



## Cambridge City Council Licensing Committee

**Date:** Monday, 20 March 2023

**Time:** 10.30 am

**Venue:** Council Chamber, The Guildhall, Market Square, Cambridge, CB2 3QJ [access the building via Peashill entrance]

**Contact:** [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk), tel:01223 457000

### Agenda

**A Member's Licensing & Enforcement verbal update will begin at 9:30am in the Council Chamber.**

**Members are asked to attend the briefing and meeting in person.**

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 12)
- 4 Public Questions
- 5 Tinted windows in Licenced Vehicles (Pages 13 - 26)
- 6 CCTV financial options (Pages 27 - 38)
- 7 CCTV in Hackney Carriage and Private Hire vehicles (Pages 39 - 56)

**Licensing Committee Members:** McPherson (Chair), Bird (Vice-Chair), Bennett, Carling, Divkovic, Gilderdale, Page-Croft, Robertson, Scutt and Levien

**Alternates:** Hauk and Davey

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**LICENSING COMMITTEE**30 January 2023  
10.30 am - 12.40 pm**Present:** Councillors McPherson (Chair), Bird (Vice-Chair), Bennett, Carling, Divkovic, Gilderdale, Page-Croft, Robertson, Scutt and Levien**Officers**

Environmental Health Manager: Yvonne O'Donnell

Team Leader (Environmental Health and Licensing Support): Wangari Njiiri

Legal Adviser: Paul Weller

Committee Manager: James Goddard

Producer: Sarah Steed

**Others Present from Cambridge City Licensed Taxis**

Afzal Aslam (Member)

Ahmed Karaahmed (Chairman)

Kamil Winek (Member)

**FOR THE INFORMATION OF THE COUNCIL****23/27/Lic Apologies**

No apologies were received.

**23/28/Lic Declarations of Interest**

<b>Name</b>	<b>Item</b>	<b>Interest</b>
Councillor Bennett	All	Personal: Regular Hackney Carriage and Private Hire vehicle user.

**23/29/Lic Minutes**

The minutes of the meeting held on 24 October 2022 were approved as a correct record and signed by the Chair.

The Environmental Health Manager had approached Inspector Rogerson to ascertain if the Police were aware of any funding to help taxi drivers install CCTV in their vehicles. There was not. The Environmental Health Manager then approached the Office of the Police and Crime Commissioner and was

informed a budget of just £5,000 was available for the whole of the (CCTV installation) project, which must be installed within twelve weeks.

The Environmental Health and Licensing Business Support Team Leader had approached several businesses to see if they could offer financial support for CCTV installation. One company could offer payment options, one could offer lease options and one made no comment.

In summary, there was no financial support the installation of CCTV in taxi vehicles from 1 April 2023.

Councillor Scutt undertook to contact Central Government to see if there was a safety policy for taxi drivers and financial assistance available to install CCTV. She had not received a satisfactory response so would follow up with the local MP.

### **23/30/Lic Public Questions**

Members of the public asked a number of questions, as set out below.

1. Ahmed Karaahmed raised the following points:
  - i. Over the last few weeks the trade had prepared and submitted four petitions to the Environmental Health Manager. Two were referenced on today's agenda and two were not.
  - ii. He expected a report on CCTV funding to be included on the agenda but it was not.
  - iii. In April 2022 the taxi trade has a metre increase as low as 5.4% but license fees had increased 200%, this was not acceptable.

The Environmental Health Manager responded:

- i. Referred to Appendix E (table of proposed fees and charges 2023/24 as amended following consultation) of the Officers' report which included some cost reductions.
  - ii. Appendix E included up to date figures. Mr Karaahmed had referred to out of date cost figures that were included in the consultation.
- a. Ahmed Karaahmed raised the following supplementary points:
    - i. The Licensing Department had changed how it operated since lockdown. It was hard to get face-to-face meetings. This should reduce licensing fees.
    - ii. Requested an audit of the Licensing Department.

- iii. Requested licensing fees be frozen.
- iv. Taxi livery had increased vehicle costs. It was difficult to find silver vehicles that complied with City Council policies. This meant City Council licensed Hackney Carriage drivers were leaving to become Private Hire drivers licensed by South Cambs DC which had less demanding policy standards.
- v. Cambridge City Licensed Taxis would seek legal advice about installing CCTV. Details would be circulated to the Environmental Health Manager to pass onto Councillors.

The Environmental Health Manager referred to a report later on the agenda.

2. Kamil Winek raised the following points:

- i. Referred to 3.33 in the Officer's report: Summary of the Findings of the 2022 Demand Survey. There were fewer wheelchair accessible vehicles (WAV) on the road.
- ii. As soon as WAV reach eight years old drivers moved to the cheaper option of Private Hire saloon vehicles. Licensing Department public safety policies were counter-productive as they led to fewer vehicles being available to provide safe transport.
- iii. Requested a designated Taxi Licensing Officer be available to handle concerns.
- iv. Requested an audit of the Licensing Department to ensure it was fit for purpose.
- v. Requested the following policy requirements be amended:
  - a. Remove policy 12.7.
  - b. Remove the need for CCTV in WAV for another year.
  - c. Increase WAV working life from eight to ten years until 2028.
  - d. Remove the need for vehicle livery to reduce vehicle cost.

The Environmental Health Manager referred to a report later on the agenda.

b. Kamil Winek raised the following supplementary points:

- i. 1 January 2023 received cash flow details from Licensing Department. Queried why this included many zero figures, but received no response.
- ii. It was hard to understand where funds were going as figures for Licensing and Environment Department accounting were muddled.

3. Afzal Aslam raised the following points:

- i. Referred to petitions submitted by the taxi trade.
- ii. Queried why increased licensing charges were proposed? Please freeze them. Drivers would go elsewhere as Private Hire drivers as this was easier than being a City Council licensed Hackney Carriage driver.

The Environmental Health Manager referred to a report later on the agenda.

### **23/31/Lic Re-Ordering Agenda**

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used his discretion to alter the order of the agenda items. However, for ease of the reader, these minutes will follow the order of the published agenda.

### **23/32/Lic Annual Review of Licensing Fees and Charges 2023-24**

The Committee received a report from the Environmental Health Manager.

Cambridge City Council, as the Licensing Authority, was responsible for processing and issuing licences for a wide range of activities.

Fees should be set so as to avoid either a surplus or a subsidy where possible and adjusted, if necessary, in succeeding years to achieve and maintain the correct balance.

The calculation of the taxi and private hire fees and charges 2023/24, considered specific officer role and their time involved in the issuing and processing of applications, in addition to the administration and monitoring of compliance with conditions.

The costs involved in carrying out all the processes and the true costs of running a taxi service, have been calculated and these are the fees that went out for consultation as attached in Appendix A of the Officer's report.

The Officer's report set out the revised fees and charges for licences and associated items, which it is proposed should be made with effect from 1st April 2023. The approved charges would be submitted to Full Council to note on 23rd February 2023.

In response to Members' questions the Environmental Health Manager said the following:

- i. Figures in Appendix E of the Officer's report reflected the 'true cost' of licence charges.

- ii. The Licensing Department currently had a deficit of £102,000. This could vary by the financial year end when recharge figures were considered.
- iii. Gambling Act fees were set by statute. Animal welfare fees were set in 2018. The only fees currently needing review were taxi ones.
- iv. It was not always possible to increase ancillary fees by a standard 9.5%, but most were 9.4%.

The Committee:

**Resolved (by 9 votes to 0) to:**

- i. Approve the level of the fees and charges with effect from 1st April 2023, as set out in Appendix E.
- ii. Request officers to communicate changes with members of the public, businesses and taxi trade.

**23/33/Lic To Review the Livery Policy of Hackney Carriage Vehicles**

The Committee received a report from the Environmental Health Manager.

Under the powers conferred to Cambridge City Council under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, (as amended), Cambridge City Council has responsibility for licensing Hackney Carriage, Private Hire and Dual Licence Drivers as well as vehicle proprietors and Private Hire Operators within the City.

The current Hackney Carriage & Private Hire Licensing Policy (the 'policy') applies to all drivers, vehicles and operators and was updated in October 2016 and has been reviewed and amended on several occasions since.

The main justification for having a livery requirement is for the safety of the travelling public. It assists the travelling public to identify easily a HCV that is licensed by Cambridge City Council and thereby have had all the necessary safety checks in place especially when being hailed down in the street.

On Thursday 29th December 2022, the Licensing Authority received a petition signed by 101 Hackney Carriage Vehicle drivers requesting for the livery standards to be removed, as referenced in Appendix A of the Officer's report.

The Committee made the following comments in response to the report:

- i. Manufacturers could call any car colour silver. Officers had to use discretion what was acceptable eg grey.
- ii. Wanted a common vehicle livery of silver with a green stripe.
- iii. Could details be put in Cambridge Matters:

- a. People were unaware that taxis were safe spaces. Queried how to communicate this?
- b. There was an excellent perception of the taxi service by the public (ref report by independent body – item 7 on the agenda).
- iv. Suggested Officers made a bid to the Office of the Police and Crime Commissioner to do a safety campaign that taxis were a safe space.

In response to Members' questions the Environmental Health Manager said the following:

- i. The silver vehicle (main colour) with green stripe on taxis distinguished City Council vehicles from South Cambs DC vehicles.
- ii. Silver and green was easier to spot than other colours (particularly at night) so customers knew they were getting into a licensed vehicle ie safe space.
- iii. It would be unnecessarily complicated to have different livery for electric and combustion engine vehicles (if silver with green stripe was not in general circulation for electric vehicles). Some electric vehicles had already got licence plates. The general supply of electric vehicles was more of an issue than their colours. A significant number of Hackney Carriages had moved over to the new livery so it would be unfair to change the requirement now.
- iv. If the V5 log book said the vehicle was silver, this was acceptable to Officers.

The Committee:

**Resolved (by 9 votes to 0)** to retain the current livery standards for HCV as part of the Hackney Carriage and Private Hire taxi licensing policy.

### **23/34/Lic Limiting the Number of Hackney Carriage Licences**

The Committee received a report from the Environmental Health Manager.

The Council may, as part of its adopted policy on the licensing of Hackney Carriages (HCV), consider whether to apply a limit on the maximum number of HCV licences which it will issue at any time. However, this power may be exercised only if the Council is satisfied that there is no significant demand for the services of HCVs which is unmet (section 16 Transport Act 1985). The Council has no power to limit the number of Private Hire Vehicle (PHV) licences.

The Officer's report presented the findings of the LVSA demand survey and asked members of the Licensing Committee to decide whether they are



satisfied that there is no significant demand for the services of HCVs within Cambridge which is unmet, and if so, whether to retain a limit on the number of HCV licences that the Council issues. If members decide to retain a limit they must then decide what that limit will be.

The Committee made the following comments in response to the report:

- i. Disabled people felt discriminated against as it was easier to get a taxi from the rank than book one through an Operator.
- ii. Booking taxis on an app was unreliable.
- iii. How to ensure WAV drivers took bookings if there was a limited supply of vehicles? Was there a way to record which drivers refused fares and remove their licence?
- iv. Asked for a future committee report on taxi use and difficulties of booking/getting a taxi.

In response to Members' questions the Environmental Health Manager said the following:

- i. There were a limited supply of WAV. Operators could not control which jobs (self-employed) drivers chose to undertake. Operators could ask if a driver was available, but drivers may choose not to be.

Ian Millership said legislation was in place but drivers sidestepped some jobs.

- ii. Bookings by phone or on an app were equally valid. An app booking was recognised by law as a booking and could be formally checked.
- iii. Complaints could be investigated on a case-by-case basis if someone had booked a taxi but one had not arrived.
- iv. Hackney Carriage drivers could not refuse a fare if on a rank. By law Private Hire drivers can choose which passengers they wished to take.
- v. The City Council had a list of WAV from Operators and who had/not taken bookings. Licensing Officers had invited drivers to discuss why they had not taken bookings. Officers had to work within the constraints of the law.

Ian Millership said it was mainly Private Hire not Hackney Carriage drivers who were reported for refusing WAV bookings.

- vi. In March 2018, Licensing committee agreed to reduce the number of Wheelchair Accessible vehicles within the Hackney Carriage Fleet from 65% to 50%. This was done by offering 50 current WAV the opportunity

- to trade their WAV for an electric vehicle. To date, all available electric plates have been allocated.
- vii. There was no stipulation for Private Hire vehicles to be WAV so most City Council licensed vehicles were saloons, with a small minority of WAVs. SCDC also had a limited number of Private Hire WAVs.
  - viii. Officers could ask Operators if 'blind bookings' (ie not advising the driver if a passenger used a wheelchair or not) would help prevent discrimination. It was up to Operators what information they provided to drivers.

In response to Members' questions Ian Millership said the following:

- i. Taxi forums could advise if ranks were in the correct location.
- ii. It was good practice to ensure people knew rank locations and to seek customer feedback on appropriate rank locations.
- iii. The number of taxis was limited to an appropriate number in Cambridge. It was good practice to encourage people to keep coming into the trade to ensure there was a continuous supply of drivers to replace existing ones who had left.

The Chair allowed public speakers an additional two minutes to comment before the Committee voted on the Officer recommendations. Ahmed Karaahmed raised the following points:

- i. Private Hire drivers were refusing WAV bookings not Hackney Carriage drivers. He suggested making a licence condition they should take WAV bookings.
- ii. It was hard to get silver WAV vehicles so Hackney Carriage drivers were handing in City Council plates to become South Cambs DC Private Hire licenced drivers. If the City Council relaxed its policy this would stop drivers leaving.

The Committee:

**Resolved (unanimously):**

- i. They were satisfied there was no significant unmet demand for hackney carriages in Cambridge.
- ii. To retain a limit on the number of HCV licences which may be issued.
- iii. To keep the limit at the existing level of 321.

The meeting ended at 12.40 pm

**CHAIR**

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## 1 Item

### **HACKNEY CARRAIGE AND PRIVATE HIRE VEHICLE REAR PASSENGER WINDOW TINT**

**To:**

Licensing Committee 20/03/2023

**Report by:**

Yvonne O'Donnell, Environmental Health Manager

Tel: 01223 - 457951

Email: [yvonne.odonnell@cambridge.gov.uk](mailto:yvonne.odonnell@cambridge.gov.uk)

**Wards affected:**

All

#### **1. Executive Summary**

- 1.1 Under the powers conferred to Cambridge City Council under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, (as amended), Cambridge City Council has responsibility for licensing Hackney Carriage, Private Hire and Dual Licence Drivers as well as vehicle proprietors and Private Hire Operators within the City.
- 1.2 The Licensing Authority seeks to carry out its licensing functions with a view to promoting the following objectives:
  - i) The safety and protection of the public;
  - ii) Vehicle safety, comfort and access;

- iii) The prevention of crime and disorder
- iv) The promotion of environmental sustainability
- v) Protection of children and adults at risk from harm

1.3 As a Licensing Authority, Cambridge City Council ensure all licensing activities are carried out in line with its policies, and guidance found within the Hackney Carriage & Private Hire Licensing Handbook.

1.4 To support the objectives, Cambridge City Council has worked on developing vehicle standards. These standards can be found in the handbook attached as Appendix A of this report.

### **Rear passenger window tints**

1.5 One vehicle standard which applies to both hackney Carriage and Private Hire vehicles is in relation to rear passenger windows. Vehicle Standards list states:

*“Rear Passenger windows must not have more than the maximum tint of 70%, and must let through a minimum of 30% light. The front windscreen must let at least 75% of light through and the front side windows (passenger and driver) must let at least 70% of light through (legal requirement). No film tinted windows will be accepted.”*

1.6 The requirement of a minimum tint for tinted windows aims to support i), ii),iii) and v) of the objects within section 1.2 above.

### **CCTV in licenced vehicles**

1.7 The mandatory installation of CCTV within Hackney Carriage and Private Hire vehicles was agreed by members in October 2017.

Supporting objectives i), iii) and v) detailed in section 1.2.

- 1.8 In implementing CCTV in licensed vehicles, further objectives can be met;
- i. The protection of licensed drivers.
  - ii. The protection of the travelling public.
  - iii. To ensure that licensed drivers continue to be 'fit and proper' in line with licence conditions.
  - iv. To enable investigations to be fully supported with evidence in a secure and retrievable form.
- 1.10 Since the approval, implementation has been delayed due to procurement difficulties and the Covid-19 pandemic.
- 1.11 In October 2022, Members of the Licensing Committee agreed an implementation date of 1st April 2023 whereby the implementation of CCTV in licensed vehicles would begin in a phased and manageable approach. Any grant of a new vehicle licence or renewal of an existing licensed vehicle from 1<sup>st</sup> April 2023, required vehicle to be fitted with CCTV.

## **2. Recommendations**

- 2.1 Members of the Licensing Committee are recommended to consider and approve the following change to current Taxi Window tint requirements:

- 2.1.1 Vehicles installed with CCTV (meeting/exceeding Cambridge City Council specification), are exempt from council rear passenger window tint requirements.
- 2.1.2 Vehicles with no CCTV installed within vehicle must have *rear passenger windows which do not have more than the maximum tint of 70%, and must let through a minimum of 30% light.*
- 2.1.3 Only vehicles with manufactured tinted windows, meeting above standard will be approved to be licensed (in absence of CCTV).
- 2.1.4 Film tinted windows will not be approved to be licensed.
- 2.1.5 Front windscreen and Front passenger and driver windows to meet national legal requirement.

### **3 Background**

- 3.1 The current Government law in relation to tinted windows is dependent on when the vehicle was first used. Vehicles first used on 1 April 1985 or later; front windscreen must let at least 75% of light through and the front side windows must let at least 70% of light through. Vehicles first used before 1 April 1985; The front windscreen and front side windows must both let at least 70% of light through.
- 3.2 There are no legal restrictions for the tinting of the rear windscreen or rear passenger windows. This leaves manufactures the option of manufacturing vehicles with dark tinted rear windows, which many manufacturers opt for due to the associated sellable benefits.
- 3.3 Despite, sellable benefits, there are disadvantages of tinted passenger windows within licensed vehicles; these include:
  - Passengers cannot be viewed from the outside of the vehicle, which can be a potential risk to passengers and drivers.



- Enforcement officers are unable to identify number of passengers in the vehicle to ensure licensed vehicle is not exceeding number of passengers.
- 3.4 As there is no set legal requirement for rear passenger window tint limits, Councils are able to determine the specification.
- 3.5 Cambridge City Council in support of the objectives detailed in 1.2, have required specific requirements for rear passenger windows, in reference to tint levels.
- 3.6 Prior to July 2019, Cambridge City Council window tint requirement stated all licensed vehicles must have minimum 70% light transition and maximum 30% tint for rear/ back passenger windows.
- 3.7 The above specification was amended in July 2019, when Licensing members approved;
- 3.7.1 70% window tint maximum and 30% transition minimum for rear passenger windows
  - 3.7.2 Only vehicles with manufactured tinted windows, meeting above standard will be approved to be licensed.
  - 3.7.3 No film tinted windows will not be approved to be licensed.
  - 3.7.4 Front windscreen and Front passenger and driver windows to meet national legal requirement.
- 3.8 Amendments were agreed by members, after report presented evidence of increased number of vehicles were being manufactured with tints greater than 30% tint (specifically zero emission and Ultra-low emission vehicles) and the increased cost of replacing vehicle windows.
- 3.9 Since items in 3.7 were agreed by members, an implementation date for CCTV has been agreed by members.

3.10 Both CCTV and tinted windows aim to support the licensing objectives, however, there may be need for consideration regarding enforcing both vehicle requirements side by side.

3.11 There remains the continued increase in vehicles manufactured with dark tinted windows (specifically zero emission vehicles, due to the seen benefits of dark windows), which do not meet the current council requirements. This leads to the requirement for licence holders to change windows in order to licence their vehicle.

3.12 With the implementation date for CCTV installation agreed, consideration of the tinted window requirements may be reconsidered for vehicles installed with CCTV.

## **4 Implications**

### **a) Financial Implications**

Nil.

### **b) Staffing Implications**

Existing staff resources will absorb the review of the window tint requirement, along with any changes arising from the review.

### **c) Equality and Poverty Implications**

Nil.

### **d) Environmental Implications**

Nil.

### **e) Procurement Implications**

Nil.

### **f) Community Safety Implications**

The requirement of a minimum tint for tinted windows aims to support i), ii),iii) and v) of the objects within section 1.2 above. However with the mandatory installation of CCTV which also supports the above objectives, this would negate the need for minimum tinted windows in vehicles with CCTV

## **5 Consultation and communication considerations**

N/A

## **6 Background papers**

None

## **7 Appendices**

Appendix A – Vehicle Standards (Hackney Carriage and Private Hire Taxi Handbook)

## **8 Inspection of papers**

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

Wangari Njiiri, Environmental Health and Licensing Support Team Leader

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## Appendix G

### Vehicle Standards

#### Hackney Carriage, Private Hire, Dual Driver, and Proprietor & Operator – Vehicle Standards

Cambridge City Council is required to adopt or implement its own policy in relation to National Inspection Standards of Taxi vehicles, both Hackney Carriages and Private Hire vehicles, having regard to the Best Practice Guide (prepared by the Technical Officer Group) in the light of operational needs and geographic circumstances, for the inspection of Taxi vehicles. These standards are designed and intended to provide a framework for authorities in setting and assessing standards for vehicle safety to ultimately determine when vehicles are presented for inspection or test whether or not they receive a pass certificate to enable their use to carry members of the public.

The Best Practice Guide was first introduced in October 2006 following consultation with various interested parties such as The Driver and Vehicle Standards Agency (DVSA) (formerly known as the Department of Transport, Vehicle & Operator Services Agency (VOSA)), Disabled Persons Transport Advisory Committee (DPTAC) and the Institute of Licensing. Hackney carriage and private hire vehicles are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore in the interest of passenger and other road user's safety, a more stringent maintenance and testing regime is required.

The national guide sets out specific vehicle safety issues based on expert technical knowledge and experience of the Technical Officer Group. Its aim is to assist all licensing authorities and vehicle inspectors, by endorsing a minimum national vehicle inspection standard for Hackney Carriages and Private Hire Vehicles. This is subject to revision taking into account ongoing changes in public travel (e.g. the stretched limousine guidance note) and safety issues (e.g. trailing the introduction of the Safeguarding Vulnerable Groups legislation).

The Council has reviewed the Best Practice Guide as published by the DVSA which is to be used in conjunction with the DVSA MOT Inspection Manual as an advocate to public safety. DVSA is supportive of the Public Authority Transport Network (PATN) initiative to develop and share best practice and recognises the benefit to having a common standard to be applied nationwide.

The legislation governing Hackney Carriages and Private Hire Vehicles is the responsibility of The Department of Transport and this includes accessibility for disabled people including those who need to travel in a wheel chair.

All licensing authorities must ensure that each of their various licensing requirements is properly justified by the risk it aims to address. It needs to measure whether the cost of a requirement in terms of its effect on the availability of transport to the public is at least matched by the benefit to the public.

The guidance seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standard, those laid down in the MOT inspection Manual for Car & Light Commercial Vehicle Testing issued by DVSA but provides additional testing requirements to those in the MOT Inspection Manual.

The scope of the guidance is that it does not seek to cover the whole range of possible licensing requirements. Instead it seeks to concentrate only on those that have caused difficulty or seem to be of particular significance. Environmental considerations include designated Air Quality Management Areas whereby local authorities can set vehicle emission standards for taxis and PHVs.

Private Hire and Hackney Carriages, whether designed to accommodate wheel chair passengers or not would generally be required to be fitted with at least four doors and four wheels and be right-hand drive. They would also be required to have adequate space for luggage and be capable of carrying at least four and no more than eight passengers in addition to the driver. As of 8<sup>th</sup> July 2019 newly licensed vehicles will not be accepted if rear passenger windows let through less than 30% light. Changes have been agreed by Members, to help support the licensing of Zero-Emission vehicles manufactured with darker tinted windows. Further, vehicles with film tinted windows will not be accepted. To allow a thorough examination of a vehicle or any part thereof, it must be presented for test in a clean condition. The vehicle presented, will fail the test if, in the opinion of the examiner, it is so dirty that it would be unreasonable for the test to be carried out.

A wheelchair accessible vehicle shall have a minimum door height and width and internal headroom equal to or larger than a London Taxi International FX4 Fairway Taxi. (These measurements are door width 680mm; door height 1270mm and inside height floor to roof 1320mm).

Section 36 of the Disability Discrimination Act 1995 (DDA) was partially commenced by enactment of the Local Transport Act 2008 and applies only to those vehicles deemed accessible by the local authority as being used for 'taxibus' services. This legislation imposes certain duties on drivers to provide assistance to people in wheelchairs, to carry them in safety and not to charge extra for doing so. Failure to

abide by these duties could lead to prosecution through a Magistrates' court and a maximum fine of £1000. It is recognised that local authorities can implement training requirements or, ultimately, powers to suspend or revoke licences.

Legislation gives local authorities a wide range of discretion over the types of vehicle that they can licence as hackney carriages and private hire vehicles. Cambridge City Council will only license a vehicle as a Hackney Carriage or Private Hire Vehicle if it complies with European Whole Vehicle (M1) type approval, M1 Low Volume Type Approval or UK National Small Series Type Approval and Individual Vehicle Approval (IVA).

Cambridge City Council currently licences MPV type vehicles able to carry 6 passengers. These incorporate boot seats which fold up and down but they do not allow access to and egress from the vehicle. We are proposing to allow currently licensed vehicles to continue until the end of their licensing life. Any new MPV which have boot seats which fold up and down but do not allow access to and egress from the vehicle these seats will not be licensed, and the vehicle will only be licensed for up to 4 passengers.. This decision has been taken on the grounds of safety.

## General Vehicle Standards

### Vehicles Must:

1. Be suitable in type, size and design for the appropriate licence applied for. Sports saloons, drop head coupes, convertibles and touring cars will not be licensed.
2. Be covered by a satisfactory insurance policy.
3. Be safe and comfortable
4. Not be less than 4 feet 3 inches wide in the rear part of the body, where such measurements shall be taken 6 inches below the top and 6 inches in front of the rear backrest of the vehicle with both of the rear doors closed.
5. Have a minimum legroom for passengers using the rear seats of 8.5 inches, such measurement shall be taken from the rear door pillar to the nearest point of the rear seat squab.
6. Have provided for all passengers being carried in it, immediate and direct access to doors (minimum of 2 doors in the rear) that is available without assistance from any other person that will provide satisfactory means of escape in the event of an accident or emergency. A separate means of ingress and egress must be provided for the driver.
7. Be fitted with safety glass (i.e. if glass fractures it does not fly into fragments capable of causing severe cuts), which shall be replaced as soon as broken, discoloured or cracked.
8. Rear Passenger windows must not have more than the maximum tint of 70%, and must let through a minimum of 30% light. The front windscreen must let at least 75% of light through and the front side windows (passenger and driver) must let at least 70% of light through (legal requirement). No film tinted windows will be accepted.
9. Be constructed so as to provide sufficient means by which any person in the vehicle may communicate with the driver.
10. Be fitted with the appropriate number of seatbelts according to the number of persons for which the vehicle is licensed to carry.
11. Be kept watertight.
12. Be provided with a means of opening and closing not less than one window on each side.
13. Have properly cushioned or covered seats.
14. Have floors covered with a proper carpet, mat or other suitable covering.
15. Be well maintained in a clean condition and in every way fit for public service.
16. Be provided with a means of securing luggage.
17. Be fitted with at least one no-smoking sign (showing the statutory no-smoking symbol) that is displayed in a prominent position in each compartment of the vehicle constructed or adapted to accommodate persons.



18. Not be fitted with celluloid or other highly flammable material.
19. Be provided with an efficient fire extinguisher, which shall be carried in such a position as to be readily available for use.
20. Be provided with a first aid kit, which shall be carried in such a position as to be readily available for use.

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## CCTV financial options

**To:**

Licensing Committee 20/03/2023

**Report by:**

Yvonne O'Donnell, Environmental Health Manager

Tel: 01223 457951

Email: Yvonne.odonnell@cambridge.gov.uk

**Wards affected:**

All

## 1. Introduction / Executive Summary

- 1.1 Under the powers conferred to Cambridge City Council under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, (as amended), Cambridge City Council has responsibility for licensing Hackney Carriage, Private Hire and Dual Licence Drivers as well as vehicle proprietors and Private Hire Operators within the City.
- 1.2 As a responsible licensing authority Cambridge City Council seeks to carry out its licensing functions with the view of promoting the following objectives;
  - i) The safety and protection of the public;
  - ii) Vehicle safety, comfort and access;

- iii) The prevention of crime and disorder;
- iv) The promotion of environmental sustainability;
- v) Protection of children and adults at risk from harm

1.3 The mandatory installation of CCTV within Hackney Carriage and Private Hire vehicles was agreed by members in October 2017. Supporting objectives i), iii) and v).

1.4 In implementing CCTV in licensed vehicles, further objectives can be met;

a) The protection of licensed drivers.

b) The protection of the travelling public.

c) To ensure that licensed drivers continue to be 'fit and proper' in line with licence conditions.

d) To enable investigations to be fully supported with evidence in a secure and retrievable form.

1.5 In October 2022, Members of the Licensing Committee agreed an implementation date for CCTV in licensed vehicles of 1st April 2023. From the 1<sup>st</sup> April 2023, any new vehicle licenced or renewal of an existing licensed vehicle will be required to have CCTV installed. This would see all licenced vehicles installed with CCTV by 31<sup>st</sup> March 2024.

1.6 During the October 2022 meeting additional request was made by Licensing Committee members which was unanimously agreed:

1.6.1 Officers to look at the possibilities for financial support options to assist CCTV implementation. Officers to advise progress by the

next committee expected January 2023. Action to be completed within 6 months and report to Committee in March 2023.

- 1.7 The additional request was brought about following public speakers, trade representatives raising their concern of CCTV costs, during this time.

## **2. Recommendations**

- 2.1. Members are recommended to note that officers have investigated possible financial options for installation of CCTV and unfortunately there is no financial support available from the agencies. However, companies do offer some financial options to support with the payment for CCTV implementation.

## **3. Background**

### **Cambridge City Council Journey**

- 3.1 There is no doubt a vulnerability relating to Taxis and Private Hire Vehicles (PHV). Members of the public enter into a Taxi/ PHV putting themselves under the control of a stranger in a confined space with no physical control over where they are taken. Furthermore, drivers also entrust members of the public into their vehicles, transporting them during unsocial hours, and sometimes visiting poorly lit routes.
- 3.2 CCTV systems can act as an additional safeguard, providing protection, confidence and reassurance to the public when they are travelling in a taxi or PHV, as well as to drivers who can also be victims of violence, and abuse.

- 3.3 In October 2017, Cambridge City Council members agreed to make the installation of CCTV a mandatory condition, due to the seen benefits in safeguarding members of the public but also in the protection of drivers.
- 3.4 Although attempts have been made in the past in respect to the implementation of the mandatory requirement, due to securing a suitable supplier and the Covid-19 pandemic, implementation has been delayed.
- 3.5 In October 2022, Members unanimously agreed the implementation date of 1<sup>st</sup> April 2023. From this date, all new vehicles, and vehicles due for renewal will be required to be fitted with CCTV in their vehicles.
- 3.6 In addition to the above, it was requested officers go out and investigate financial options, which could support the trade in the implementation of CCTV systems in their vehicles.
- 3.7 Within January 2023 Licensing Committee, members were provided with an update regarding research conducted by officers for possible avenues of funding.

### **CCTV costs**

- 3.8 The cost of implementation will vary and depends on various factors some including:
- Type of vehicle e. g salon vehicle vs multi-seater/wheelchair accessible vehicles.

- Type of system installed e.g 180 degree camera vs 90 degree camera.
- If purchaser wishes to purchase additional system servicing.
- Installer costs

3.9 Prices quoted by companies vary from £300 to £500 for CCTV system and £80 - £500 for installation.

3.10 The approach taken by the Council, is to provide licence holders with a CCTV specification. With the specification, it is the choice of the licence holder to identify system, supplier and installer that meets or exceeds the specification.

3.11 This approach enables licence holders to compare quotes from various companies, and make an informed decision.

### **Finance support options**

3.12 Several finance options were explored by officers.

**1. Cambridgeshire Constabulary** – The Cambridge constabulary was contacted requesting if there was any funding available which the Taxi trade could apply for from the police to support the CCTV initiative. In response the council were advised that the constabulary did not have a budget available to support private individuals/businesses. Appendix A.

**2. Cambridge Community Safety Partnership** – An officer of the Community Safety Partnership was contacted regarding possible funding.

Community Safety Partnership advised that they are able to apply for to the Office of the Police and Crime Commissioner's (OPCC) 'Safer Communities Fund' for local initiatives to reduce crime and disorder. However, the OPCCs Safer Communities fund is for a maximum of £5,000, for initiatives that can be delivered within 12 weeks. As overall CCTV cost for taxi drivers is anticipated at £160,000 and would take longer than 12 weeks to deliver, it would unfortunately be outside the scope of the fund. Appendix B.

**3. CCTV installers and suppliers** – companies who have approached Cambridge City Council stating they can meet council CCTV specification, were approached in regards to their financial options. Responses as followed:

- 1 company offers finance payment options
- 1 company offers finance payment options and the option to lease CCTV system. Company is also looking at other finance options to offer.
- 1 company did not offer any options.
- 1 company are looking at options, however, currently only offer for large accounts.

(Finance options are subject to credit/finance check)

3.13 The above research details that currently no finance options are available for the trade to support the initiative. However, companies do offer some financial options to support with the payment for CCTV implementation.



## **4. Implications**

### **a) Financial Implications**

Detailed within report

### **b) Staffing Implications**

Nil.

### **c) Equality and Poverty Implications**

Nil.

### **d) Net Zero Carbon, Climate Change and Environmental Implications**

Nil.

### **e) Procurement Implications**

Nil.

### **f) Community Safety Implications**

The mandatory installation of CCTV within Hackney Carriage and Private Hire vehicles will support licensing objectives i), iii) and v), detailed on section 1.2.

Further objectives can be met;

a) The protection of licensed drivers.

b) The protection of the travelling public.

c) To ensure that licensed drivers continue to be 'fit and proper' in line with licence conditions.

d) To enable investigations to be fully supported with evidence in a secure and retrievable form.

**5. Consultation and communication considerations**

Nil.

**6. Background papers**

Nil.

**7. Appendices**

Appendix A – Cambridgeshire constabulary response

Appendix B - Cambridge Community Safety Partnership response

**8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Wangari Njiiri, Environmental Health and Licensing Support Team Leader, 01223 458533, Wangari.njiiri@cambridge.gov.uk

**From:** [Wangari Njiiri](#)  
**To:** [Wangari Njiiri](#)  
**Subject:** Grant funding to install CCTV in Cambridge City Taxi and Private Hire vehicles  
**Date:** 07 March 2023 14:56:13

---

**From:**  
**Sent:** 12 December 2022 13:02  
**To:** Yvonne ODonnell  
**Subject:** RE: Grant funding to install CCTV in Cambridge City Taxi and Private Hire vehicles

Dear Yvonne

Firstly, this is great news and positive step forward for the safety of licensed taxi drivers and their clients, well done!

I am afraid the Constabulary do not have budget that is available to support private individuals/businesses in such a fashion, the group may however wish to approach the OPCC who might be able to make a grant?

Best

XXXXXXX

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**From:** Yvonne ODonnell <>  
**Sent:** 12 December 2022 12:56  
**To:**  
**Subject:** Grant funding to install CCTV in Cambridge City Taxi and Private Hire vehicles

Dear XXXXXX

Licensing Committee here at the City Council approved the mandatory requirement for all Cambridge City Licensing vehicles to have CCTV installed in them and for the Licensing Authority and the police to be the data controllers.

A request was made by the trade as to whether there would be any funding available to support this and members requested Officers to investigate with partners as to whether there was any grant funding.

Please could you confirm whether there is any available funding that the taxi trade could apply for from the police to support this initiative .

I have also put the same request to the Community Safety Partnership

Kind regards

Yvonne

Environmental Health Manager  
Cambridge City Council



**From:** [Wangari Njiiri](#)  
**To:** [Wangari Njiiri](#)  
**Subject:** Grant Funding for CCTV in Taxis  
**Date:** 07 March 2023 14:55:10

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Dear Yvonne,

Cambridge Community Safety Partnership is able to apply to the Office of the Police and Crime Commissioner's (OPCC) 'Safer Communities Fund' for local initiatives to reduce crime and disorder.

The OPCCs Safer Communities fund is for a maximum of £5,000, for initiatives that can be delivered within 12 weeks. As overall CCTV cost for taxi drivers is anticipated at £160,000 and would take longer than 12 weeks to deliver, it would unfortunately be outside the scope of the fund.

---

**From:** Yvonne ODonnell  
**Sent:** 12 December 2022 12:45  
**To:**  
**Subject:** Grant Funding for CCTV in Taxis

Further to our discussion , I asked if there would be any funding to support taxi drivers to install CCTV in their vehicles, due to a change in policy which will make it mandatory for all vehicles to have CCTV whereby the data controller will be the licensing authority or the police.

Please could you confirm whether there may be such grant funding from the Community Safety Partnership that the trade may have access too.

Kind regards

Yvonne

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## **CCTV in Hackney Carriage and Private Hire Vehicles**

**To:**

Licensing Committee 20/03/2023

**Report by:**

Yvonne O'Donnell, Environmental Health Manager

Tel: 01223 457951 Email: Yvonne.odonnell@cambridge.gov.uk

**Wards affected:**

All

### **1. Introduction / Executive Summary**

- 1.1 Under the powers conferred to Cambridge City Council under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, (as amended), Cambridge City Council has responsibility for licensing Hackney Carriage, Private Hire and Dual Licence Drivers as well as vehicle proprietors and Private Hire Operators within the City.
- 1.2 As a responsible licensing authority Cambridge City Council seeks to carry out its licensing functions with the view of promoting the following objectives;

- i) The safety and protection of the public;
- ii) Vehicle safety, comfort and access;
- iii) The prevention of crime and disorder;
- iv) The promotion of environmental sustainability;
- v) Protection of children and adults at risk from harm

1.3 In support of the above objectives, the mandatory installation of CCTV within Hackney Carriage and Private Hire vehicles was agreed by members in October 2017.

1.4 In implementing CCTV in licensed vehicles, further objectives can be met;

- The protection of licensed drivers.
- The protection of the travelling public.
- To ensure that licensed drivers continue to be 'fit and proper' in line with licence conditions.
- To enable investigations to be fully supported with evidence in a secure and retrievable form.

1.5 Since approval in 2017, an implementation date has been sought however due to procurement issues and the Covid 19 pandemic, the implementation date for CCTV in licenced vehicles was delayed.



- 1.6 In October 2022, Licensing Committee Members approved the following recommendations:
- 1.6.1 Implementation of CCTV in licensed vehicles in a phased and manageable approach. Any grant of a new vehicle licence or renewal of an existing licensed vehicle from 1<sup>st</sup> April 2023, vehicle must be fitted with CCTV. This would see all licenced vehicles installed with CCTV by 31<sup>st</sup> March 2024.
- 1.6.2 A review of CCTV in licenced vehicles every 5 years. Next review would be 2029, 5 years from date all licenced vehicles will have CCTV installed.
- 1.7 Following the October 2022 approval, attempts were made to publish the CCTV specification and details of companies who have confirmed they meet Cambridge City Council CCTV specification in January 2023. Unfortunately, due to delays in completing Data Protection Impact Assessment (DPIA), there was a delay in releasing this information to Licence holders.

## **2. Recommendations**

- 2.1 Members are recommended to approve the implementation of CCTV in licensed vehicles in a phased and manageable approach be postponed to the 1<sup>st</sup> September 2023.
- 2.2 Any grant of a new vehicle licence or renewal of an existing licensed vehicle from 1<sup>st</sup> September 2023, vehicle must be fitted with CCTV.

This would see all licenced vehicles installed with CCTV by 31<sup>st</sup> August 2024.

### **3. Background**

- 3.1 There is no doubt a vulnerability relating to Taxis and Private Hire Vehicles (PHV). Members of the public enter into a Taxi/ PHV putting themselves under the control of a stranger in a confined space with no physical control over where they are taken. Furthermore, drivers also entrust members of the public into their vehicles, transporting them during unsocial hours, and sometimes visiting poorly lit routes.
- 3.2 CCTV systems can act as an additional safeguard working as a deterrent to those with intentions of committing an offence, providing protection, confidence and reassurance to the public when they are travelling in a taxi or PHV, as well as to drivers who can also be victims of violence, and abuse. But also where an offence has been committed images/audio recordings can capture evidence used in both a criminal and enforcement investigations.

### **CCTV specification**

- 3.3 Appendix A presents the CCTV specification which has been developed working with South Cambridgeshire District Council (SCDC). Specification was developed using specifications from several other local authorities who have successfully implemented the

mandatory installation of CCTV in their licenced vehicles.

- 3.4 The specification will be supplied to all licence holders, who will be able to identify their own supplier/installer who can meet/ exceed that CCTV specification. To support with the identification of such suppliers, following being approached by several suppliers, Cambridge City Council have been able to provide the trade with details of the companies who confirmed they can meet Cambridge City Council CCTV specification. This is an approach utilised by several other councils.
- 3.5 These companies offer various systems at different costs, which allows licence holders to approach different companies to make an informed decision regarding what system they purchase.

## **Postpone**

- 3.6 Following the 1<sup>st</sup> April 2023 implementation date approval in October 2022, additional internal work was required before specification and supplier details could be shared with members of the trade. The aim was to publish specification and supplier details in January 2023. There was a delay in publishing the final CCTV specification and details of suppliers who confirmed they can meet or exceed CCTV specification.
- 3.7 Furthermore, during correspondence with some suppliers, concerns were raised regarding the availability of local installers.
- 3.8 Due to the delay in publishing specification, and concerns regarding available installation options, consideration of delaying implementation

date, will provide licence holders additional time to find an approved system and installers.

- 3.9 Furthermore it will enable suppliers the ability to increase their availability of local installers.

## **4. Implications**

### **a) Financial Implications**

Of companies who have approached Cambridge City Council and South Cambridgeshire District Council, installation costs can be estimated at between £80 to £500 depending on type of system e.g a single camera system or a two-camera system. With CCTV system unit, costing has been estimated between £300 and £500.

The number of cameras installed, and audio buttons will be dependent on size of vehicle, and whether 90 or 180 degree cameras are used. For example, if using a 180 degree angle camera, standard 5 seater saloon vehicles may only require 1 camera and 1 audio button, where as a larger 8 seater vehicle may require up to 4 cameras and 2/3 audio buttons to meet the needs of both driver and passenger and capture the whole vehicle.

### **b) Staffing Implications**

1. Licensing officers will be required to undertake training on how to securely retrieve data from camera systems.

2. Garage Staff who complete Certificate of Compliance checks will also be required to be trained to test CCTV systems are in good order.

**c) Equality and Poverty Implications**

Nil.

**d) Net Zero Carbon, Climate Change and Environmental Implications**

Nil.

**e) Procurement Implications**

Nil.

**f) Community Safety Implications**

The mandatory installation of CCTV within Hackney Carriage and Private Hire vehicles will support licensing objectives i), iii) and v), detailed on section 1.7.

Further objectives can be met;

- The protection of licensed drivers.
- The protection of the travelling public.
- To ensure that licensed drivers continue to be 'fit and proper' in line with licence conditions.
- To enable investigations to be fully supported with evidence in a secure and retrievable form.

**5. Consultation and communication considerations**

Nil.

## **6. Background papers**

Nil.

## **7. Appendices**

Appendix A - CCTV Specification

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Wangari Njiiri, Environmental Health and Licensing Support Team Leader, 01223 458533, Wangari.njiiri@cambridge.gov.uk

## Cambridge City Council and South Cambridgeshire District Council

### Hackney Carriage and Private Hire CCTV Technical Specification and System Requirements

In order to be considered suitable for installation in any licensed vehicle, the camera system must meet the following requirements. Any existing CCTV installations are also required to meet this standard.

#### 1.0 Operational Technical Specifications

Ref	Specification	Details
1.1	100% solid state design or a proven vibration and shock resistant system	The system should not have any fan and the recording should be vibration and shock proof, i.e.: - Flash-based SSD (100% industrial grade), - Hard disk with both mechanical anti-vibration and anti-shock mechanism and self-recovery and self-check file writing system. SD cards will not be acceptable
1.2	8 to 36 Volts DC	Operational between 8 and 36 volts DC
1.3	Reverse polarity protected	System to be protected against reverse voltage.
1.4	Short circuit prevention	System to be protected against short circuits
1.5	Over voltage protection	System to be protected against high voltage transients likely to be encountered in the vehicle electrical system.
1.6	Automotive Electromagnetic Compatibility Requirements	The taxi camera equipment must be e-marked or CE-marked with confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles.
1.7	System override switch to be located in a position where it is not accessible from inside the vehicle (i.e. in the boot)	The system is required to be active at all times that the vehicle is being used as a licensed vehicle. This will allow the system to be deactivated during times when the vehicle is being used for domestic use. The switch that deactivates the system must be located within the vehicles luggage area and must be time delayed (i.e. it

	The over ride switch must be illuminated when switched “on”	must not be possible to deactivate the system immediately or from inside of the vehicle).
1.8	First-in/first-out buffer recording principle	The system must automatically over write to create a constant cycle recording
1.9	Access record	A service log must be kept and maintained by the approved installer and the local authority.
1.10	Security, duration and auto-clearing of log files	The System must contain a log file that is securely protected and encrypted to stop inappropriate access by unauthorised users.  The log file information must include the information set out in 1.16 below.
1.11	Image recording formats and media	Images must be encrypted to a minimum of FIPS 140/2
1.12	Image protection during power disruption	Images must be preserved in the event of loss of power. Battery back-up will not be permitted
1.13	Unit must operate without the ignition being turned on	The Unit must have the ability to operate for at least <b>30</b> minutes without power from the ignition. The device must be hard wired to both constant and ignition supply.
1.14	Image and audio data shall be recorded and stored in a unit separate from the camera head	Self contained storage cards within the camera head will not be acceptable
1.15	GPS capability	System must have GPS capability.
1.16	The system must be capable of recording audio time synchronized to the recorded images	If activated, the audio must record within the video file. The System must ensure that the recorded images and sound are correctly synchronized
1.17	The system shall not record audio except when audio recording is activated by means of an approved trigger / panic switch	The system should have the ability to start recording audio data by means of a trigger switch.  Switch must be accessible by both the passenger and driver, without the need for either to vacate from seat.



		In exceptional cases this requirement can be waived by the Authority, and where justifiable, additional audio trigger switches may be required.
1.18	The audio playback, when triggered, shall be in 'real time' and synchronised with the images that are captured	All audio files must simply be added to the video files as a voiceover, not in separate files  Audio playback must be synchronised with the captured video images.
1.19	Audio data and image data must be stored together, not in separate files, and must be protected against unauthorised access or tampering	
1.20	The system must support testing of the audio function for installation set-up and inspection purposes	
1.21	Recorded images by the system shall not be displayed within the vehicle	
1.22	The system must have a panic switch for audio activation	At least one trigger/audio activate button must be capable of being operated by the driver AND a passenger. Operation must be completed without the need for either to vacate from seat.  Once activated, this switch must trigger the recording of video and audio in accordance with section 6.1 below.
1.23	The system must include a visual indicator that will clearly show when audio recording is taking place. This indicator must be visible to all passengers within the vehicle	This may take the form of an indicator LED built into the audio activation switch which can clearly be seen by passengers.

## 2.0 Storage Capacity Technical Specification

Ref	Specification	Details
2.1	Minimum of 28 days i.e. (28 x 24 hours) of recording capacity	The camera system must be capable of recording and storing a minimum of twenty eight days of images of HD1 (720/288) size or better.
2.2	Images must be clear in all lighting conditions	System to provide clear images in bright sunshine, shade, dark and total darkness. Also, when strong back light is present without the need for additional components.

## 3.0 Camera Head Technical Specification

Ref	Specification	Details
3.1	Camera installation non-obstructive	The camera and all system components shall be installed in a manner that does not interfere with the driver's vision or view of mirrors or otherwise normal operation of the vehicle.
3.2	Protected camera disconnect	The camera head shall be designed to disconnect for ease of removal and replacement only by maintenance personnel.
3.3	Special tools for adjustment/removal	To prevent inappropriate interference only tools supplied to authorised fitters should be capable of carrying out adjustments or removal.
3.4	Field of view to capture all passengers in the vehicle	The lens or the position of the camera must be of a type that captures the driver and all passengers of the vehicle on the recorded image. The lens must be of a style not to create a "fishbowl" effect.
3.5	Compatible for use in vehicles with a partition (shield)	The camera system must be adaptable to provide clear images when a vehicle is equipped with a shield. This may be accomplished with the use of multiple camera heads.
3.6	Multiple cameras	The unit shall be capable of supporting up to four (4) cameras. Four cameras may be required to provide adequate coverage in larger vehicles and/or certain purpose built vehicles or external images.

#### 4.0 Storage Device Technical Specification

Ref	Specification	Details
4.1	Impact and shock resistance	The recorder shall be impact resistant, sufficient to withstand a typical car accident, or striking with a large, heavy object such as a suitcase.
4.2	Controller in concealed location	The storage unit shall be concealed from within the passenger compartment and effectively inaccessible except by authorised personnel. For example in the luggage area
4.3	Download port provision	The recorder shall be equipped with a communication port within the hard drive housing for downloading by authorised officer
4.4	Download port cable length (1 foot minimum)	Download port shall be at least one foot in length for ease of download.
4.5	Recorder to be securely affixed to the vehicle	
4.6	Log to register each user access	
4.7	Log to register camera system parameter modifications	
4.8	Log to register each image download session	
4.09	Log to register modification/manipulation of downloaded images	
4.10	Log to register exporting of downloaded images	
4.11	Log to register exporting of downloaded clips	
4.12	Log file protected against unauthorised access	

4.13	Time/date stamp	All stored images must be time and date stamped.
4.14	Vehicle ID number stamp	All stored images must have vehicle identification (VIN & or number plate).
4.15	Controller non-modifiable ID code stamp	Each recorded image shall be automatically stamped with a unique and non-modifiable code that identifies the controller that was used to record the image.
4.16	Controller (Storage Recorder)	Manufacturer to supply the Council with a supply of specialised tools to allow for removal of the controller and download of data when required.

### 5.0 Video and audio recording rate Technical Specification

Ref	Specification	Details
5.1	Video image recording on system activation (when audio is not activated)	The system shall record images at a minimum rate of twenty five (25) images per second.
5.2	Video image recording when audio is activated	The system shall record images at the rate of twenty five images per second during periods when audio recording is activated (either due to time requirement, or through activation by the driver trigger switch or passenger audio button).
5.3	When activated, audio recording must be in real time and synchronised with the video recording	When activated, audio recording must be in real time and synchronised with the video recording.
5.4	System to continue to record images (and audio when applicable) when engine is off	System must continue to record images (and audio when applicable) for <b>30</b> minutes after engine / ignition or override switch is switched off.

### 6.0 Activation via driver or passenger trigger/ audio button Technical Specification

Ref	Specification	Details
6.1	The activation of a trigger button when activated by driver or passenger	The system must be fitted with at least one trigger button that once activated will trigger synchronised audio and video recording.

		Trigger button must be easily accessible to driver and passenger, without the need for either to vacate from seat.
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## 7.0 Downloading Technical Specification

Ref	Specification	Details
7.1	Provision of necessary software, cables, security keys to the Council Licensing Team	
7.2	Windows compatible.	Once downloaded and converted
7.3	Downloaded images stored in non-volatile media	
7.4	Downloaded images stored in secure format	
7.5	Verifiable image authenticity	Each image shall be watermarked with vehicle ID, and time and date, and be tamperproof.
7.6	Provision of technical support to the Council Licensing team when necessary	To assist in accessing system in case of damage to the vehicle or to the system in case of accident within a reasonable time frame
7.7	Wireless Download Prohibited	All wireless hardware to be disabled.
7.8	Filter the specific images for events and times for the approximate time of the crime committed.	The playback software must list the files in date and time slot order for ease of location of required file.

## 8.0 Requirements in relation to System Information

Ref	Specification	Details
8.1	Provision of service log	The unit manufacturer shall have a service log. The manufacturer shall also provide detailed instructions for the drivers with each unit.
8.2	Serial number indication on service log	The unit will be marked with a serial number
8.3	Installation date indication	A certificate of installation must be provided which will indicate the installation date
8.4	Clarity of operating instructions	The system shall be provided with clear and concise operation instructions which are written or presented with due consideration to varying levels of literacy.
8.5	Installation by authorised agents	The unit shall only be installed by manufacturer's authorised agents.
8.6	Provision of authorised agents list to the Council Licensing Team	The manufacturer or supplier shall provide a list of all authorised agents to the Council Licensing Team.
8.7	Documentation	The manufacturer must provide clear and concise operating instructions which are written or presented in layman's terms. (Details on how the system operates)
8.8	Image Protection	All captured images must be protected using encryption software that meets or exceeds the current FIPS 140-2 (level 2) standard or equivalent.

## 9.0 System requirements in relation to Vehicle Inspection Facility – Inspections

Ref	Specification	Details
9.1	Provision of system status/health indicator	The driver shall have an indicator showing when the system is operational and when there is a malfunction. This should include the images as shown to verify the status of each camera.
9.2	Mounting location of system status/health indicator to be seen	The indicators shall be mounted in such a way so as to allow for ease of view.
9.3	Design and or installation to be testable as part of the	The system shall be designed and installed such that the system may be easily tested as part of vehicle compliance test as prescribed.

	vehicle compliance test (or persons acting on behalf of the council – such as vehicle inspectors)	
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## 10.0 General System Requirements

Ref	Specification	Details
10.1	Vandal and tamper resistance	All component parts must be securely mounted, hard wired and small and discreet enough to remove the risk of tampering.
10.2	Provision of statement of compliance	In addition to a formal test of all aspects of this requirement specification, a statement of compliance shall be provided and signed by an officer of the company.
10.3	Reliability in operational and environmental conditions	The system shall provide reliable and full functionality in all operational and environmental conditions encountered in the operation of taxis.
10.4	Programmability of image timing parameters	It shall be possible to change timing and parameters without the requirement to change components.
10.5	Training and Technical Support and Equipment	Manufacturer must provide the Council Licensing Team with a Training and Technical support
10.6	Software and Hardware	Manufacturer to supply the Council Licensing Team with a supply of cables and software to be installed under the supervision of the council's authorised staff.
10.7	Agreement between the Camera Manufacturer and the Council	Agreement to allow the Council access to the relevant software from the supplier so that in the event the manufacturer goes out of business, council will be able to support the system.

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