate)

1 Year (New Application)	<input type="checkbox"/>	5 Year (Renewal Applications Only)	<input type="checkbox"/>
1 Year (Renewal Application)	<input checked="" type="checkbox"/>		

2. Company Details

COMPANY TRADING NAME (no more than 20 letters): MARCIN PAWLAK

REGISTERED ADDRESS OF COMPANY:

[REDACTED]

REGISTRATION NUMBER OF COMPANY:

3. Correspondence Email

EMAIL ADDRESS FOR CORRESPONDENCE:

[REDACTED]

PLEASE NOTE THAT THE CITY COUNCIL WILL CORRESPOND WITH YOU VIA EMAIL IN THE FIRST INSTANCE. YOU ARE THEREFORE REQUIRED TO PROVIDE AN ACCURATE, UP TO DATE EMAIL ADDRESS FOR THIS CORRESPONDENCE.

4. Operator Address (Please detail every address at which you are, or intend to carry on as an Operator, the location must be within 10 miles of the City boundary)

Contact Number

1. [REDACTED]

[REDACTED]

2.

3.

4.

5. Additional Questions

a) Do all the premises listed above have planning permission for the operation of vehicles?

YES ☐ NO ☐

(Please note that this only applies for operators with MORE THAN TWO vehicles, if YES, proof will be required)

b) Which of the premises listed has a waiting room for members of the public?

(Please note that this only applies for operators with MORE THAN TWO vehicles and, if this is a new application an inspection will be required)

YES NO

1 ☐ ☒

2 ☐ ☐

3 ☐ ☐

4 ☐ ☐

c) What are your reasons for applying for an operator licence with Cambridge City Council? e.g. if granted a licence what do you intend to do within the district of Cambridge City?

Cooperative with others chauffeur company and private customer.

d) Please detail what equipment and facilities you intend to have available at each of the above premises:

1.

2.

3

4.

e) Are you licensed as a Private Hire Operator with any other licensing authority?

YES ☐ NO ☒

If yes, please provide details of each operator licence you hold:

f) Do you intend to fit radio phones in the vehicles you operate?

YES ☐ NO ☒

If yes, please state:

i) Radio Licence Number: _____

ii) Make and Model: _____

iii) Broadcast Frequency: _____

iv) Address of where the radio transmitter is based: _____

g) Please complete the following fleet information for the Private Hire Vehicles you intend to operate:

i) Total number of vehicles: 1

ii) Make-up of fleet (e.g. numbers of saloon, multi-seaters, low emission vehicles etc.):

8 seater with wheelchair access

iii) Number of wheelchair-accessible vehicles: 1

h) Do you intend to use Hackney Carriage Vehicles in order to fulfil bookings?

YES ☐ NO ☒

i) If yes, please state the number of Hackney Carriage Vehicles you intend to use:

ii) If yes, please also explain what safeguards are in place to protect passengers:

i) Do you intend to sub-contract bookings to other operators?

YES ☐ NO ☐

If yes, please provide details of the operators you intend to sub-contract to, who they are licensed by and the methods in which bookings are passed over.

j) What suitability checks or requirements are undertaken on drivers?
N/A
k) What training is given to drivers?
N/A
l) What suitability checks or requirements are undertaken on staff members?
N/A
m) What training is given to staff members?
N/A
n) What disciplinary procedures do you have in place?
N/A
o) What is your complaints procedure?
<p>For my chauffeur bookings my complains belongs to Voyager Ltd, Airport Lynx and others. For my private customers I'm belongs to City Cambridge Council</p>
<p>p) Do you operate an equal opportunities policy?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>If no, please explain why not:</p>
<p>q) What fare structure do you intend to use?</p> <p>I'm using Panther Taxi price list.</p>

r) Do you intend to use any taxi fare calculator app in order to calculate fares?

YES ☐ NO ☒

If yes, please detail the name and publisher of the app and how it works:

s) Do you intend to operate any surge pricing as part of the fare structure?

YES ☐ NO ☒

If yes, please explain details of the surge pricing to be used:

If yes, and you intend to use Hackney Carriage Vehicles to fulfil bookings, please explain how you will ensure that passengers will not be overcharged:

t) How is the fare structure advertised to passengers?

u) Are you registered with the Information Commissioner's Office on the Data Protection Public Register?

YES ☒ NO ☐

If not, please explain why:

v) Where are vehicles parked when awaiting a booking or not working?

[REDACTED]

6. Bookings

a) When making a booking can passengers specify a vehicle to suit their needs? e.g. wheelchair-accessible vehicle, number of seats required etc.

YES ☒ NO ☐

If yes, please explain how passengers can request a suitable vehicle:

by phone

If no, please explain how you will ensure a suitable vehicle is sent to the customer:

b) If you operate vehicles licensed by more than one licensing authority are passengers able to choose a vehicle licensed by a specific licensing authority?

YES ☐ NO ☒

c) Can vehicles be booked in advance?

YES ☒ NO ☐

If you do not allow pre-bookings please explain how you ensure that drivers are not illegally plying for hire

d) Please answer the following questions, as applicable, explaining how you intend to accept bookings:

Method	phone, text message, email	Details
In person	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Telephone	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<p>Please state the telephone numbers which customers can call to make a booking:</p> <p>[REDACTED]</p> <p>How many telephone lines will be in operation for the public to use?</p> <p>1</p> <p>In any of the above are 'free phones' please give the name/details of their location:</p> <p>_____</p>
E-mail	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<p>E-mail addresses:</p> <p>[REDACTED]</p>
Website	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<p>Website address: _____</p>
Mobile app	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<p>Name of app: _____</p> <p>Does the app belong to you? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If no, who owns the app?</p> <p>Please explain how the app works ensuring you also answer the questions below;</p> <ul style="list-style-type: none">• Who will invite the booking?• Who will accept the booking?• Where are bookings received to?• Does the booking remain a contract with the operator and not direct with the driver?• Where are the servers that store/process booking records based?• How is a booking given to a driver?• How do you ensure the triple lock licensing rule is observed? i.e. driver, vehicle and operator are all licensed by the same licensing authority• How does a passenger know which licensing authority licences the driver and vehicle?• What information is given to the passenger?

7a. Personal Details (Licence Applicant/ Holder)**Position in the Private Hire Operator Business:**

TITLE: Mr

SURNAME: Pawlak

FIRST NAMES: Marcin

DATE OF BIRTH:

TOWN OF BIRTH:

COUNTRY OF BIRTH:

PLEASE DETAIL IF YOU HAVE BEEN KNOWN BY ANY OTHER NAMES (this includes maiden names):

NAME:

DATE FROM:

DATE TO:

NAME:

DATE FROM:

DATE TO:

NAME:

DATE FROM:

DATE TO:

HOME ADDRESS:

POST CODE:

7b. Contact Information

Home Telephone Number:

Mobile Telephone Number:

Email Address:

7c. CONVICTIONSDo you have any spent convictions? YES ☐ NO ☒Do you have any unspent convictions? YES ☐ NO ☒**You must detail all convictions, cautions, reprimands and final warnings. Continue on to a separate sheet if necessary.**

This information, along with the other aspects of the application process, will be used to ensure that Cambridge City Council can be satisfied that you are a "fit and proper" person to hold a private hire operator licence.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a private hire operator's licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's 'Taxi Drivers- Grounds for Disbarment' policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

Date of conviction / caution / endorsement	Title of conviction	Nature of conviction	Penalty

7d. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?

YES ☐ NO ☒ (✓ as appropriate). If answering 'yes' please give details below:

7e. Have you been licensed to work as a Private Hire Operator before?

YES ☒ / NO ☐ (✓ as appropriate) If answering 'yes' please give details below:

Name of Council: Cambridge City Council

Type of licence: Private Hire Operator's Licence

Period during which licence was held : 10/05/2019 - 09/05/2020

7f. Have you ever had a Private Hire Operator's licence refused, revoked or suspended?

YES ☐ / NO ☒ (✓ as appropriate) If answering 'yes' please give details below:

Name of Council:

Date:

Refusal ☐ / Revocation ☐ / Suspension ☐ (Mark as applicable)

Reasons:

7g. Are you currently licensed to drive a Hackney Carriage or Private Hire Vehicle with Cambridge City?

YES ☒ / NO ☐ (✓ as appropriate) If answering 'yes' please give details below:

Date of licence Expiry: 01/09/2020

Driver Number: DDL228

If No, you will need to provide a BASIC DBS Disclosure to the Commercial & Licensing Team as part of your Private Hire Operator application.

7h. Relevant Information

1. Have you ever been, or are you currently, the director or secretary of a company?

YES ☐

NO ☒

If yes to the above, please provide the details (name, address, trade/ business activity, duration/ period) of the companies.

2. Were there, or are there, any convictions recorded against the company?

YES ☐

NO ☒

If yes to the above, please provide the details (nature of conviction, date, outcome).

3. What trade, business or profession have you carried on in the past 5 years prior to applying for this licence? Please provide full details (name, date, your position, location):

Taxi driver

7i. Do you hold a full British passport?

YES ☐ NO ☒ (✓ as appropriate)

If YES please detail Passport Number:

7j. Do you have the right to live and work in the UK?

You may be asked for documentary evidence if you do not hold a full British Passport.

YES ☒ NO ☐ (✓ as appropriate)

Please detail your National Insurance Number:

[REDACTED]

If NO please detail any restrictions on your right to remain in the UK (including any relevant dates):

7k. References (for NEW applicants only)

Please provide the details of the two referees; one must be a professional referee (e.g. accountant, solicitor, magistrate) that you have obtained references from (and have submitted at your appointment) as part of your application.

Please note that the references must be dated no more than one month prior to the new appointment date.

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

7l. DECLARATION

I declare that the information which I have given above is accurate and true.

Signed: _____

[REDACTED]

Dated: 23 / 01 / 2020

Print Name: _____ MARCIN PAWLAK

THIS BOX HAS BEEN INTENTIONALLY LEFT BLANK

8a. Personal Details (Licence Applicant/ Holder)**Position in the Private Hire Operator Business:**

TITLE: MR

SURNAME: Pawlak

FIRST NAMES: Marcin

DATE OF BIRTH:

TOWN OF BIRTH:

COUNTRY OF BIRTH:

PLEASE DETAIL IF YOU HAVE BEEN KNOWN BY ANY OTHER NAMES (this includes maiden names):

NAME:

DATE FROM:

DATE TO:

NAME:

DATE FROM:

DATE TO:

NAME:

DATE FROM:

DATE TO:

HOME ADDRESS:

POST CODE:

8b. Contact Information

Home Telephone Number:

Mobile Telephone Number:

Email Address:

8c. CONVICTIONSDo you have any spent convictions? YES ☐ NO ☒Do you have any unspent convictions? YES ☐ NO ☒**You must detail all convictions, cautions, reprimands and final warnings. Continue on to a separate sheet if necessary.**

This information, along with the other aspects of the application process, will be used to ensure that Cambridge City Council can be satisfied that you are a "fit and proper" person to hold a private hire operator licence.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a private hire operator's licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's 'Taxi Drivers- Grounds for Disbarment' policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

Date of conviction / caution / endorsement	Title of conviction	Nature of conviction	Penalty

8d. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?

YES ☐ NO ☒ (✓ as appropriate). If answering 'yes' please give details below:

8e. Have you been licensed to work as a Private Hire Operator before?

YES ☒ / NO ☐ (✓ as appropriate) If answering 'yes' please give details below:

Name of Council: Cambridge City Council

Type of licence: Private Hire Operator's Licence

Period during which licence was held : 10/05/2019 - 09/05/2020

8f. Have you ever had a Private Hire Operator's licence refused, revoked or suspended?

YES ☐ / NO ☒ (✓ as appropriate) If answering 'yes' please give details below:

Name of Council:

Date:

Refusal ☐ / Revocation ☐ / Suspension ☐ (Mark as applicable)

Reasons:

8g. Are you currently licensed to drive a Hackney Carriage or Private Hire Vehicle with Cambridge City?

YES ☒ / NO ☐ (✓ as appropriate) If answering 'yes' please give details below:

Date of licence Expiry: 01/09/2020

Driver Number: DDL228

If No, you will need to provide a BASIC DBS Disclosure to the Commercial & Licensing Team as part of your Private Hire Operator application.

8h. Relevant Information

1. Have you ever been, or are you currently, the director or secretary of a company?

YES ☐

NO ☒

If yes to the above, please provide the details (name, address, trade/ business activity, duration/ period) of the companies.

2. Were there, or are there, any convictions recorded against the company?

YES ☐

NO ☒

If yes to the above, please provide the details (nature of conviction, date, outcome).

3. What trade, business or profession have you carried on in the past 5 years prior to applying for this licence? Please provide full details (name, date, your position, location):

Taxi driver

8i. Do you hold a full British passport?

YES ☐ NO ☒ (✓ as appropriate)

If YES please detail Passport Number:

8j. Do you have the right to live and work in the UK?

You may be asked for documentary evidence if you do not hold a full British Passport.

YES ☒ NO ☐ (✓ as appropriate)

Please detail your National Insurance Number:

If NO please detail any restrictions on your right to remain in the UK (including any relevant dates):

8k. References (for NEW applicants only)

Please provide the details of the two referees; one must be a professional referee (e.g. accountant, solicitor, magistrate) that you have obtained references from (and have submitted at your appointment) as part of your application.

Please note that the references must be dated no more than one month prior to the new appointment date.

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

8l. DECLARATION

I declare that the information which I have given above is accurate and true.

Signed:

Dated: 23 / 01 / 2020

Print Name:

MARCIN PAWLAK

THIS BOX HAS BEEN INTENTIONALLY LEFT BLANK

Please continue on a separate sheet if necessary

Page 34

10. Schedule of Ancillary Staff (e.g. telephone call handlers, at time of application/ renewal) Please continue on a separate sheet if necessary

[illegible]

11. Declarations

1. I understand that any licence issued will be subject to the provisions of:
 - (i) the Town Police Clauses Act 1847
 - (ii) the Local Government (Miscellaneous Provisions) Act 1976
 - (iii) the Council's licence conditions
2. I accept that any licence issued will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
4. I understand that any changes to any particulars must be notified in writing to the Cambridge City Council within 7 days.
5. I HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.
6. I understand that all private hire operator licence holders are jointly and severally liable for the actions of one another in relation to the operator licence and that it is for joint licence holders to make suitable partnership arrangements to manage the business/ company.
7. I understand the implications of the application and my obligations in respect of it.
8. I declare that the information detailed above in 9a is accurate and true at the time of application.
9. I declare that the business/ company has adequate processes in place to undertake the necessary and suitable checks for ALL ancillary staff, as detailed above, to ensure that they handle sensitive information correctly and that they are to the best of my knowledge fit and proper to hold such a position within the business/ company.
10. I understand that the Hackney Carriage & Private Hire Licensing Policy and associated Handbook is intended to ensure that the trade and public have a document(s) which fully explains the licensing procedures to all parties in a clear and transparent manner. I understand that it is my responsibility to access these documents and to read and understand them.

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for a Private Hire Operator Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available on our website at : <https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.

LICENCE APPLICANT/ HOLDER:

Signed: _____

Dated: 23 / 01 / 2020

Print Name: _____ MARCIN PAWLAK

LICENCE APPLICANT/ HOLDER:

Signed: _____

Dated: / /

Print Name: _____

FOR OFFICE USE ONLY – LICENCE APPLICANT/ HOLDER**Received by:****Designation:****Date:****APPLICANT AS DETAILED IN 6a: Identification Documents Received, Checked & Detailed****YES** ☐**IDENTIFICATION VERIFICATION**

Please detail the type of ID seen, the document number and the type of address verification provided using the codes below:

PP – Passport
 DL – Driving Licence
 CDB – City Council Licensed Driver's Badge

BS – Bank or Building Society Statement
 UB – Utility Bill
 MS – Mortgage Statement
 CC – Credit Card Statement
 FS – Financial Statement
 BBA – Bank or Building Society Account Opening Confirmation Letter
 P45 – P45 Statement
 P60 – P60 Statement
 CT – Council Tax Statement
 BF – Benefit Statement
 LG – Central/ Local Government, Government Agency or Local Council Document

LICENCE HOLDER (1)	TYPE OF ID SEEN	NUMBER	ADDRESS VERIFICATION

Basic DBS Disclosure Required:**YES** ☐ **NOT APPLICABLE (please complete next section)** ☐**BASIC DBS CERTIFICATE NUMBER:****DATE OF ISSUE:****DBS SIGNED OFF BY:****DATE:****FURTHER ACTION:****Enhanced DBS Disclosure Referenced (if currently a licensed driver with CCC: ☐)****ENHANCED DBS CERTIFICATE NUMBER:****DATE OF ISSUE:****UP TO DATE DBS SIGNED OFF BY:****DATE:****FURTHER ACTION:****Customer Awareness course complete?****YES** ☐**NO** ☐**NOT APPLICABLE** ☐**References Required:****YES** ☐**NOT APPLICABLE** ☐**DATE OF REFERENCE 1:****DATE REFERENCE 1 RECEIVED:****ADDITIONAL INFORMATION/ NOTES:****REFERENCES AUTHORISED FOR PROCESSING:****YES** ☐**NO** ☐**FURTHER ACTION:****DATE OF REFERENCE 2:****DATE REFERENCE 2 RECEIVED:****ADDITIONAL INFORMATION/ NOTES:****REFERENCES AUTHORISED FOR PROCESSING:****YES** ☐**NO** ☐**FURTHER ACTION:**

FOR OFFICE USE ONLY – LICENCE APPLICANT/ HOLDER**Received by:****Designation:****Date:****APPLICANT AS DETAILED IN 7a: Identification Documents Received, Checked & Detailed****YES** ☐**IDENTIFICATION VERIFICATION**

Please detail the type of ID seen, the document number and the type of address verification provided using the codes below:

PP – Passport

DL – Driving Licence

CDB – City Council Licensed Driver's Badge

BS – Bank or Building Society Statement

UB – Utility Bill

MS – Mortgage Statement

CC – Credit Card Statement

FS – Financial Statement

BBA – Bank or Building Society Account Opening Confirmation Letter

P45 – P45 Statement

P60 – P60 Statement

CT – Council Tax Statement

BF – Benefit Statement

LG – Central/ Local Government, Government Agency or Local Council Document

LICENCE HOLDER (2)	TYPE OF ID SEEN	NUMBER	ADDRESS VERIFICATION

Basic DBS Disclosure Required:**YES** ☐ **NOT APPLICABLE** (please complete next section) ☐**BASIC DBS CERTIFICATE NUMBER:****DATE OF ISSUE:****DBS SIGNED OFF BY:****DATE:****FURTHER ACTION:****Enhanced DBS Disclosure Referenced (if currently a licensed driver with CCC: ☐****ENHANCED DBS CERTIFICATE NUMBER:****DATE OF ISSUE:****UP TO DATE DBS SIGNED OFF BY:****DATE:****FURTHER ACTION:****Customer Awareness course complete?****YES** ☐**NO** ☐**NOT APPLICABLE** ☐**References Required:****YES** ☐**NOT APPLICABLE** ☐**DATE OF REFERENCE 1:****DATE REFERENCE 1 RECEIVED:****ADDITIONAL INFORMATION/ NOTES:****REFERENCES AUTHORISED FOR PROCESSING:****YES** ☐**NO** ☐**FURTHER ACTION:****DATE OF REFERENCE 2:****DATE REFERENCE 2 RECEIVED:****ADDITIONAL INFORMATION/ NOTES:****REFERENCES AUTHORISED FOR PROCESSING:****YES** ☐**NO** ☐**FURTHER ACTION:**

FOR OFFICE USE ONLY – THE BUSINESS/ COMPANY

INSPECTION APPOINTMENT BOOKED FOR - DATE: / /

INSPECTION DATE UNDERTAKEN: / /

BY:

WORKSHEET NUMBER:

Planning Permission Documents Received, Checked & Copied

YES ☐

NOT APPLICABLE ☐

NOTES/ ADDITIONAL INFO:

Public Liability Insurance Documents Received, Checked & Copied

YES ☐

NOT APPLICABLE ☐

NOTES/ ADDITIONAL INFO:

DATE LICENCE GRANTED:

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Record of Private Hire Operator Visit & Inspection

Worksheet ref: WK/



Type of inspection:	New <input type="checkbox"/>	First Renewal <input checked="" type="checkbox"/>	Renewal <input type="checkbox"/>	Routine inspection <input type="checkbox"/>
Name of Applicant/s:	MAREIN PAWLAK. DDLEZB.		Date of Initial Contact:	10/01/2020
Name of Company:	AS ABOVE		Number of Vehicles:	1

Prior to scheduling an inspection visit, the inspecting officer will contact the applicant in order to check the following:

Applications only (not for routine inspections):	✓ if present	Date & Initial
Applicant/s has submitted an up to date application <ul style="list-style-type: none"> Form can be obtained online here: https://www.cambridge.gov.uk/taxi-operator-licence Form must be completed in full, dated and signed by applicant/s Full 5 year address history with dates must be provided Any convictions must be detailed 	✓	MB 29/01/20
Fees paid and Receipts obtained before inspection visit <ul style="list-style-type: none"> Fees explained (dependent on the duration and type of licence) Copies of all receipts issued retained 	✓	AB 29/01/20
Applicant has an up to date Equality & Diversity Monitoring Form ready for submission at the Inspection Visit <ul style="list-style-type: none"> Form can be obtained online here: https://www.cambridge.gov.uk/apply-for-or-renew-a-private-hire-operator-licence Form is not mandatory 	NIA	} EXISTING DRIVER.
Basic Disclosure & Barring Service Certificate has been obtained by Applicant/s and is ready for submission at the Inspection Visit <ul style="list-style-type: none"> In the case of any licence applicants who are not already licensed drivers with CCC Certificate must be dated within 1 month of the Inspection Visit 	NIA	
Enhanced Disclosure & Barring Service Certificate Verified by Officer <ul style="list-style-type: none"> In the case of any licence applicants who are licensed drivers with CCC, check that DBS is still current (on M3). 	NIA	
Certificate of Good Conduct <ul style="list-style-type: none"> Where applicable a copy of an original, translated if necessary, certificate of good conduct is available and validated by the Enforcement Officer This is only applicable for individuals who have spent a period of six months or more, in the last five years, residing outside the UK 	NIA	
Original Documents are ready for submission at the Inspection Visit <ul style="list-style-type: none"> All original documents which have been provided as part of the application seen, verified and copies taken where appropriate 	✓	MB 29/01/20
References have been obtained by Applicant/s and are ready for submission at the Inspection Visit <ul style="list-style-type: none"> Only where a new application is being made or where a new applicant is applying on the licence, two references must be sought References satisfactory and accepted for processing 	NIA	
Inspection Booked by Enforcement Officer <ul style="list-style-type: none"> Inspection booked 	✓	AB 29/01/20

Operator name	MARCIN PAWLAK.
Address	[REDACTED]
Proprietor(s)	MARCIN PAWLAK
Date of Inspection	29/01/2020.
Time Inspection Commenced	14:00.
Time Inspection Ended	14:40.
Officer(s) carrying out Inspection	AB.

Is the operator licensed by any other authorities?
If so, which authorities?

☐

YES

☒

NO

Name of licensing authority	Licence number
N/A.	

Operator managers and contact details:

MARCIN PAWLAK.

DRIVER SINCE 2011.

Number of people employed by the Operator:

1.

BOOKING METHODS			
	Yes	No	Details / Questions to consider
In person		X	<p><i>Is there a waiting room available? If so, is this in a satisfactory condition?</i></p> <p><i>What other facilities are available for customers?</i></p>
Telephone	X		<p><i>What telephone numbers are in use? Please provide details:</i></p> <div style="background-color: black; width: 100%; height: 50px;"></div>
E-mail	X		<p><i>What e-mail addresses are in use? How are bookings responded to?</i></p> <div style="background-color: black; width: 100%; height: 60px;"></div>
Website		X	<p><i>How are bookings responded to?</i></p> <p><i>What website is in use?</i></p> <p><i>How often is the website updated by the applicant?</i></p> <p><i>Does the website have clear information on how the operator can be contacted? Please provide details:</i></p> <p>FACE BOOK USED FOR ADVERTISING. (CAN USE FACEBOOK MESSENGER. (SEE NEXT PAGE).</p>

Mobile app	X	<p><i>Who invites the booking? If passengers are invited to make bookings, does the app belong to the applicant? If not, it may be that the applicant is not the right person to be licensed. Please provide details:</i></p> <p>X FACEBOOK MESSENGER, WHATSAPP (NOT A DEDICATED APP) - MESSAGE BASED SYSTEM. ICO CERTIFICATE PRESENT.</p> <p><i>Who will accept the booking? If it is the driver (by pressing 'accept' on an app) the driver may need to be licensed as an operator too. The booking should go to the operator and then the driver. Please provide details:</i></p> <p>DRIVER / OPERATOR.</p> <p><i>Who is the contract with? Is it the app provider or driver? If the passenger is required to make a separate contract with the driver then the driver may also need to be licensed as an operator. Please provide details:</i></p> <p>OPERATOR.</p> <p><i>Other general details on how the app works and how details are recorded.</i></p> <p>ONLY USED FOR MESSAGING.</p>
------------	---	---

Booking record

Paper record



Seen?

YES



NO



Electronic



Seen?

YES



NO



RECORD OF BOOKINGS

Please examine a sample of bookings and provide the following details for each one:

Item	1	2	3
Date of booking	13/05/2014.	08/08/18	28/12/18.
Time of booking	13:30	14:11	14:30.
Name of passenger(s)	— ✓	(FROM VOYAGER)	— ✓
Start point	STANJED AIRPORT	COLERTPO RD. CAMBRIDGE	CHURCH LN. STANFORD.
Via* *if applicable	✓	NEWMARKET RD. FULBORN	WATERLOO ST.
End point	HILTON HOTEL CAMBRIDGE	STANJED AIRPORT.	EVERTON.
Date booking required	13/05/2014	08/08/2018.	28/12/2018.
Time booking required	14:20.	05:00	07:30
Booking method	E-MAIL (VOYAGER)	E-MAIL (VOYAGER)	E-MAIL (VOYAGER)
Fare quoted for journey	£61.70	£73.70.	£114.00.
Actual cost of journey	AS ABOVE	AS ABOVE	AS ABOVE
Name of driver/callsign	MARCIN PAWLAK.	MARCIN PAWLAK.	MARCIN PAWLAK.
Vehicle registration no.	KU67 LDF	KU67 LDF	KU67 LDF
Vehicle plate no.	PV1436.	PV1436.	PV1436
Where sub-contracted, to who?	N/A.	N/A	N/A.
Other details of note	✓	✓	✓

RECORDS TAKEN / SCANNED.

FLEET / DRIVER RECORDS

Item	Details
Schedule of vehicles – has this changed since the time of making application? Please provide details:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Does the operator intend to use hackney carriage vehicles to fulfil bookings? If yes, how does the operator ensure that where Hackney Carriage Vehicles are used to fulfil jobs within Cambridge City that the Hackney Carriage Table of Fares is observed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Number of drivers	Hackney Carriage: Private Hire: 1
Does the operator have tracking installed on vehicles?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Does the operator hold (copies or acknowledgement of) insurance documents? Provide details of examples	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ONE - MAN - OPERATOR .
Does the operator hold (copies of or acknowledgement of) vehicle/driver licences? Provide details of examples	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ONE - MAN - OPERATION .
Evidence of vehicle licences seen?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ALREADY LICENSED .
Evidence of driver licences seen?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COPY AT TIME OF INSPECTION
Do all three licences match? (Driver, Vehicle and Operator) Provide details of examples	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

<p>How does the operator maintain separate booking records vehicles licensed by different licensing authorities? Please provide details of examples seen:</p>	<p>NIA .- ONLY LICENSED BY CCC .</p>
<p>How does the operator ensure that an appropriate vehicle is sent to the passenger?</p> <p><i>i.e. can passengers specify a vehicle to suit their needs e.g. wheelchair-accessible, saloon, multi-seater etc.</i></p>	<p>NIA - ONLY ONE VEHICLE ON FLEET .</p>

DRIVER AND STAFF TRAINING	
Item	Details
<p>How are drivers advised of the legal requirements of private hire work?</p> <p>e.g. illegally plying for hire, displaying their badge etc.</p> <p>Please provide details of any records seen:</p>	<p>NIA - ONE-MAN-OPERATOR</p>
<p>What checks or tests are carried out by the operator before taking a driver on?</p> <p>Please provide details of any records seen:</p>	<p>AS ABOVE .</p>
<p>What training is given to drivers?</p> <p>e.g. Knowledge Test, safeguarding, taking of assistance dogs, when to start the meter etc.</p> <p>Please provide details of any records seen:</p>	<p>DRIVER HAS PREVIOUSLY COMPLETED SAFEGUARDING COMPONENT .</p>

<p>Schedule of ancillary staff – has this changed since the time of making application?</p> <p>Please provide details:</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>N/A - NO STAFF</p>
<p>What checks or tests are carried out by the operator before taking a member of staff on?</p> <p>Please provide details of any records seen:</p>	<p>N/A</p>
<p>What training is given to staff members?</p> <p>Please provide details of any records seen:</p>	<p>N/A.</p>
<p>What disciplinary procedures are used by the operator?</p> <p>What records are kept?</p> <p>Please provide details of any records seen:</p>	<p>N/A.</p>
<p>How are complaints handled by the operator?</p> <p>What records are kept?</p> <p>Please provide details of any records seen:</p>	<p>WOULD REPORT TO VOYAGER / AIRPORT LYNX (IF SUB-CONTRACTED), OTHERWISE DIRECT TO CCC.</p>

How does the operator observe equal opportunities?	N/A - DRIVER HAS RECEIVED SAFEGUARDING TRAINING.
What records are kept?	
Please provide details of any records seen:	

GENERAL	
Item	Details
Copy of Planning Permission seen?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Details of Planning Information (planning granted, when, requirements/conditions etc)	NO WAITING ROOM.
What fare structure is used by the operator? <i>Include details of any surge pricing in effect, use of a taxi fare calculator etc.</i>	AIRPORT LYNX / VOYAGER HAVE FARE STRUCTURE. CHARGE 1870 COMM. MARLIN USES PANTHER FARE LIST (AIRPORT FARE LIST), DISCRETIONAL DJS (COMM).
How are fares advertised to passengers?	THROUGH BOOKING PROCESS.
What measures does the operator take to ensure drivers and vehicles are not a nuisance to local residents? <i>e.g. switching engines off, parking considerately and legally when awaiting a booking</i>	DRIVER WAITS W/O ENGINE RUNNING WHERE POSSIBLE.

What checks or training does the operator undertake to facilitate this?

Please provide details of any records seen:

N/A .

QUESTIONS FOR FIRST RENEWALS ONLY

What evidence can the operator provide to demonstrate that they have been operating for a whole year?

BOOKING RECORDS FOR WHOLE YEAR - SINCE GRANT OF OP. LICENCE .

What complaints have been received in the first year of operation?

Please provide any appropriate details

NO COMPLAINTS RECEIVED.
WILL CHECK MS AND UPDATE AS NECESSARY.

What drivers have received disciplinary action in the first year of action?

Please provide the names of drivers and any appropriate details

N/A .

Does the operator sub-contract jobs to/from other operators?

If received, which operators are these received from?

AIRPORT LYNX + VOYAGER.

Which authority licences these operators?

SCDC ONLY.

If given, which operators are these given to?

PANTHER

Which authority licences these operators?

ECC, SCDC + ECDC.

Please continue on a separate sheet if necessary

[illegible]

[illegible]

CONDITIONS OF LICENCE

Does the operator understand and believe they are complying with the following conditions on their licence?

Condition	Understand/ Compliance?	Details of discussion/ questions/ advice given
Records	✓	ALL IN ORDER.
Complaints	✓	NONE IN LAST 12 MONTHS FOR DRIVER OR OPERATOR.
Change of Address	✓	AWARE.
Convictions	✓	AWARE.

DETAILS OF MATTERS IDENTIFIED DURING INSPECTION THAT REQUIRE FOLLOW-UP:

Issue	Action Required	By Whom	Follow Up due by
NONE IDENTIFIED.			

Following an inspection of the above premises I can confirm that I have undertaken the Private Hire Operator Inspection as described above. I can confirm that the applicant(s) or licence holder(s) has provided the current, original documentation and that my findings were that the inspection was:

Satisfactory (Nothing Outstanding / No Further Action Necessary)



Unsatisfactory (Outstanding Issues / Further Action Necessary)



Where an application has been submitted:

It is therefore, in light of my findings that the Private Hire Operator Licence should be:

Granted ☒ **Not Granted** ☐

Referred to Licensing –Sub Committee for consideration ☒ **AS FIRST RENEWAL.**

Other (fill in details below) ☐

Inspector

Signed:

Dated: 29/01/2020

Print Name:

MEX BEED

Post Inspection Checklist (FIRST RENEWALS ONLY)	✓ when completed	Date & Initial
All documentation from the applicant/s, copies of documents, application forms, inspection paperwork scanned and attached to M3	✓	AB 29/01/20
Any outstanding actions logged and/ or assigned with timescales under action management on M3	✓	AB 29/01/20
Inspection Reviewed and Risk Rating completed on M3	✓	AB 29/01/20
Sub-Committee Hearing arranged with Committee Services		
Date of hearing confirmed with applicant e.g. letter sent		
Committee Report drafted and peer reviewed		
Sub-Committee Hearing: If granted, Temporary Operator Licence (for 21 days) processed and emailed to Operator		
Private Hire Operator Licence created on M3 and emailed to Operator		
Worksheet Closed		

Post Inspection Checklist (NEW AND SECOND RENEWALS)	✓ when completed	Date & Initial
All documentation from the applicant/s, copies of documents, application forms, inspection paperwork scanned and attached to M3		
Any outstanding actions logged and/ or assigned with timescales under action management on M3		
Temporary Operator Licence (for 21 days) processed and emailed to Operator		
Inspection Reviewed and Risk Rating completed on M3		
Private Hire Operator Licence created on M3 and emailed to Operator		
Worksheet Closed		

Date of booking	13/05/19	17/05/19	17/05/19
Time of booking	13:30	14:10	14:10
Name of passenger(s)	[REDACTED]		
Start point	Stansted Airport	Gatwick N Airport	Heathrow t.5 Airport
Via* *if applicable			[REDACTED]
End point	Hilton hotel Cambridge	Mill Park Cambridge	[REDACTED]
Date booking required	13/05/19	18/05/19	18/05/19
Time booking required	14:20	14:10	18:45
Booking method	email from Voyager	email from Voyager	email from Voyager
Fare quoted for journey	£ 69,7	£ 161,95	£ 134,48
Actual cost of journey			
Name of driver/callsign	Marcin Pawlak	- 11 -	- 11 -
Vehicle registration no.	KU 67 LDF	- 11 -	- 11 -
Vehicle plate no.	1436	- 11 -	- 11 -
Where sub-contracted, to who?			
Other details of note			

Date of booking	05/08/18	08/08/18	08/08/18
Time of booking	11:01	14:11	21:34
Name of passenger(s)	[REDACTED]		
Start point	[REDACTED]		Godwick South
Via* *If applicable		Newmarket Rd. Fulbourne	Expres by Holiday Inn Camb.
End point	[REDACTED]	Stansted Airport	Hilton Hotel Camb.
Date booking required	06/08/18	08/08/18	08/08/18
Time booking required	13:30	05:00	17:45
Booking method	Kirkham Chauffeur	Voyager #21875	Voyager 21467
Fare quoted for journey	Cash £188,6	£73,70	£178,36
Actual cost of journey			
Name of driver/callsign	— 11 —	— 11 —	— 11 —
Vehicle registration no.	— 11 —	— 11 —	— 11 —
Vehicle plate no.	— 11 —	— 11 —	— 11 —
Where sub-contracted, to who?			
Other details of note			

Date of booking	20/12/18	23/12/18	24/12/18
Time of booking	13:31	10:38	13 14:30
Name of passenger(s)			
Start point		Hilton Hotel Cambridge	
Via* *if applicable			
End point	Stansted Airport	Stansted Airport	Tempston Field Eveton
Date booking required	21/12/18	27/12/18	28/12/18
Time booking required	3:00	18:20	07:30
Booking method	Voyager H30941	Voyager H31135	Voyager H31215
Fare quoted for journey	£80	£76,801	£114,8
Actual cost of journey			
Name of driver/callsign	— 11 —	— 11 —	— 11 —
Vehicle registration no.	— 11 —	— 11 —	— 11 —
Vehicle plate no.	— 11 —	— 11 —	— 11 —
Where sub-contracted, to who?			
Other details of note			

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