

Appendix E

Amendments to Policy

Private Hire Operator and Vehicle Licence Policy Consultation	
Section	Changes
Introduction	No Change
Strategies and Legislation	Updated – 2 new pieces of legislation
Equality, Diversity, and Inclusion	No Change
Delegations	Refined Wording
Information Sharing	No Change
Private Hire Operator Policy	
Legislative Background	No change
Fit and Proper Person Requirement	Refined Wording
Background Checks	Refined Wording
Disclosure and Barring Service (DBS) Checks	Refined Wording
Relevance of Convictions, Cautions, Reprimands and Warnings	Refined Wording
Fit and Proper Threshold	Reworded to 'Relevant Convictions' and refined wording
Right to Work Documentation	No Change
Tax Conditionality Checks	No Change
Insurance Requirements	No Change
Planning Permission	No Change
Registering with the Information Commissioner's Office	No Change
Operator Name	No Change
Supporting Documents	No Change
Private Hire Operator Licence	No Change
Private Hire Operator Conditions	Conditions updated: <ul style="list-style-type: none"> • All staff that take bookings and/or dispatch vehicles must be appropriately trained, including understanding different accessibility needs and requests. • Records of all bookings, whether accepted or rejected, must be maintained and kept up to date and must be made available for inspection at all reasonable times

	<p>without notice by an Authorised Officer or Police Officer. Officers must be permitted to photograph and/or remove such records and to remove from the premises if so required.</p> <ul style="list-style-type: none"> • The operator shall provide complainants with the information on how to make a complaint to the Licensing Authority if they so wish. • The operator is responsible for ensuring that their system, where possible, identifies job bookings with specific requirements and that only vehicles and drivers who can fulfil the booking are identified as appropriate to undertake • Where a driver accepts a job booking and then subsequently cancels, the reason for cancellation must identified and logged
Compliance and Enforcement	No Change
Better Regulation Delivery Office: Regulators' Code, 2014	No Change
Better Regulation Unit: Enforcement Concordat	No Change
Enforcement and Non-Compliance Options	No Change
Complaints	No Change
Private Hire Vehicle Policy	
Legislative Background	No Change
Application Process	No Change
Tax Conditionality Checks	Removed – not required for vehicle application purposes
Disclosure and Barring Service Checks	Refined Wording
Private Hire Vehicle Specification	<p>Updated and refined wording.</p> <p>Changes made to include:</p> <ul style="list-style-type: none"> • Windows – allow factory fitted tinted windows • Zero Emission Capable vehicles to be licensed for up to 12 years • As of 2027 newly licensed vehicles must be Zero Emission Capable
Image Recording Equipment	<p>Updated wording.</p> <p>To remain voluntary but must conform to new specification if installed</p>
Special Occasion Vehicles	No Change
Limousines	No Change
Exceptional Vehicle Criteria	No Change
Vehicle Inspections and Testing	No Change
Insurance	No Change
Advertising	Updated to allow half and full livery (must not detract from vehicle signage)

Accidents	No Change
Transfer of Vehicle Licence	No Change
Signage	<p>Updated specification</p> <ul style="list-style-type: none"> • Permanently affixed signage to front nearside and offside doors, denoting Council logo, the words 'Advanced Booking Only' and 'Private Hire Vehicle' and the private hire vehicle number. • Securely affixed signage to rear nearside and offside doors showing the private hire operator for which jobs are being undertaken. The design etc. to be determined by the Licensing Authority.
Vehicle Conditions	<p>Updated</p> <p>Changes to vehicle signage</p> <p>Convictions etc. to be notified to the authority within 48 hours in line with driver policy</p>
Compliance and Enforcement	No Change
Enforcement and Non-Compliance Options	No Change
Consultation	No Change