

'TAXI GUIDE'

Drivers
Vehicles
Operators



DRAFT

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Contents

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Personal Visits: Personal visits are by appointment only at the Customer Service Centre, Mandela House, 4 Regent Street, Cambridge, CB2 1BY.

Please contact 01223 457888 to discuss your query with an Advisor and to make an appointment.

Introduction

Cambridge City Council regulates Hackney Carriages and Private Hire Vehicles, the drivers of Hackney Carriages and Private Hire Vehicles and the operators of Private Hire Vehicles under the provisions of the Town Police Clauses Act 1847 and Part II of the Local Government Miscellaneous Provisions Act 1976. Additionally, the Council has made byelaws for regulating Hackney Carriages (Appendix 1). Each Licence that is granted (save for Licences to drive Hackney Carriages) will have standard conditions attached to it (Appendix 2) with which the Licence holder must comply.

Vehicles drivers and operators are regulated to ensure the protection of the public. The Council is dedicated to providing a safe and secure Hackney Carriage and Private Hire service for its residents and visitors alike.

This “Taxi Guide” outlines the operational procedures and processes associated with the administration of the Licences. Its aim is to offer assistance to anyone involved in operating and driving Hackney Carriages and Private Hire Vehicles by setting out the processes for applying for and renewing Licences, including the testing of vehicles. Additionally, the guide outlines the standards expected of Licence holders and the action that may be taken for breach of legislative obligation, breach of condition or for any other matter that brings in to question whether the Licence should remain in force.

The Taxi Guide is subject to amendment by the Head of Refuse and Environment.

Equal Opportunities

Cambridge City Council is committed to equality of opportunity and aims to ensure that no applicant receives less favorable treatment and is treated with dignity and respect regardless of race, gender (including pregnant women and nursing mothers) or gender reassignment, disability, age, sexual orientation, religion and belief, marital or civil partnership status.

National Fraud Initiative

Cambridge City Council is under a duty to protect the public funds it administers and to this end may use the information you provide on the application form for the prevention and/or detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Customer Care

Cambridge City Council expects all licensees to display the utmost care in all their dealings with members of the public.

Complaints

The Licensing Team will investigate all complaints that are received and will take appropriate action. If necessary the driver and/or proprietor will need to attend the offices of the Council (or other specified venue) to assist with any investigation. Please see the Enforcement Management Systems (Appendix 3) for further details and information.

Application Forms

Parts 1, 2 and 3 of this guide contain details of the application procedures for a Vehicle, Driver and Operator Licence. Reference is made in these sections to the “relevant application form”. The application forms are specific to the type of Licence that is to be applied for and they are available by contacting Cambridge City Council’s Customer Service Centre (01223 457888) or via the “Business and Licensing” link on the Council’s website (www.cambridge.gov.uk).

Fees and Charges

The Council may charge application fees for the administration and enforcement associated with the licensing regime. The fees and charges for Licences will be reviewed on an annual basis. The current fees and charges are shown in Appendix 4.

PART 1 - HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES

Hackney Carriages are defined in section 38 of the Town Police Clauses Act 1847 as:

“Every wheeled carriage, whatever may be its form or construction, used in standing or plying for hire in any street...”

Private Hire Vehicles are defined in section 80(1) of the Local Government (Miscellaneous Provisions) Act 1976 as:

“A motor vehicle constructed or adapted to seat fewer than nine passengers, other than a hackney carriage or public service vehicle or a London cab or tramcar, which is provided for hire with the services of a driver for the purpose of carrying passengers”

There are differences between the activities that Hackney Carriages and Private Hire Vehicles may carry out. These are outlined in the table below:

Type of Work/ Business/ Vehicle	Hackney Carriage	Private Hire
Picking up people from a rank	Only Hackney Carriage Vehicles can use ranks	Private Hire Vehicles cannot use ranks
Picking up people who flag down (hail) on the street	Only Hackney Carriage Vehicles can ply for hire, only within Cambridge City (accept a flag down/ be hailed in the street)	Private Hire Vehicles cannot ply for hire (accept a flag down/ be hailed in the street)
Accept pre-booked journeys from a Licensed Private Hire operator	Hackney Carriage Vehicles can accept bookings from a licensed Private Hire operator	Private Hire Vehicles can only accept bookings from a licensed Private Hire operator

1. Vehicle Specification for Hackney Carriages and Private Hire Vehicles

A Licence will not be granted in respect of a vehicle if it is over 8 years old.

All “new vehicles” must meet Euro 5 standards.

A vehicle is deemed to be a “new vehicle” if:

- i) on the day that the Licence is granted, there was no Vehicle Licence in force on the preceding day (i.e. the vehicle has not previously been licensed or there is a break in the Licence); or
- ii) an existing Licence is surrendered immediately prior to the granting of a new Licence.

In addition, all vehicles must:

- Be suitable in type, size and design for the appropriate Licence applied for. Sports saloons, drop head coupes, convertibles, touring cars will NOT be licensed.
- Have an engine the normal cubic capacity of which is not less than 1300cc.
- Be covered by a satisfactory insurance policy.
- Be safe and comfortable.
- Not be less than 4ft 3ins wide in the rear part of the body, where such measurements shall be taken 6 ins below the top and 6 inches in front of the rear backrest of the vehicle with both of the rear doors closed.
- Have a minimum legroom for passengers using the rear seats of 8.5 ins, such measurement shall be taken from the rear door pillar to the nearest point of the rear seat squab.
- 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.
- 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.
- Have windows that permit maximum visibility into, and out of, the vehicle. They must have no more than 25% tint value.
- Be constructed so as to provide sufficient means by which any person in the vehicle may communicate with the driver.
- Be fitted with the appropriate number of seatbelts according to the number of persons for which the vehicle is licensed to carry.
- Be kept watertight.
- Be provided with a means of opening and closing not less than one window on each side.
- Have properly cushioned or covered seats.
- Have floors covered with a proper carpet, mat or other suitable covering.

- Be well maintained in a clean condition and in every way fit for public service.
- Be provided with a means of securing luggage.
- 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.
- Not be fitted with celluloid or other highly flammable material.
- Be provided with an efficient fire extinguisher, which shall be carried in such a position as to be readily available for use.
- Be provided with a first aid kit, which shall be carried in such a position as to be readily available for use.

2. Vehicle Specification for Hackney Carriages only

A vehicle Licence will only be granted in respect of a Hackney Carriage if Cambridge City Council door crests are attached to both the nearside and offside front doors of the vehicle, where the door crests are a minimum of 9.5 inches in diameter if circular in size or 10 inches by 10 inches in width and height if square.

A Hackney Carriage Vehicle Licence will only be granted in respect of a “new vehicle” if it is a wheelchair accessible vehicle.

The requirements of these vehicles are:

- The 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:)
- Any aisle / gangway in such a vehicle should measure at least as wide as the minimum seat measurements.
- No vehicle will be considered acceptable for licensing as a Hackney Carriage unless it has been through the following type approval schemes and unaltered since that time:
 - i) Achieved M1 Whole Vehicle Type Approval;
 - ii) M1 (Low Volume) type approval or
 - iii) M1 UK National Small Series Type Approval; or

3. Vehicle Specification for Private Hire Vehicles only

The Council cannot license a vehicle as a Private Hire Vehicle if it is of an appearance or design that is considered likely to lead the public to think that it is a Hackney Carriage. TX1's (London type taxi cabs) or other purpose built vehicles will therefore not be licensed as Private Hire Vehicles.

All Private Hire Vehicles should have displayed on their door sign in 1" lettering the words: **'Private Hire Vehicle – Pre Booked Only'**.

4. Application Procedure

The stages in applying for a Hackney Carriage or Private Hire Vehicle Licence are:

- Obtain and complete the relevant application form
- Book an appointment with the Customer Service Centre to submit:
 - Completed application form
 - Application fee (See Appendix 4)
 - Insurance Certificate
 - Vehicle Registration DocumentPlease note that the applicant (or at least one of the applicants if there are more than one) must be the registered keeper of the vehicle and this must be shown on the logbook.
- Attend the appointment with the Customer Service Advisor and submit the documents and fee as outlined above. Two appointments will be booked for the vehicle to be tested at the Council's appointed garage situated at the Mill Road Depot. The first date will be prior to the issue of the Licence and the second will be for the 6 monthly test (see 'Testing of Vehicles' below).
- Present the vehicle for testing at the arranged time
- Following the test:
 - i. If the vehicle passes, a Certificate of Compliance will be issued and provided that the vehicle complies with the Council's policy, the Licence will be granted. The garage will issue the vehicle plates that must be displayed on the vehicle and the Licensing section will subsequently send a paper Licence by post.
 - ii. If the vehicle fails the test, the garage will advise you whether the vehicle can be presented for a 'return test' or a 'retest' and whether a fee is payable for that test. This test should be booked directly with the garage. If the vehicle subsequently passes the test, the Licence will be issued as per point i. above.
 - iii. If the vehicle passes the test, but it does not comply with the Council's policy on the requirement of Hackney Carriages or Private Hire Vehicles, the

application will be referred for consideration by Cambridge City Council's Licensing Committee (see 'Taxi Regulatory Committee Hearings' in Appendix 3).

Note:

If a Vehicle Licence is in force when the vehicle is tested and it fails the test, the Licence will be suspended. The vehicle cannot be used again for Hackney Carriage or Private Hire purposes until either a test has been passed and the suspension has been lifted or where the Licence expires following the suspension, until a new Licence is issued.

If you fail to attend a vehicle test, the fee will be forfeited if less than 24 hours' notice is given. The test fee for a new test must be paid prior to booking a new test.

5. Renewal of Licences

Vehicle Licences will generally be issued for 1 year. Prior to the expiry of a Licence, a letter will be sent to the Licence holder to remind them that the Licence is due to expire and inviting them to apply to renew the Licence.

The application procedure is as outlined in section 4 above. A vehicle test may be booked at any time within the 30-day period immediately prior to the existing Licence expiring. Please ensure that the test is booked as far in advance as possible within this timescale to ensure that a Licence can be granted prior to the expiry of the existing Licence.

Please note: The responsibility for applying to renewal a Licence rests with the Licence holder.

6. Testing of Vehicles

The Council requires that all licensed vehicles are tested at least twice a year. The first test must be carried out prior to the grant of the Licence (when a Certificate of Compliance will be issued for 6 months) and the second test must be carried out prior to the expiry of the Certificate or Compliance issued on passing the first test.

The expiry date of the Certificate of Compliance will be:

- six months minus one day from the date of the test (for the first test);
- the expiry date of the Licence period (for the second test).

For a vehicle to pass a test, it must comply with both:

- Vehicle mechanical standard and;
- Vehicle visual standard

Before the test you must ensure that your vehicle is clean inside and out. You must be aware that dirty vehicles will not be examined and the test fee will be forfeited.

The standards used by the Council are those set out in the Hackney Carriage and Private Hire Vehicle National Inspection Standards, which is a best practice guide produced by the Hackney Carriage and Private Hire Inspection Technical Officer Group published in August 2011. They are available on the Council's website.

If the vehicle fails the test you must rectify the points and make an appointment for a retest. The vehicle cannot be used for hire and reward without a current and valid Certificate of Compliance being in force.

7. Display of Licence Plates

For Hackney Carriage Vehicles, the Licence plate must be securely fixed to the external rear of the vehicle.

For Private Hire Vehicles, the Licence plates must be securely fixed to the external front and rear of the vehicle.

In both cases, the plates should be fixed securely in such a position so they are in a conspicuous position and easily visible by an Authorised Officer of the Council or a Police Officer. Fixing kits will be provided for this purpose.

8. Vehicle Licence Conditions

There are conditions attached to both Hackney Carriage and Private Hire Vehicle Licences. Once a Licence has been granted, the vehicle is deemed a licensed vehicle 24 hours a day until such time as the Licence expires or it is surrendered, suspended or revoked. Therefore the conditions attached to the Licence apply at all times and not just when the vehicle is being used for hire and reward.

The Vehicle Licence conditions are attached to the Taxi Guide in Appendix 2.

9. Advertising on Vehicles

Advertising on Private Hire Vehicles is not permitted in accordance with the Council's policy.

Limited advertising on Hackney Carriages is permitted subject to the prior written approval of the Council. However, it is unlikely that advertising will be approved if it contains:

- i) Political, ethnic, religious, sexual or controversial subjects
- ii) Escort agencies, gambling establishments or massage parlours
- iii) Nude or semi-nude figures
- iv) Tobacco or alcohol
- v) Anything likely to offend public taste

Further to this, the following restrictions apply to external advertising on Hackney Carriages:

- i) Advertisements must not obscure or distract attention from the Cambridge City Hackney Crest and must be placed at least 20 centimetres distance from the Crest
- ii) No advert shall be reflective
- iii) No advert shall have the potential under any circumstances to distract other road users
- iv) There shall be no advertising on any window

Internal advertising is permitted in Hackney Carriages:

- a) on the base of the lift up (tip up) seats or
- b) on media screens mounted on the glazed partition immediately behind the driver's head but no other advertising material may be placed on the glazed passenger driver partition
- c) On a media screen mounted in the front seat headrests.

The following restrictions apply to internal advertising in Hackney Carriages

- i) No media screen is permitted to have accompanying sound.
- ii) All paper based advertisements must be encapsulated in clear non-flammable plastic.
- iii) Advertisements must be of such form as not to become easily soiled or detached.
- iv) No advertisement will be permitted which impedes the vision of the driver or passenger.
- v) Advertising material must not interfere with any equipment normally fitted to the taxi
- vi) The equipment should not be used to the annoyance of any passenger and shall be switched off if requested.

PART 2 - HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER LICENCES

It is an offence to drive a licensed Hackney Carriage or Private Hire Vehicle unless the same Local Authority that licensed the vehicle has licensed the driver to drive that type of vehicle. In order to obtain a Hackney Carriage or Private Hire Driver Licence, you must complete all licensing procedures. If you wish to drive both Hackney Carriage and Private Hire Vehicles then you will need to hold a Driver Licence for both types of vehicle.

The Council will only grant a Licence if it is satisfied that the applicant is a “fit and proper” person.

However, the Council cannot grant a Licence to drive Hackney Carriages or Private Hire Vehicles unless the applicant has held a full UK (United Kingdom) or EC/EEA (European Community/ European Economic Area) Driving Licence for **AT LEAST** one year.

Before applying for a licence, you should carefully read the Council’s licensing byelaws (Appendix 1) and conditions (Appendix 2) and satisfy yourself that you will be able to comply with these conditions at all times. Failure to comply with these conditions may result in your licence being suspended or revoked and in certain circumstances, could lead to prosecution.

10. Application Procedure for First Time Applicants

The stages in applying for a Hackney Carriage or Private Hire Driver Licence for the first time are:

- Obtain and complete the relevant application form
- Book an appointment with the Customer Service Centre to see an Officer of the Licensing section and submit:
 - Completed application form
 - Application fee (See Appendix 4)
 - Current DVLA Driving Licence (paper part and photocard where applicable)
 - Passport
 - Proof of National Insurance Number
 - Proof of eligibility to work in the UK (See ‘Eligibility to work in the UK’ section below)
 - Two documents showing current address (e.g. utility bill or bank statement dated within 3 months of the appointment)
 - A list of all addresses for the last five years (with evidence where available)
 - Birth Certificate and Marriage Certificate (where applicable)

The date and time of the appointment will be confirmed in writing.

- Attend the appointment where:
 - the application form must be submitted and will be checked to ensure that it has been fully completed

- the documentation will be checked and copied where necessary
- an application form for a disclosure from the Criminal Records Bureau (CRB) will be completed and signed by the applicant (See 'Criminal Records Bureau (CRB) Disclosure / Certificate of Good Conduct' below),
- an application form for a disclosure from the Driver and Vehicle Licensing Agency (DVLA) will be completed and signed by the applicant
- a video about the operation of the County Council's vehicle transponders will be shown and a declaration will be signed by the applicant to say that they have seen and understood the video (See 'Use of Transponder' section below)
- an appointment can be booked for the applicant to undertake the knowledge test, or this may be booked at a later date (See 'Knowledge Test' section below).

The applications for disclosure by the CRB and DVLA will be sent to the relevant bodies by an Officer of the Licensing section.

- Obtain a Certificate of Good Conduct if the applicant has lived abroad for any time in the five-year
- Attend and pass the knowledge test (See 'Knowledge Test' section below).
- Successfully pass the Driving Standards Agency (DSA) test (See 'Driving Skills Assessment' section below)
- Undergo a medical examination by an approved medical examiner to show that the applicant meets group 2 entitlement as defined by the DVLA (See 'Medical Reports' section below)
- Make an appointment with the Customer Service Centre to submit the DSA test certificate and medical certificate.

On completing all parts of the application process, the application will be determined as follows:

- i. Provided that the applicant doesn't fall within the ground for disbarment as detailed in Appendix 3, they will be deemed a 'fit and proper' person and the Licence will be granted for a period of 1 year. A paper Licence and a photocard will be issued at the second appointment (point j above).
- ii. If the applicant falls within the grounds for disbarment (See *** section) the application will be referred for consideration by Cambridge City Council's Licensing Committee (see 'Taxi Regulatory Committee Hearings' in Appendix 3).

11. Renewal of Licences

A Driver Licence will be issued to a first-time applicant for a period of 1 year. The Licence may be subsequently renewed for a period of 1 year or 3 years. Prior to the expiry of an existing Driver Licence, a letter will be sent to the Licence holder to remind them that the Licence is due to expire and that they may apply to renew the Licence.

On renewal of a Licence, a CRB is required every third year. Additionally, it may be necessary for the applicant to submit a satisfactory medical certificate on applying to renew a Licence (See 'Medical Reports' section below). If either of these are required it will be stated in the renewal letter.

In cases where a CRB is required, an appointment will need to be made with the Customer Service Centre to see an Officer of the Licensing section. The appointment will be as per that for a first-time applicant save for the requirement to view the video and book an appointment to undertake the knowledge test. Please note (and as will be detailed in the renewal letter) the application must be made a minimum of 8 weeks prior to the expiry of the Licence to ensure that the CRB disclosure is returned and the Licence can be issued prior to the expiry of the Licence. If an appointment is not made 8 weeks prior to the expiry of the Licence and the new Licence will not be issued until the CRB is returned.

For the submission of an application to renew a Licence where a CRB is not required, an appointment must be made to see an Officer of the Customer Service Centre.

In addition

On submission of a complete application, the application will be determined as follows:

- i. Provided that the applicant doesn't fall within the ground for disbarment as detailed in Appendix 3, they will be deemed a 'fit and proper' person and the Licence will be granted for a period of either 1 year or 3 years depending on the application. A paper Licence and a photocard will be send by post to the applicant.
- ii. If the applicant falls within the grounds for disbarment (See *** section) the application will be referred for consideration by Cambridge City Council's Licensing Committee (see 'Taxi Regulatory Committee Hearings' in Appendix 3).

Please note: The responsibility for applying to renewal a Licence rests with the Licence holder.

Any lapse in Licence will result in the application being treated as a completely new application and not a renewal. This will require the application requirements for first-time applicants to be met.

12. Eligibility to work in the UK

Applicants must provide evidence that they are eligible to work in the UK (Immigration, Asylum and Nationality Act 2006).

The Licensing Authority requires a five- year background check for all applicants, if an applicant has lived abroad for any period in the last five years a Certificate of Good Conduct authenticated and translated by the relevant embassy is required.

13. Criminal Records Bureau (CRB) Disclosure / Certificate of Good Conduct

An **Enhanced Criminal Records Bureau Disclosure** (CRB) will be sought on first application for a driver's licence and every three years thereafter. CRB checks from other sources cannot be accepted. All applicants for Driver Licences will need to apply for a CRB through Cambridge City Council.

Additionally, any applicant who has lived abroad for any time in the five-year period immediately prior to applying for a Licence is required to provide a **Certificate of Good Conduct** authenticated and translated by the relevant embassy. This is used to determine whether an applicant is a 'fit and proper' person to hold a Driver Licence.

The Criminal Records Bureau (CRB) is an Executive Agency of the Home Office and is a 'one-stop-shop' to help organisations, wanting to access police and, in relevant cases, other information held by The Independent Safeguarding Authority (ISA).

The CRB disclosure is sent to the applicant and also to the Licensing Authority.

The Enhanced Disclosure will reveal information held on the Police National Computer. This is a shared system used by all of the UK Police forces that contains information regarding:

- impending prosecutions
- convictions
- cautions
- final warnings
- reprimands

Additionally, the disclosure will reveal:

- any relevant and proportionate information held by the local police forces.
- a check of the Children and or Vulnerable Adults barred lists where requested.

We encourage applicants to provide details of any criminal record at an early stage in the licence application or renewal process on their application form and again on the completion of the CRB disclosure form. Applicants are required to disclose all convictions, including those that would normally be regarded as spent.

When determining if an applicant is a fit and proper person, the Council will take account of cautions, convictions and fixed penalty notices whether spent or unspent under the Rehabilitation of Offenders Act 1974 (See 'Rehabilitation of Offenders Act 1974' in Appendix 3). Whilst reference is made to the Rehabilitation of Offenders Act 1974, Hackney Carriage Drivers and Private Hire Drivers are exempt occupations and spent convictions will be disclosed by the CRB.

14. Driver and Vehicle Licensing Agency (DVLA) Checks

The Council requires new and renewal applicants to provide access to records held by the DVLA, including eligibility to drive and endorsements for road traffic offences.

15. Knowledge Test

All new applicants for a driver licence must undertake a Knowledge Test that is adjudicated by a member of the Licensing Team. This is administered electronically and the applicant will undertake the test under supervision using a computer in the Council's IT training room. The test covers five areas:

- i) Relevant rules and regulations which govern hackney carriage and private hire driver and vehicle licensing
- ii) Local geography by naming roads/ buildings
- iii) Local geography by identifying roads/building on a map
- iv) Shortest routes between certain roads
- v) Basic English and Numeracy

An applicant may take a maximum of four attempts at passing the test. However, each time the applicant applies to sit a test, they must pay the fee (See Appendix 4). If the applicant fails four tests, they will not normally be permitted to reapply for a Licence for a period of 12 months from the date of the last attempt at passing the knowledge test. Tests are held monthly and further information and guidance can be obtained at the new application meeting with the Officer of the Licensing section.

16. Driving Skills Assessment

Before an applicant can be issued with a Hackney Carriage or Private Hire Driver licence, they must have passed the Driving Standards Agency (DSA) Type Z1 Test and produced a current and valid DSA Test Certificate.

The tests are carried out by the Driving Standards Agency and a fee is payable directly to them for this.

For more information and to book a test, please contact the DSA on 0300 200 1122 or visit www.dsa.gov.uk to arrange an appointment.

17. Medical Reports

Applicants must arrange a medical examination with one of the Council's approved medical examiners unless they hold a current HGV or PSV licence.

The medical standards that applicants are required to meet are those set out in Group II entitlement as defined by the DVLA.

There are only three medical practitioners approved by Cambridge City Council to undertake medical examinations:

- | | |
|-------------------------------|-------------------|
| - Huntingdon Road Surgery | tel: 01223 364127 |
| - Willow Centre, Addenbrookes | tel: 01223 216767 |
| - Always Medical | tel: 01223 264200 |

Medicals are required for all new applicants. Once a driver has reached the age of 45 the medical examination will need to be undertaken at five-yearly intervals and from the age of 65, medical examinations will need to be undertaken annually (unless the medical examiner specifies that examinations are required on a more frequent basis). The applicant must pay for any expenses that they incur satisfying these criteria, which may include exercise testing.

The Council requires that all drivers must meet Group 2 medical standards as recommended by the Medical Commissioners on Accident Prevention. A Licence holder must inform the Licensing Team of any medical condition affecting their ability to drive that may arise after a Licence has been granted.

18. Insulin Dependent Diabetic Drivers

Insulin treated diabetics may be licensed subject to strict criteria and a medical test for C1 vehicle usage. The following criteria needs to be met in order that a licence can be granted:

- a) No application for a licence or, in the case of an existing licensed driver, no licensed taxi may be driven until their condition has been stable for a period of at least one month;
- b) Drivers must not have had any hypoglycaemic attacks requiring assistance whilst driving within the previous 12 months
- c) Drivers must regularly monitor their condition by checking their blood glucose levels at least twice daily and at times relevant to driving.
- d) Drivers must arrange to be examined every 12 months by a hospital consultant who specialised in diabetes. At the examination the consultant will require sight of their blood glucose levels for the last 3 months.
- e) Drivers must have no other medical condition which would render the driver a danger when driving C1 vehicles or hackney carriage/ private hire vehicles.
- f) Drivers must sign an undertaking to comply with the directions of the doctor(s) or specialist medical advisor visited at least every six months and treating the diabetes and report immediately to Cambridge City Council any significant change in their condition.
- g) A medical checklist should be completed by specialist medical advisor and submitted to the licensing team annually

19. Accessibility Training

Drivers should be trained in the use of relevant belts and other restraint locking mechanisms

PART 3 - PRIVATE HIRE OPERATORS

Anyone who in the course of business makes provision for the invitation or acceptance of a booking for a private hire journey is regarded as an Operator and he/ she must hold an Operators Licence, unless he/ she is covered by an exemption within the 1976 Act.

This means that any individual, group or company which offers or advertises the services of a vehicle with less than 9 passenger seats and a driver for hire and reward is an Operator.

Anyone who makes provision that would enable him to accept bookings for a private hire journey are required to hold an Operators Licence.

All three Licences (vehicle, driver and operator) **MUST** be issued by the same Authority.

20. Application Procedure

All proprietors, part owners or other persons with an interest in an Operators Licence are required to show that they are fit and proper persons to hold such a licence.

Applicants should complete a Private Hire Operators Licence application form and make an appointment via the Customer Service Centre to meet with a member of the Licensing team.

At the appointment, the applicant is required to present:

- Photographic Identification
- Birth Certificate or Passport
- Proof of National Insurance Number
- Certificate of public liability insurance (where public have access to premises)
- The correct application fee (See Appendix 4)

21. Operators Base

The Council will not normally grant an Operator's Licence for an operator with an operating base that is more than 10 miles outside the authority's area. This is to ensure that the authority may take the proper regulation and enforcement measures and is in no way intended to be a restraint of trade.

Anyone who wishes to operate Private Hire Vehicles that are licensed by different Local Authorities must be licensed as a Private Hire Operator by each of those Local Authorities.

Where an Operator has more than one operating base, the Operator must provide a list of all the addresses from which the business is run. This is to enable health and safety checks to be made and appointment books inspected.

22. Planning Permission

If an operator is licensed for more than two vehicles, prior to any premises being used (or the change of use) in connection with a private hire business, advice should be sought regarding planning permission before business can commence. This includes both commercial and domestic premises.

Please note that the granting of a Private Hire Operator Licence does not constitute the grant of any permission under the Town & Country Planning Act 1990 or any other legislation for the use of the land for that purpose.

23. Insurance

Any premises that provide access to members of the public must be covered by public liability insurance. The Operator must check on any requirement to have Employers Liability indemnity, however, if an Operator supplies a vehicle for the driver or office based radio equipment for example then they have a liability.

The Council will keep a copy of the current insurance certificates on file.

24. Waiting Area

If a waiting area is to be provided for members of the public the following requirements will need to be complied with:

- The public area should be kept in a clean and tidy condition.
- Any seating or furniture should be kept in good condition.
- Adequate ventilation and heating must be provided.
- The public area should have adequate lighting.
- No smoking should take place in either the public or staff areas and no smoking signage should be present.

25. Records and Bookings

All operators must keep records of bookings. The booking must be made in advance and is a contract between the customer and the Operator.

An Operator accepting a booking remains liable for that booking, even if they sub-contract it to another Operator. If the booking is sub-contracted, the Operator must also be licensed by the Council.

When the Operator accepts a hiring he/she shall, unless prevented by some sufficient cause, ensure that a licensed Private Hire Vehicle attends at the appointed time and place.

The records of hirings/ bookings accepted by the Operator are required to be kept under Section 56 of the Local Government (Miscellaneous Provisions) Act 1976. The records shall contain the following details and it shall be the responsibility of the Operator to ensure that the records are so kept:

- i) The name of hirer
- ii) Time of pick-up
- iii) Point of pick-up
- iv) Destination
- v) Vehicle used

The Operator shall produce such records of hiring's referred to on request to any Authorised Officer or Constable for inspection.

The Operator shall maintain an up-to-date list of the owners and registration numbers of all Private Hire Vehicles connected with the business and their drivers, which shall include insurance details of the vehicles and the expiry dates of driver's badges and Private Hire Vehicle licences and shall produce and release such list on request to any Authorised Officer of the Council or a Constable.

26. Drivers and Vehicles

An Operator may only make use of drivers and vehicles licensed by the Council. The Operator has the responsibility to ensure that all drivers and vehicles working for them comply with all Licence requirements laid down by the Council.

The Operator shall ensure that all Private Hire Vehicles in the Operator's fleet shall be maintained in a sound mechanical and structural condition at all times and be capable of satisfying the Council's mechanical and structural inspection at any time during the continuance of the Council's Licence in respect of the vehicle.

27. Advertisements

The Operator shall not cause or permit to be displayed in or on from his/her premises or to be published in relation to the Operator's business any sign, notice or advertisement which consists of or includes whether in the singular or plural or the words "For Hire" or any other word or words of similar meaning or appearance whether alone or as part of another word or phrase or any other word or words likely to cause a person to believe that any vehicle or vehicles operated by him/her is or are hackney carriage or carriages.

All advertisements that are being placed by the Operator should first be approved by the Council.

28. 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/her business and of the action (if any), which the operator has taken or proposes to take in respect thereof.

29. Duty to Co-Operate

The Operator shall co-operate fully with any Authorised Officer or Constable in respect of any enquiries made whether involving drivers or Private Hire Vehicles currently connected with the business or formerly connected with the business.

PART 4 - GENERAL

30. Change in Circumstances

All Licence holders must inform the Council of any changes in circumstances such as change of address, change of contact number, convictions, change of medical condition or changes to DVLA licence, as soon possible but not more than 7 days after any such change.

31. Fares

Hackney Carriage Fares, set by the Council, are the maximum fare that may be charged by a Hackney Carriage within the Council's district. The Council considers it good practice to review the fare scales at annual intervals and will consult in accordance with the statutory procedures set out in the Local Government (Miscellaneous Provisions) Act 1976.

A table of authorised fares will be provided to each hackney carriage licence holder, which must then be displayed in each vehicle so that it is easily visible to all hirers.

Out of District journeys can be negotiated prior to the commencement of the journey in both Private Hire Vehicles and Hackney Carriages.

Private Hire Operators may set their own fares but if a meter is used the fare chart must be displayed in each vehicle so that it is easily visible to all hirers.

32. Passengers

The driver of a licensed vehicle shall not convey or permit to be conveyed in a licensed vehicle a greater number of persons than that prescribed in the licence for the vehicle.

The driver shall at all times comply with the latest legislation regarding the use of seat belts and restraints by all passengers including children and young persons.

33. Seat Belts

Hackney Carriage and Private Hire drivers are exempt from wearing seat belts whilst carrying passengers, (hackney carriage drivers are also exempt while plying for hire).

However, it is the driver's responsibility to ensure that all passengers under 14 years of age use the seat belts or child restraints.

34. Animals

Licensed drivers must not refuse to carry an assistance dog, which is specifically trained to accompany their owner, unless the driver has a medical certificate to the effect that the driver has an allergy to dogs.

Assistance dogs accompanied by their owners shall be carried free of charge. All vehicles and drivers must comply with the requirements of the Disability and Equality Act 2010.

The driver shall not convey in any licensed vehicle any animal belonging to or in the custody of himself or the proprietor or operator of the vehicle. Any animal belonging to or in the custody of a passenger shall be conveyed in a vehicle at the discretion of the driver. The driver shall ensure that the animal is adequately restrained and kept in such a position so as not to distract the driver or otherwise be a cause of danger or nuisance.

35. Lost Property

The driver of a licensed vehicle shall immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the vehicle for any property which may have been left therein;

The driver shall, if any property left therein by any person who may have been conveyed in the vehicle be found by or handed to him, carry it as soon as possible and in any event within 24 hours, if not sooner claimed by or on behalf of its owner to the Police and leave it in the custody of the officer in charge.

36. Luggage

The driver of a licensed vehicle so constructed as to carry luggage shall, when requested by the person hiring the vehicle:

- a) convey a reasonable amount of luggage;
- b) afford reasonable assistance in loading and unloading;
- c) afford reasonable assistance in removing it to or from the entrance of any building, station or any place at which he may take up or send down such person

37. Mobile Telephones

The driver of a licensed vehicle must not pick up or use any type of phone that is, or must be, held to operate it. For example, this means that you must not use your mobile phone:

- when you are stopped at traffic lights
- when you are queuing in traffic
- to receive calls, text messages, pictures or to access the internet

38. Receipts

The driver shall if requested by the hirer or passengers of a licensed vehicle provide a written receipt for the fare paid. This shall be in such a form as to identify the company or individual providing the receipt.

39. Drivers Badges

When granted a Licence, drivers are issued with a badge. The driver must wear the badge at all times when they are working. The driver's badge should be visible at all times to passengers.

As a security measure if a badge is lost or stolen this must be reported to the police. A replacement badge will be issued, following the payment of the appropriate fee, once a Police Crime Reference Number (CRN) is provided to the Licensing Authority. This will need to be reported to the Police as badge "lost or stolen" in order for a CRN to be issued.

The driver's badge shall at all times remain the property of Cambridge City Council and upon the Council suspending, revoking or refusing to renew this licence, the licensee shall on demand return the badge to the Council.

40. Drivers Licence

The driver shall at all times carry their copy of the driver's licence and shall make it available for inspection upon request.

If the driver is permitted or employed to drive a licensed vehicle of which the proprietor is someone other than himself, he shall before commencing to drive that vehicle deposit his licence with that proprietor for retention by him until such a time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.

41. Loss of Vehicle, Driver or Operator Licence

This loss of a Licence (including driver badges or vehicle plates as appropriate) should be reported immediately to the Licensing Team. A duplicate will be issued upon receipt of the appropriate payment.

42. Use of Transponders

As part of the induction process for becoming a taxi driver, applicants are required to watch a short information video on the Transponder system and how it works within the city. Upon watching the information video, applicants will be asked to sign a declaration to show that they have watched and understood the instructions.

The granting of Authorised User status by Cambridgeshire County Council under the provisions of the various traffic orders that close roads within Cambridge Core Traffic

Scheme Area is discretionary and may be withdrawn by Cambridgeshire County Council at any time.

Furthermore:

- All transponders remain the property of Cambridgeshire County Council and are not transferable.
- Transponders are not transferable other than by Cambridgeshire County Council or their agent.
- Cambridgeshire County Council or their agent must be advised when changes are made to the conditions under which transponder(s) were issued.

43. Conduct of Licence Holders

The code of conduct must be read in conjunction with other statutory and policy requirements including the enforcement management system (Appendix 3)

Licence holders shall endeavour to promote the image of the hackney carriage and private hire trade by:

- ii) complying with the Council's Licensing Policy
- iii) behaving in a civil, orderly and responsible manner at all times

Licence holders shall:

- i) maintain their vehicles in a safe and satisfactory condition at all times
- ii) keep their vehicles clean and suitable for hire to the public at all times
- iii) attend punctually when undertaking pre-booked hiring
- iv) assist, where necessary, passengers ingress to and egress from vehicles
- v) offer passengers reasonable assistance with luggage

To avoid nuisance to residents when picking up or waiting for a fare, a driver shall:

- i) not sound the vehicles horn illegally
- ii) keep the volume of all audio equipment and two way radios to a minimum
- iii) switch off the engine if required to wait
- iv) take whatever additional action is necessary to avoid disturbance to residents in the neighbourhood
- v) at hackney carriage ranks, in addition to the requirements above:
 - a) park in an orderly manner and proceed along the rank promptly and in order
 - b) remain with the vehicle

In general, drivers shall:

- i) pay attention to personal hygiene and dress so as to present a professional image to the public
- ii) be polite, helpful and fair to passengers
- iii) drive with care and due consideration for other road users and pedestrians and, in particular shall not use a hand held mobile phone whilst driving
- iv) obey all Traffic Regulation Orders and directions at all times
- v) not smoke at any time when inside the vehicle
- vi) not consume alcohol immediately before or at any time whilst driving or being in charge of a hackney carriage or private hire vehicle
- vii) not drive while having misused legal or illegal drugs

- viii) fulfil their responsibility to ensure compliance with legislation regarding length of working hours
- ix) not eat in the vehicle in the presence of customers

Failure to comply with these regulations may incur penalties and may prompt criminal investigation

Hackney Carriage and Private Hire Bye Laws

Appendix 1

Made under Section 68 of the Town Police Clauses Act, 1847, and Section 171 of the Public Health Act 1875, by the Major, Aldermen and Citizens of the City of Cambridge acting by the Council with respect to Hackney Carriages in the City of Cambridge.

Interpretation

Throughout these Byelaws “the Council” means the Major, Aldermen and Citizens of the City of Cambridge acting by the Council and “the district” means the City of Cambridge.

Provisions regulating the manner in which the number of each Hackney Carriage, corresponding with the number of its licence, shall be displayed.

Every proprietor of a Hackney Carriage shall:

- cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside respectively of the carriage, or on plates affixed thereto.
- not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire.
- not cause or permit the vehicle to ply for hire with any such plate so defaced that any figure or material particular is illegible.

Provisions regulating how Hackney Carriages are to be furnished or provided.

Byelaw 3 repealed by Byelaws made by the Council on 27th July 1981 and confirmed by the Secretary of State on 6th November 1981.

Every proprietor of a Hackney Carriage shall cause the same to be provided with a taximeter so constructed, attached and maintained as to comply with the following requirements, that is to say:

If the taximeter is fitted with a flag or other device bearing the words "FOR HIRE":

- the words FOR HIRE shall be exhibited on each side of the flag or other device in plain letters at least one inch in height and the flag or other device shall be capable of being locked in a position in which the words are horizontal and legible;
- when the flag or other device is so locked the machinery of the taximeter shall not be in action and the means of bringing it into action shall be by moving the flag or other device so that the words are not conveniently legible:
- when the flag or other device is so locked that the aforesaid words are horizontal and legible no fare shall be recorded on the face of the taximeter.

If the taxi meter is not fitted with a flag or other device bearing the words "FOR HIRE":

- the taximeter shall be fitted with a key or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
- such key or device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and no fare is recorded on the face of the taximeter.

When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in figures clearly legible and free from ambiguity a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take in pursuance of the Byelaw in that behalf for the hire of the carriage by distance.

The word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon.

The taximeter shall be so placed that all letters and figures on the face thereof may be at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be suitably illuminated during any period of hiring.

The taxi meter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Every proprietor of a Hackney Carriage provided with a taximeter not fitted with a flag or other device bearing the words "FOR HIRE" shall cause the carriage to be provided with a sign so constructed as to comply with the following requirements, that is to say:

- The sign shall bear the words "FOR HIRE" in plain letters at least 1" in height:
- The sign shall be capable of being so operated that it indicates clearly and conveniently to persons outside the carriage whether or not the carriage is for hire.

Provisions regulating the conduct of the proprietors and drivers of Hackney Carriages plying within the district in their several employment's, and determining whether such drivers shall wear any and what badges.

Every driver of a Hackney Carriage shall:

If the taximeter is fitted with a flag or other device bearing the words "FOR HIRE":

- When standing or plying for hire keep such flags or other device locked in the position in which the words are horizontal and legible.
- As soon as the carriage is hired by distance, and before commencing the journey, bring the machinery of the taximeter into action by moving the flag or other device so that the words are not conveniently legible.

If the taximeter is not fitted with a flag or other device bearing the words "FOR HIRE":

- When standing or plying for hire keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter and operate the sign provided in pursuance of Byelaw 5 so that the words "FOR HIRE" are clearly and conveniently legible by persons outside the carriage.
- As soon as the carriage is hired whether by distance or by time, operate the said sign so that the words "FOR HIRE" are not conveniently legible by persons outside the carriage.
- As soon as the carriage is hired by distance, and before commencing the journey, bring the machinery of the taximeter into action by moving the key or other device fitted for the purpose so that the word "HIRED" is legible on the face of the taximeter.

Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined by Section 1 of the Road Transport Lighting Act 1927, and also at any other time at the request of the hirer.

A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fitting thereof, or with the seals affixed thereto.

Every driver of a Hackney Carriage for which stands are fixed by any Byelaw in that behalf shall, when plying for hire in any street not actually hired:

- Proceed with reasonable speed to, and station the carriage on, one of the such stands
- If a stand, at the time of arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand
- On arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction
- From time to time when any other carriage immediately in front is driven off or moved forward

Every proprietor or driver of a Hackney Carriage who shall have agreed or shall have been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage as such appointed time and place.

If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage, either with the licence granted to him by the Council or afterwards, he shall, when standing, plying or driving for hire, wear that badge in such position and manner as to be plainly and distinctly visible.

Every driver of a Hackney Carriage so constructed as to carry luggage shall when requested by any person hiring or seeking to hire the carriage:

- Convey a reasonable quantity of luggage
- Afford reasonable assistance in loading and unloading
- Afford reasonable assistance in removing it to or from the entrance of any house, station, or place at which he may take or set down such person

Every proprietor or driver of a Hackney Carriage who shall knowingly convey in the carriage the dead body of any person shall, immediately thereafter, notify the fact to the Chief Sanitary Inspector of the Council.

Provisions fixing the stands of Hackney Carriages.

Byelaw 13 lapsed. As to fixing Hackney Carriage stands, see now Section 63, Part II of the Local Government (Misc. Provisions) Act 1976.

Byelaw 14 lapsed. As to fixing fares see now Section 65, Part II of the Local Government (Misc. Provisions) Act 1976.

Every proprietor of a Hackney Carriage plying for hire for which any fares are fixed by any Byelaw in that behalf shall:

- Cause a statement of such fares to be painted or marked on the inside of the carriage, or on a plate affixed thereto, in clearly distinguishable letters and figures.
- Renew such letters and figures as often as is necessary to keep them clearly visible.

The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this Byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in Hackney Carriages, and fixing the charges to be made in respect thereof.

Every proprietor or driver of a Hackney Carriage shall, immediately after the termination of any hiring, carefully search the carriage for any property which may have been

accidentally left therein. If any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:

- Carry it within twenty-four hours, if no sooner claimed by or on behalf of its owner, the Cambridge City Police Station, and leave it in the custody of the officer in charge of the Station on his giving a receipt for it.
- Be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pounds of its estimated value (or the fare for the distance from the place of finding to the Cambridge City Police Station, whichever be greater) but not more than five pounds.

Penalties

Every person who shall offend against any of these Byelaws shall be liable, on summary conviction, to a fine not exceeding fifty pounds and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction thereof.

Repeal of Byelaws

The Byelaws relating to Hackney Carriages which were made by the Mayor, Aldermen and Burgesses of the Borough of Cambridge on the Thirteenth day of November 1936, the Second day of May 1938, and the Eighteenth day of November 1938, and which were confirmed by the Minister of Health on the Eleventh day of February 1937, the Tenth day of May 1938 and the Fourth day of January 1940, respectively, are hereby repealed.

The Common Seal of the Mayor, Aldermen and Citizens of the City of Cambridge was affixed hereto this sixth day of December 1951, in the present of (Sg) Alan H Swift – Town Clerk.

I hereby confirm the foregoing Byelaws and fix the date on which they shall come into operation as the 1st March 1952. (Sg) David Maxwell Fyfe – One of Her Majesty's Principal Secretaries-of-State.

Home Office, Whitehall, 22nd February 1952.

Byelaws

Made under Section 68 of the Town Police Clauses Act 1847 and Section 171 of the Public Health Act 1875 by the Mayor, Aldermen and Citizens of the City of Cambridge acting by the Council with respect to Hackney Carriages in the City of Cambridge,

Byelaw No 3 of the series of Byelaws made by the Mayor, Aldermen and Citizens of the City of Cambridge acting by the Council on the Twenty-fourth day of August, One Thousand Nine Hundred and Seventy Three and confirmed by one of Her Majesty's Principal Secretaries-of-State on the First day of June, One Thousand Nine Hundred and Seventy Four is hereby repealed and replaced by the following Byelaw which shall be read and construed as one with the series of Byelaws aforesaid:

Provisions regulating how Hackney Carriages are to be furnished or provided:

Every proprietor of a Hackney Carriage shall:

- Provide sufficient means by which any person in the carriage may communicate with the driver
- Cause the roof or covering to be kept water-tight
- Provide any necessary windows and means of opening and closing not less than one window on each side
- Cause the seats to be properly cushioned or covered
- Cause the floor to be provided with a proper carpet, mat or other suitable covering
- Cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service
- Provide means of securing luggage if the carriage is so constructed as to carry luggage
- Provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use
- Provide at least two doors for use of persons conveyed in such carriage, and a separate means of ingress and egress for the driver
- Cause a sign (which shall be illuminated during the darkness except when the vehicle is under hire and is not proceeding through an area restricted to vehicles other than inter alia Hackney Carriages) bearing the word "TAXI" in black lettering on a yellow background on the front and "Cambridge Licensed Taxi Cab" in black lettering on a red background on the back at all times to be prominently displayed on the roof of the vehicle except:

When the vehicle is on hire for a wedding

When it is necessary to accommodate passengers luggage by the use of a roof rack

When the vehicle is being used for social, domestic or pleasure purposes.

The Common Seal of Cambridge City Council was hereunto affixed this 27th day of July One Thousand Nine Hundred and Eighty-One in the presence of Michael Ball – City Secretary and Solicitor.

The Secretary of State this day confirmed the foregoing byelaw and fixed the date on which the byelaw is to come into operation as the 6th day of November 1981. J L Banstock, An Assistant Under Secretary of State, Home Office, Whitehall, 6th November 1981.

HACKNEY CARRIAGE VEHICLE LICENCE CONDITIONS

Maintenance of Vehicle

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and to relevant statutory requirements including in particular those contained in the Motor Vehicles (Construction and Use) Regulations shall be fully complied with.

Alteration of Vehicle

No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

Safety Equipment

There shall be provided and maintained in good working order in the vehicle at all times when it is in use or available for hire a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances.

Cambridge Crests

Cambridge City Crests must be displayed in the agreed position on the vehicle doors at all times in Cambridge City.

Interior Markings

The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be clearly visible at all times to persons conveyed therein:

- The number of the licence
- The number of passengers prescribed in the licence
- The table of fares currently in operation
- The statement in legible letters at least 1cm high "Complaints should be referred to the proprietor in the first instance, and then if necessary, to the Head of Environmental Services, Mandela House, Regent Street, Cambridge, CB2 1BY quoting all the facts including the number of the Hackney Carriage Vehicle".

Convictions

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

Byelaws

The vehicle must comply with the relevant provisions of the Hackney Carriage byelaws or be taken out of service as a Hackney Carriage until such time as the vehicle complies with the byelaws.

Change of Address

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

Signs and Notices

Signs or advertisements may be displayed on or affixed to the exterior of any licensed vehicle subject to the City Council's discretion to disallow any sign or advertisement.

Meters

Meters need to meet the Public Carriage Office specification, be programmed to calendar control and be sealed by lead or plastic means to meet the required minimum standard.

Transfer of Plate ownership

It is an offence under the Local Government (Misc Provisions) Act 1976 not to inform the Council of any change of ownership within 14 days.

IT IS AN OFFENCE FOR ANY PERSON OTHER THAN A HACKNEY CARRIAGE DRIVER LICENSED BY CAMBRIDGE CITY COUNCIL TO DRIVE A HACKNEY CARRIAGE VEHICLE LICENSED BY CAMBRIDGE CITY COUNCIL.

PRIVATE HIRE VEHICLE LICENCE CONDITIONS

Maintenance of Vehicle

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and to relevant statutory requirements including in particular those contained in the Motor Vehicles (Constructions and Use) Regulations shall be fully complied with.

Alteration of Vehicle

No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

Identification Plate

The plate identifying the vehicle as a Private Hire Vehicle is required to be exhibited on the vehicle pursuant to Section 48(6) of the Local Government (Misc. Provisions) Act 1976 shall be securely fixed to the external front and rear of the vehicle in a conspicuous position and in such manner as to be easily visible by an authorised officer of the Council, or a Police Officer. Fixing kits will be provided for this purpose.

Interior Signs

The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be clearly visible at all times to persons conveyed therein:

- The number of the licence
- The number of passengers prescribed in the licence
- The name and company address of the operator
- The statement in legible letters at least 1cm high "Complaints should be referred to the proprietor in the first instance, and then if necessary, to the Head Environmental Services, Mandela House, Regent Street, Cambridge, CB2 1BY quoting all the fact including the number of the Private Hire Vehicle"
- The current fare table applicable to the licensed vehicle in legible lettering not less than 0.6cm high

Safety Equipment

There shall be provided and maintained in good working order in the vehicle at all times when it is in use or available for hire a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances.

Signs and Notices

All Private Hire Vehicles should have displayed on their door sign in 1" lettering the words: '**Private Hire Vehicle – Pre Booked Only**'. Signs or advertisements (except roof signs) may be displayed on or affixed to the exterior of the licensed Private Hire Vehicle subject to the City Council's discretion to disallow any sign or advertisement.

Meters

Meters need to meet the Public Carriage Office specification, be programmed to calendar control and be sealed by lead or plastic means to meet the required minimum standard.

Transfer of ownership

The Council must be informed of any transfer of plate ownership within 14 days.

Change of Address

The proprietor of the licensed Private Hire Vehicle shall notify the Council in writing of any change of address during the period of the licence within 7 days of such change.

Convictions

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

Surrender of Licence

If the proprietor decides to cease the use of a licensed vehicle for Private Hire purposes, he shall surrender the licence by returning it together with the licence plate (which belongs to Cambridge City Council) to the Head of Environmental Services.

IT IS AN OFFENCE FOR ANY PERSON OTHER THAN A PRIVATE HIRE DRIVER LICENSED BY CAMBRIDGE CITY COUNCIL TO DRIVE A PRIVATE HIRE VEHICLE LICENSED BY CAMBRIDGE CITY COUNCIL.

PRIVATE HIRE DRIVER LICENCE CONDITIONS

Conduct

The driver must give reasonable help with luggage, be clean, respectable, polite and orderly. He must also take reasonable steps to ensure the safety of passengers and must not drink, eat or play a radio or similar device to the annoyance of any person during the hiring.

Passengers

The maximum number to be carried is as prescribed in the vehicle licence. No child under 10 may be carried in the front seat beside the driver.

Lost Property

The driver must search the vehicle to ensure that property is not left behind, and if property is left behind he must take it to a police station within 24 hours.

Written Receipts

Must be provided for charges, if requested.

Animals

All drivers are obliged to carry assistance dogs unless they have been granted a medical exemption from the Taxi Licensing Office. A driver may not carry an animal owned by him, or in his custody, or that of the proprietor of the vehicle or its operator.

Deposit of Drivers Licence

If the proprietor permits or employs any other person to drive the licensed vehicle he shall, before that person commences to drive the vehicle, ensure he is in possession of his "Taxi" Drivers licence for retention.

Alternatively, if the vehicle is a "fleet" Private Hire Vehicle, you are required to deposit your Private Hire Drivers licence with the Private Hire Operator.

Change of Address and Convictions

The holder of a "Taxi" Drivers licence shall, within seven days, notify the Council in writing of any change of address, or conviction imposed on him, during the period of the licence.

Badges

Badges must be displayed prominently, in such a position that is easily seen by passengers.

It is the policy of Cambridge City Council to ensure that proprietors, drivers and operators are licensed correctly and carry out their trade in accordance with both the relevant law and the conditions attached to the licences.

The enforcement policy is intended to fairly and firmly enforce the law in a consistent and transparent way. The Council has adopted or is in agreement with the provisions of the Government's Enforcement Concordat. This is reflected in the Councils' Common enforcement Policy which underpins all service or topic specific enforcement policies adopted by the council. This represents a graduated approach to enforcement based on the principles of:

- agreed standards and procedures
- helpfulness
- openness
- transparency
- proportionality
- consistency
- complaints procedure

All enforcement action, be it verbal warnings, the issue of written warnings, statutory notices, appearance before the committee or prosecution, will primarily be based upon the seriousness of the breach and the possible consequences arising out of it. Enforcement action will not, therefore, constitute a punitive response to minor technical contraventions of legislation.

Authorised officers, when making enforcement decisions, will abide by this policy. Any departure from the policy must be exceptional, capable of justification, be fully considered and be endorsed by the Environmental Health Manager or above before the decision is taken (unless it is considered that there is significant risk to the public in delaying the decision).

Enforcement Options

Achieving and maintaining a consistency of approach to making all decisions that concern taxi licensing and enforcement action, including prosecution, is of paramount importance. To achieve and maintain consistency, it is vital that the policy guidelines are always considered and followed where appropriate.

Licence application and enforcement decisions must always be consistent, balanced, proportionate and relate to common standards which ensure that the public is adequately protected. In reaching any decision many criteria must be considered including the:

- seriousness of any offences;
- driver or operator's past history;
- consequence of non-compliance;
- likely effectiveness of the various enforcement options;
- public safety;
- accumulation of points over the previous 12 months

Having considered all relevant information and evidence, the choices for action are:-

a) Licence Applications:

- grant licences subject to the Council's Hackney Carriage and Private Hire Licensing Policy requirements
- refuse to grant a licence.

b) Enforcement Action:

- take no action;
- take informal action;
- use statutory notices, (stop notices etc.);
- suspend a licence;
- revoke a licence;
- use simple cautions;
- prosecute
- a combination of any of the above

Informal Action

Informal action to secure compliance with legislation includes offering advice, verbal and written warnings and requests for action and the use of letters.

Such informal enforcement action may be appropriate in any of the following circumstances:-

- the act or omission is not serious enough to warrant more formal action;
- it can be reasonably expected that informal action will achieve compliance, perhaps by taking into account the individual driver or operator's past history;
- confidence in the operator's management is high;
- the consequences of non-compliance will not pose a significant risk to the safety of the public.

Even where some of the above criteria are not met, there may be circumstances in which informal action will be more effective than a formal approach.

Appearance before the Licensing Sub Committee of the Council

An offending individual or company may be summoned before the licensing sub-committee to answer allegations of breaches of relevant legislation, Bye-laws or conditions attached to licences or a contravention of the policy including accumulation of points over a the previous 12 months.

Current licence holders who report convictions or breach relevant legislation during the period of their licence may be brought before the Licensing Sub Committee.

The Committee may decide to take one or more of the following actions:-

- no action;
- a written warning;
- require the production of driving licences or other specified documentation at the Council's Office;
- suspend a licence;
- revoke a licence;
- recommend prosecution action
- other appropriate action as deemed necessary

Section 68 Notices (Stop Notices)

An authorised officer may serve notice in writing for a hackney carriage or private hire vehicle or the taximeter affixed to such vehicle to be examined at the Council's appointed garage at a time specified in the notice. This notice must only be served having had due regard to the condition of the vehicle or with reasonable grounds to suspect the accuracy of the taximeter.

An authorised officer may, in addition to requiring the vehicle to be tested, suspend the vehicle licence until such time as he is satisfied with the condition of the hackney carriage or private hire vehicle. This action will only be taken when he has reasonable grounds to suspect that the condition of the vehicle is an immediate danger to passenger and/or other road users.

The suspension notice will remain in place until such time as the Officer issuing the notice is satisfied that the grounds for suspension have been satisfactorily resolved. Written confirmation of the lifting of the suspension notice will be given. Until such time as written confirmation has been received, the suspension notification will remain active.

If the Authorised Officer who issued the suspension notice is not satisfied that the appropriate action has been taken to allow the suspension notice to be withdrawn within a period of two months from the date of issue, the vehicle licence shall be deemed to be revoked.

Appeals

Appeals against decisions of the Licensing Sub Committee or authorised officers may be made to the Magistrates' Court.

Any notifications of enforcement actions will include written information on how to appeal. Where the Council suspends or revokes a driver's licence the revocation or suspension may take place immediately regardless of the fact that the driver may have made an appeal against the decision to the Magistrates' Court.

A driver can also appeal against a refusal to renew his drivers licence, but as his previous licence would have already expired he cannot continue to drive as he would no longer hold a current licence.

Prosecution

The decision to prosecute is a very significant one as it may impact on the licence holder's future employability. Prosecution will, in general, be restricted to those

circumstances where the law is blatantly disregarded, legitimate requirements of the Council are not followed and / or the public is put at serious risk. Such circumstances are, however, in a minority. It is important that the criteria on which a decision to prosecute is made provide common standards that ensure a consistent approach.

The circumstances which are likely to warrant prosecution may be characterised by one or more of the following:-

- where there is a blatant disregard for the law, particularly where the economic advantages of breaking the law are substantial and the law-abiding are placed at a disadvantage to those who disregard it;
- when there appears to have been reckless disregard for the safety of passengers or other road users;
- where there have been repeated breaches of legal requirements;
- where a particular type of offence is prevalent;
- where a particular contravention has caused serious public alarm.

When circumstances have been identified which may warrant a prosecution, all relevant evidence and information must be considered, to enable a consistent, fair and objective decision to be made.

Before referring a matter for possible prosecution, the Head of Refuse and Environment must be satisfied that there is relevant, admissible, substantial and reliable evidence that an identifiable person or company has committed an offence. There must be a realistic prospect of conviction; a bare prima facie case is not enough. With insufficient evidence to prosecute, the issue of a simple caution is not an alternative.

In addition to being satisfied that there is sufficient evidence to provide realistic prospect of conviction, it must be established that it is in the public interest to prosecute. The Code for Crown Prosecutors (November 2004), issued by the Crown Prosecution Service, provides guidance which will be considered, including relevant public interest criteria

When a decision is being taken on whether to prosecute, the factors to be considered may include:-

- the seriousness of the alleged offence;
- the risk or harm to the public;
- identifiable victims;
- failure to comply with a statutory notice served for a significant breach of legislation;
- disregard of safety for financial reward;
- the previous history of the party concerned;
- offences following a history of similar offences;
- failure to respond positively to past warnings;
- the ability of any important witnesses and their willingness to cooperate;
- the willingness of the party to prevent a recurrence of the problem;

- the probable public benefit of a prosecution and the importance of the case e.g. whether it might establish a legal precedent. (As indicated above, advice on the public interest is contained in the
- Code for Crown Prosecutors. The general thrust of the advice contained therein is that, the graver the offence, the less likelihood there will be that the public interest will allow anything other than a prosecution);
- whether other action, such as issuing a simple caution in accordance with the Home Office Circular 016./2008 would be more appropriate or effective.

Simple Cautions

A simple caution may be used as an alternative to a prosecution in certain circumstances.

The purposes of the simple caution are:-

- to deal quickly and simply with less serious offences;
- to divert less serious offences away from the Courts;
- to reduce the chances of repeat offences

To safeguard the suspected offender's interests, the following conditions should be fulfilled before a caution is administered:-

- there must be evidence of the suspected offender's guilt sufficient to give a realistic prospect of conviction;
- the suspected offender must admit the offence the suspected offender must understand the significance of a simple caution and give informed consent to being cautioned.

If there is insufficient evidence to consider taking a prosecution, then by implication, the criteria is not satisfied for the use of a simple caution. A simple caution should also not be used where the suspected offender does not make a clear and reliable admission of the offence. (It should be noted that there is no legal obligation for any person to accept the offer of a simple caution and no pressure should be applied to the person to accept a caution).

Where a person declines the offer of a simple caution, it will be necessary to consider taking a prosecution.

Transparency

Following the completion of an investigation into a complaint or any enforcement activity, the licence holder will be informed of the action intended to be taken.

Any written documentation issued or sent will:-

- contain all the information necessary to understand the offence and what needs to be done to rectify it. Where works are required, the period allowed for them to be completed will be indicated;
- indicate the legislation or conditions contravened and measures which will enable compliance with the legal requirements and point out, where appropriate, that other means of achieving the same effect may be chosen;
- clearly indicate any recommendations of good practice under an appropriate heading, to show that they are not a legal requirement.

The clear distinction between legal requirements and matters that are recommended as good practice recommendations in all enforcement action, even if only giving verbal advice, is vitally important.

Taxi Regulatory Committee Hearings Procedure

The purpose of the Taxi Regulatory Hearings Procedure is to consider and adopt a standardised hearings procedure for taxi regulatory matters by the sub-committee. This procedure will provide an opportunity for all parties to have a right to a fair hearing.

The City Council, as licensing regulatory authority for Hackney Carriages and Private Hire vehicles within the City of Cambridge has the responsibility to determine a number of matters within its jurisdiction. In many case these will involve one or more of the Grounds for Disbarment set out in the Taxi Guide.

The legislation requires that in certain circumstances the authority must hold a hearing. It is considered good practice that a recognised procedure is followed and that parties of such a hearing are advised in advance of the procedure to be followed at the hearing.

Preparation of report

Where the Officer considers that the Taxi Regulatory Sub-Committee should decide whether an applicant for a licence is a fit and proper to hold the licence for which she/he has applied, the Officer will refer the matter to the Sub Committee.

Where the Officer has reason to believe that any of the circumstances set out in Sections 60 and 61 of the 1976 Act may apply, the Officer will conduct an investigation on behalf of the Head of Refuse and Environment.

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 relevant law, Council policy and the powers of the Sub-committee. The Officer will also submit any information obtained as a result of the investigation, the source of that information and any matters in dispute.

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.

The Officer will write to the driver giving details of the evidence which has not been included in the report because it is 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.

Evidence can be given in writing or orally, by the Officer, the driver or by their witness(es). There are no legal restrictions in terms of the kind of evidence that can be heard or the form in which it must be presented.

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.

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

The Head of Refuse and Environment 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.

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.

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.

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

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

Conflict of Interest

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.

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

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.

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.

The committee members will decide whether members of the press and public should be excluded from the remainder of the hearing.

The Officer will outline the report and present any witnesses in support of the Officer's case.

Members may ask any relevant questions of the officer or witnesses.

The Chair will invite the driver or her/his representative to ask questions of the Officer or witnesses.

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.

Members may ask any relevant questions of the driver and/or her/his witnesses.

The Officer may ask any relevant questions to clarify the evidence or information that has been given.

When all the evidence has been offered, the Chair will invite all parties to summarise their points if they wish.

The Chair will ask all parties if they are satisfied that they have had the opportunity to say everything that they wish to say.

The Chair will invite the Legal Adviser to the Sub-Committee to give any legal advice that the advisor considers to be appropriate.

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 Advisor 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.

The sub-Committee may reconvene the meeting in order to seek clarification of the facts.

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

The Driver

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 of appeal to the Magistrates Court and the time within which appeals must be submitted.

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 interest 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.

In urgent cases, the Head of Refuse and Environment has delegated power to suspend a driver or vehicle licence.

Rehabilitation of Offenders Act 1974 – Rehabilitation Periods

Sentence**Rehabilitation Period**

Two and a half years (30 months) imprisonment and over whether the sentence was suspended or not.

Never Spent

Six month imprisonment and over but under 30 months whether the sentence was suspended or not.

10 years

Under six months imprisonment/ youth custody whether the sentence was suspended or not.

7 years

A fine or community service order.

5 years

Conditional discharge, bound over or probation order. Also includes fit person, supervision and care orders.

One year or period of probation sentence, whichever is longer

Absolute discharge

6 months

Disqualification, disability or prohibition

Period of sentence unless a long period as above e.g. Disqualification and a fine five years

For applicants aged under 17 when they were convicted; The fixed rehabilitation periods for imprisonment and a fine are halved.

For convictions which can only be passed on young offenders; they remain fixed and cannot be halved i.e.

Sentence**Rehabilitation Period**

Borstal

7 years

Six months – two years detention in a place determined by the Secretary of State

5 years

Six months detention and less as above

3 years

Detention Centre Orders

3 years

All penalty points are normally spent after three years from the date of offence. Exceptions to this are, for example, disqualifications for drink driving (10 years) or under the totting up procedure (4 years).

The periods of time that must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances.

Specific consideration will be given to the following previous convictions and discretion may be exercised by the Head of Refuse and Environment, and subsequently the Licensing Sub Committee, to grant or to renew a licence

Minor traffic offences – convictions for minor offences e.g. obstruction, waiting in a restricted street, speeding etc does not prevent a person from proceeding with an application. However, the number, type and frequency/ repetition of these types of offences will be taken into account. Any new applicant must have held a full DVLA Licence for a period of twelve months.

Major traffic offences – an isolated conviction for reckless driving or driving without due care and attention etc will normally merit a warning as to future driving and advice on standards expected of licensed drivers. More than one conviction for these types of offences within the last **two years** may merit refusal and no further application will then be considered until a period of at least **three years** free from convictions has elapsed. Similarly, any conviction during the period of a council issued licence will lead to a warning as to future conduct and may lead to suspension or revocation of that licence.

Drunkenness with a motor vehicle – a serious view will be taken of convictions for driving or being in charge of a motor vehicle under the influence of alcohol. More than one conviction for these offences raises grave doubts as to the applicant's fitness to hold a driver's licence. At least **three years** will normally elapse after the restoration of the DVLA driving licence before an application can be considered for a Council issue driver's licence. A driver found guilty of driving whilst under the influence of alcohol will have their licence revoked and will be banned for holding such a licence with the Council for a minimum of **five years**. **Drunkenness not in a motor vehicle** – a number of convictions for drunkenness may indicate a medical problem necessitating critical examination. A conviction of this type of offence during the period of a council issued licence might warrant a warning as to future conduct with subsequent convictions possibly leading to suspension and/ or revocation of any licence held.

Drugs – an applicant with a conviction of a drug related offence may be required to show a period of at least **three years** free of convictions before an application can be made. A driver found guilty whilst under the influence of drugs or found guilty of any drug related offence will have their Council issue driver's licence suspended and/ or revoked immediately and be banned from holding such a licence with the Council for a minimum period of **five years**.

Indecency offences – as drivers often carry unaccompanied and/ or vulnerable passengers, applicants with convictions for any indecency offences will be refused a licence until they can show a substantial period free of such offences. Each case will be treated on its merits. More than once conviction of this kind precludes consideration for at least five years. In either case, if a licence is issued then a strict warning as to future

conduct may be issued. A driver found guilty of indecency offences during the period of the council issued licence will have their licence suspended or revoked immediately and be banned from holding such a licence for a minimum period of **five years**.

Violence – as drivers maintain close contact with the public a firm line is taken with applicants who have convictions for grievous bodily harm, wounding or assault. At least three years free of such convictions must be shown before an application is entertained and even then a strict warning will be administered. A driver found guilty of violence related offences will have their council licence suspended and/ or revoked immediately and be banned from holding such a licence for a minimum period of **five years**.

Dishonesty – drivers are expected to be persons of trust. A serious view will be taken of any convictions involving dishonesty. In general a period of at least three years free of any convictions will be required before considering an application. Any existing driver convicted of offences of dishonesty will have their council licence suspended and/ or revoked immediately and be banned from holding such a licence for a minimum of **five years**.

Grounds for Disbarment

Unless there are exceptional circumstances it is unlikely that an individual will be granted a licence if they have:

1. Been convicted of any offence of a sexual nature which is not spent under the Rehabilitation of Offenders Act 1974
2. Been convicted of any offence involving possession, supply of drugs or related offence not spent under the Rehabilitation of Offenders Act 1974
3. Been convicted of any offence involving dishonesty not spent under the Rehabilitation of Offenders Act 1974
4. Been convicted of any offence involving violence not spent under the Rehabilitation of Offenders Act 1974
5. Been convicted within the last 5 years of more than one offence of drunkenness or related (see item 7 below)
6. Held their DVLA drivers licence for less than 2 years after its return as a result of suspension for any reason
7. Been convicted of any offence relating to alcohol and motor vehicles which is not spent under the Rehabilitation of Offenders Act 1974
8. Been convicted within the past 3 years of any offence which resulted in 6 or more points being attached to their drivers licence
9. Been convicted within the past 1 year of any combination of offences relating in 6 or more points being attached to their drivers licence
10. If at the time of application (for grant, renewal or during the life of an existing licence) have more than 9 points attached to their drivers licence

11. If they have more than 1 conviction relating to 'taxi' law which is not spent under the Rehabilitation of Offenders Act 1974

Fees and Charges

Appendix 4

Fees are subject to change at any time. The most recent fees are set out as below:

Drivers	Fee
Application Fee (new applicants)	£40
CRB Check	£44
Knowledge Test	£30
DSA Test	From £80
Licence Fee	£50 (each)
Renewal Fee	£50 (each)
Replacement Badge	£10
DVLA Data Check	£8

Vehicles	Fee
Mechanical Fitness Test	£51 (twice yearly)
Vehicle Licence	£195
Transponder Permit	£20
Transponder Deposit	£80
Plate Deposit (Private Hire Only)	£50
Replacement Plate	£10.21
Re-Test	£51
Return Test	£19
Change of Ownership	£50

Methods of Payment

The fees for hackney carriage and private hire licenses are non refundable and must be made in full at the time of application/ renewal for the application/ renewal to be accepted and processed. Payment can be made:

- By cash;
- By cheque payable to "Cambridge City Council"
- By debit card

You will be issued with an official till receipt for all monies paid.