

Example enforcement management system

The details provided below are not intended to be comprehensive, but instead to give an indication of how the system would operate.

Breach of condition of a Licence

	Points
Failure to notify the Council in writing within seven days of any change of address or conviction imposed on him during the period of the licence	3
Refusal to give a written receipt	3

Breach of statutory obligation

	Points
Failure of a Private Hire driver to wear their badge in such position and manner as to be plainly and distinctly visible at all times when acting in accordance with the Licence, contrary to section 54(2)(a) of the Local Government (Miscellaneous Provisions) Act 1976	4
Failure to notify report to the Council as soon as is reasonably practicable but in any case within 72 hours of the occurrence of any accident to a vehicle, contrary to section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976	4

Complaints

	Points
Complaint regarding conduct or standard of driving	4

Minor road traffic offences witnessed by an Officer

	Points
Using a mobile phone whilst driving a vehicle	4

If any incident covers a number of areas (e.g. breach of statutory obligation and breach of Licence condition), the maximum number of points accrued will be capped at whichever area has the highest number of points. E.g. for failure to wear badge prominently in such a position that is easily seen by passengers and failing to give a receipt, the number of points would be capped at 4 instead of 7 points being allocated.

The enforcement action that will be taken by Officers of the Licensing section will be as follows:

Number of Points accrued in a rolling 12 month period	Action
1-3	Letter of warning and invitation to provide comments in writing
4-7	Interviewed by an Officer of the Licensing section and reminded of conduct expected
8-11	Interviewed by an Officer of the Licensing section and a final written warning given
12+	Referred to the Licensing Sub-Committee to consider the revocation or refusal to renew the relevant Licence.