

## **Appendix B - Circumstances under which a Private Hire Operators Licence will be presented to Licensing Sub-Committee**

There are four different scenarios that could be presented to Licensing Sub-Committee in regard to Private Hire Operators. These are:

### **1. New applications**

During the process of applying for a new Private Hire Operator Licence information may be gained by officers which raises doubts regarding the fit and proper status of the applicant. For example, this may be from the DBS checks, application form itself, officer inspection, etc. Where such doubts are raised, the renewal application will be referred to the Licensing Sub-Committee for consideration and determination.

### **2. First Renewal applications**

First renewal is defined in the Hackney Carriage and Private Hire Handbook (Appendix P, Page 153) and is applicable for any Operator wishing to renew their licence at the expiry of the first year of holding such a licence. The Operators will need to demonstrate that they have been operating a private hire business for the full duration of the licence (one year). In all such cases, the first renewal application will be referred to the Licensing Sub-Committee for consideration and determination.

### **3. Subsequent renewal applications**

Any subsequent renewal may reveal information which raises doubts to officers regarding the fit and proper status of the applicant. For example, this may be from the DBS checks, application form itself, officer inspection, etc. Where such doubts are raised, the renewal application will be referred to the Licensing Sub-Committee for consideration and determination.

### **4. An already licenced operator where the fit and proper status has been brought into question.**

At any time during which a Private Hire Operator is licensed by Cambridge City Council information may come to light that raises doubts to officers regarding the fit and proper status of the applicant. For example, this may be after receiving customer complaint or notification of actions taken by another Licensing Authority. Where such doubts are raised, the renewal application will be referred to the Licensing Sub-Committee for consideration and determination.

Under the circumstances outlined in 1, 3 and 4 above, officers will decide whether a case needs to be referred to Licensing Sub-Committee. In the case of first renewal applications (item 2), these will routinely be referred to Sub-Committee.

Once a decision has been made to refer the application or Operator to Sub-Committee, the Officer will produce the Hearing report and include relevant information as necessary.