

Waste & Street Scene Policy Committee

**Wednesday 15 February 2023 at 2.00
pm**

**To be held in the Town Hall,
Pinstone Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

Membership

Councillor Joe Otten
Councillor Mike Chaplin
Councillor Alexi Dimond
Councillor Tim Huggan
Councillor Mark Jones
Councillor Nabeela Mowlana
Councillor Janet Ridler
Councillor Paul Turpin
Councillor Cliff Woodcraft

PUBLIC ACCESS TO THE MEETING

The Waste and Street Scene Policy Committee discusses and takes decisions on:

- Street Scene and Regulations
- Parking
- Emergency Planning
- Highway maintenance and management
- City Centre management
- Waste management
- Markets
- Regulatory licensing policy
- Environmental Protection

Meetings are chaired by Councillor Joe Otten.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk . You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpage](#) or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Policy Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing committee@sheffield.gov.uk, as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in advance of the date of the meeting, by email to the following address: committee@sheffield.gov.uk.

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times

within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email committee@sheffield.gov.uk.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**WASTE & STREET SCENE POLICY COMMITTEE AGENDA
15 FEBRUARY 2023**

Order of Business

- 1. Welcome and Housekeeping**
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
 - 2. Amey Performance Review**
 - 3. Apologies for Absence**
 - 4. Exclusion of Press and Public**
To identify items where resolutions may be moved to exclude the press and public
 - 5. Declarations of Interest** (Pages 7 - 10)
Members to declare any interests they have in the business to be considered at the meeting
 - 6. Minutes of Previous Meeting** (Pages 11 - 16)
To approve the minutes of the last meeting of the Committee held on
 - 7. Public Questions and Petitions**
To receive any questions or petitions from members of the public
 - 8. Work Programme** (Pages 17 - 30)
Report of the Director
- Formal Decisions**
- 9. Hackney Carriage Vehicle Policy** (Pages 31 - 474)
Report of Executive Director, Operational Services
 - 10. Street Trading in the City Centre - Approve the new resolution following consultation** (Pages 475 - 484)
Report of Executive Director, Operational Services
 - 11. Electric Vehicle Charger Fees and Charges** (To Follow)
Report of Executive Director, Operational Services
 - 12. Revenue Budget Monitoring Report - Month 8** (Pages 485 - 494)
Report of Interim Director, Finance and Commercial Services

13. Grass Verge Options, including Wildflower Planting and Community Funded Street Trees (Pages 495 - 532)
Report of Executive Director, Operational Services

14. Amey Performance Review (Pages 533 - 632)
Report of Executive Director, Operational Services

NOTE: The next meeting of Waste & Street Scene Policy Committee will be held on Wednesday 22 March 2023 at 10.00 am

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its Policy Committees, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest** (DPI) relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

Further advice can be obtained from David Hollis, Interim Director of Legal and Governance by emailing david.hollis@sheffield.gov.uk.

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Waste & Street Scene Policy Committee

Meeting held 21 December 2022

PRESENT: Councillors Joe Otten (Chair), Mike Chaplin (Deputy Chair), Alexi Dimond (Group Spokesperson), Tim Huggan, Mark Jones, Nabeela Mowlana, Janet Ridler, Paul Turpin and Cliff Woodcraft

1. APOLOGIES FOR ABSENCE

1.1 No apologies of absence were received.

2. EXCLUSION OF PRESS AND PUBLIC

2.1 It was explained that there was a closed part of the report at item 9 in the agenda (item 7 of the minutes) which was not available to the public and press because it contained exempt information described in paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended) relating to financial and business affairs. The Committee were asked to formally exclude the public and press for the discussions on this item to allow for consideration of the sensitive information.

3. DECLARATIONS OF INTEREST

3.1 There were no formal declarations of interest made at the meeting.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the previous meeting of the Committee held in November were considered and approved as a correct record subject to Cllr Alexi Dimond asking for it be noted that he had voted against the amendments shown at paragraph 8.2 (d) and 8.2 (e). It was agreed that the November 2022 minutes would be updated to reflect this (see 8.2 of November 2022 minutes).

5. GRASS VERGE OPTIONS, INCLUDING WILDFLOWER PLANTING AND COMMUNITY FUNDED STREET TREES

5.1 The Head of Waste Management and Highway Maintenance introduced the report which set out a new approach to managing the competing demands on the Council's urban verges around the city, including options for protection measures to prevent anti-social parking, establishment of wildflowers and community funded tree planting. It was advised to defer to allow time to sufficiently document the EIA.

5.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee agreed to defer this decision to the February meeting pending a full documented Equality Impact Assessment being published.

6. PUBLIC QUESTIONS AND PETITIONS

6.1 One public question was received from Mishanth Feinstein and was read out by the Principal Democratic Services Officer:

Q: As we made clear to Councillor and Chair of the committee Joe Otten when we visited him in Dore and when he visited us in Darnall, the rubbish and fly-tipping problem in Darnall is out of control and desperately needs addressing by the council. While the community makes great effort with initiatives such as community litter picking, the problem is now far beyond these efforts and as Joe recognised help from the council is sorely needed. Specifically, much of the fly-tipping is caused by the fact that there is no dumping area or skips in Darnall, leaving little option for those who cannot afford a lengthy car journey. There is also a clear shortage of bins both on main roads, in which overflowing bins are a regular sight, and on the back streets of Darnall, in which there are barely any bins at all.

Thus our question to the committee is this - will they consider implementing our demands which we feel are desperately needed:

- 8 new skips around Darnall
- Bin collection increased to at least once a week
- More public bins across Darnall
- Area wide clean up days twice per month
- Fly tipping warning signs in various languages

A full demand letter has been given to Councillor and Chair Joe Otten

The Chair responded with the following answer:

- In respect of your questions on increased provision of bins, collections and skips in the area for waste removal, we will follow up on that with a written answer in the new year, as we need to retrieve and collate some information on current bin usage and flytipping incidents in the area, before answering your question fully.
- A number of flytipping hotspot sites in Darnall have been reviewed this year in conjunction with Cllrs and proposals are being costed to install deterrent measures this financial year. There is up to £57k to spend on protecting these sites in the East LAC. We also have more than 10 of the latest mobile cctv cameras being used in hotspots across the city to catch people flytipping predominantly from cars where a vehicle registration can be identified and more than a hundred fyps have been served as a result since these went in.
- The East LAC produced a waste information leaflet that Cllrs and council staff delivered to 600 properties in the Darnall area, as part of their day of action on litter. Leaflets are provided in community settings, library, schools etc. There are alternative waste options for people with no access to transport.
- The LAC chair Cllr Mary Lea and the LAC manager Huda Ahmed visited High Hazels Academy's Headteacher, and met with around 50 parents living in Darnall, to listen to the parents, talk about litter, and the importance of reporting fly tipping, and preventive measures
- The LAC are working with the Business Advisor for Darnall, he's met with local businesses, and they are working on putting an ERF (Economic Recovery Fund) bid together , some of this money will 'if

successful' be used on ' Keep Darnall Tidy ' campaigns and lots more.

- There is an East LAC Environment, Highways, and Transport working group that Cllr Zahir Naz chairs (Staniforth Rd is mentioned regularly). They have had a quote from SCC contract officers on how much it would cost for extra more frequent Road sweeps on Staniforth Rd , and some of the side roads. Ward Cllrs will be discussing if local LAC money can be used to fund the extra road sweeps.
- Cllr Mary Lea, and other relevant officers e.g., housing have had other more targeted walkabouts, most recent was on the Greenland estate
- In September SCC delivered a bin collection calendar to all houses in Darnall. As well as explaining how to use the bin services, it also sets out the other waste services available including bulky waste collections, and HWRCs. The leaflet also provides a weblink and QR code to help/prompt residents to report litter/flytipping issues. We hope this will reduce flytipping as people better understand the waste collection services.
- In April, following specific complaints, SCC officers recorded/actioned waste issues observed along sections of Main Road (214 – 236) and Staniforth Road (596 – 660) - this included addressing a small number of missing/overloaded and contaminated bins, as well as arranging Duty of Care visits to address some trade waste concerns. On a general note we take robust enforcement action where there is flytipping if there is evidence and we work with lots of businesses re their trade waste.
- We have a Slovak language waste video which is available <https://www.youtube.com/watch?v=7F19y67RfhM> and also a Slovak language leaflet, which provides information regarding bin collections and bulky waste. Although developed in conjunction with the Page Hall team for the Page Hall area, the information is relevant for Slovak speakers living in other areas of Sheffield. The English version of the Slovak language leaflet is also available.
- Although where possible we look to use pictorial materials to deliver waste messages, if language is identified as an issue and the community group has specific languages in mind, we can produce other translated videos/other materials. There is a cost to this though and so we just need to make sure there is a need for the translation, and understand how we can target the appropriate areas/people – e.g. via the community group, or email circulation lists/social media etc.

The Food waste trail was also referred to. Cllr Mark Jones raised some points and concerns around language barrier. Cllr Otten pointed out that the request from ACORN was around the use of multiple languages for inclusivity and further intended work was stated.

7. AMEY PERFORMANCE REVIEW

7.1 The Head of Waste Management and Highway Maintenance introduced the report which provided the Committee with an overview of the performance of Amey, including any current challenges and improvement plans and also to seek approval for improvement plan(s) and the new street scene and waste customer charter.

7.2 Amey representatives gave a presentation which outlined Contract Scope, Lifecycle Improvement Plan, Lifecycle Improvement Plan – Default Position, Sheffield Network Comparison to National Average, Lifecycle Carriageway Examples and Lifecycle Footway Examples.

7.3 **RESOLVED:** That the Waste and Street Scene Policy Committee:-

Defer items 1 and 3 (listed below) to a meeting to be held in January 2023, to allow the Committee more time to consider the detail within the report before making a decision on those items.

1. Note the details of the performance update.
3. Agree the actions set out in the Report including tracking the delivery of the improvement plan against contract compliance.

RESOLVED UNANIMOUSLY: That the Waste and Street Scene Policy Committee:-

2. Note the new street scene and waste customer charter improving information to our customers on Amey and Veolia service delivery.
4. Receive a further update on Amey Performance in six months-time.

7.4 **Reasons for Decision**

7.4.1 In approving the new waste and street scene customer charter, the Committee are ensuring customers understand what to expect in terms of response by Amey to key service requests and Amey's performance against these

7.5 **Alternatives Considered and Rejected**

7.5.1 There are proposed actions set out in this Report, including tracking the delivery of the improvement plan against contract compliance. To the extent that there are alternative options available, these are set out in (closed) Appendix 2.

8. CITY CENTRE STREET FOOD MARKETS POLICY AND FEES

8.1 The Lead Officer for the Night Time Economy / Counter Terrorism introduced the report which set out a proposal to create a Street Food Market Licensing initiative.

8.2 **RESOLVED UNANIMOUSLY:** That the **Waste and Street Scene Policy Committee:-**

1. Approve the proposal for a new Street Food Market Licence initiative.

2. Approve the Street Food Market licensing documents appended to the report (regulations, qualitative criteria, sites/locations, fees, and licence and conditions).
3. Approve promotion of the Street Food Market Licence initiative with immediate effect.

8.3 Reasons for Decision

- 8.3.1 Moving forward with the proposals outlined in this Report will improve the on-street food trading offer across the city centre, providing more opportunities for local street food businesses (especially start-ups) and the creation of mini street food markets.

8.4 Alternatives Considered and Rejected

- 8.4.1 The Council could maintain the status quo. However, in order to secure the benefits outlined in the Report this option is not recommended.

9. WORK PROGRAMME

- 9.1 The Chair stated that in light of the meeting there would be some modifications to the work programme moving forwards.

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Report to Waste and Street Scene Policy Committee

15th February 2023

Report of: David Hollis, Interim Director of Legal and Governance

Subject: Committee Work Programme

Author of Report: Rachel Marshall, Principal Democratic Services Officer

Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	<i>Details to be added by PDSO</i>
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date

Appendix 1 – Work Programme

Part 1: Proposed additions and amendments to the work programme since the last meeting:

Item	Proposed Date	Note
Deferred: Grass Verge Options	Feb 2023	This item was deferred from the December meeting to February to allow for a completed EIA.

Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

Topic	
Description	
Lead Officer/s	
Item suggested by	<i>Officer, Member, Committee, partners, public question, petition etc</i>
Type of item	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	
Lead Officer Commentary/Proposed Action(s)	

Part 3: Agenda Items for Forthcoming Meetings

Meeting 5	15 February 2023 @2pm	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • Decision • Referral to decision-maker • Pre-decision (policy development) • Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
Hackney Carriage Vehicle Policy	Hackney Carriage Vehicle Policy	Claire Bower/Craig Harper	Decision	Written briefing for the committee or all members	Public Consultation	This Cttee
Street Trading in the city centre. Approve the new resolution following consultation	To consider any representations that have been made in writing following the consultation or verbally to members at these meetings.	Steve Lonnia	Decision	Member briefing session 21 st September 2022 Member briefing session 19 th October 2022	Once proposals are agreed consultation with the public will take place following the agreed Budget consultation framework.	This Cttee
NEW: Electric Vehicle Charger Fees and Charges	Due to increase in energy costs Sheffield City Council needs to increase its current tariffs for Rapid chargers to align with the current market tariffs and cover costs. Price setting is	Sabia Hanif	Decision	Several proposals have been shared with members at the monthly briefings	Part of the traffic Regulation order a 4 week consultation will be done with the public	This Cttee

	required for the new 22 fast chargers that are due to be installed early next year. Addition to this the parking exemptions that are currently applied need reviewing.					
Grass Verge Options, including Wildflower Planting and Community Funded Street Trees	Grass Verge Options, including Wildflower Planting and Community Funded Street Trees	Gill Charters	Decision	Written briefing for the committee or all members	Street Tree Partnership	This Cttee
Amev Performance Review	Amev Performance Review Deferred Decision from December	Gill Charters	Post Decision	Written briefing for committee or all members.	Engagement	This Cttee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Capital Finance Monitoring Report (M8)	<ul style="list-style-type: none"> • Capital Finance Monitoring Report (M8) 	Jane Wilby	Referral to Decision Maker	N/A		N/A

Meeting 6	22 March 2023 @10am	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Review of Licensing Fees and Charges	Review of Licensing Fees and Charges	Claire Bower	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee
NEW: Sheffield Markets Performance Review	The review will give an overview of markets performance and opportunities to carry on improving.	Ben Brailsford	Decision	All with Cllrs, markets officers legal and finance teams <ul style="list-style-type: none"> Agree Terms of Reference – Nov 22 Update Cllr briefing – agree “decision/s” to be taken in March – Jan 2023 Final Report – March 2023 	Engagement	This Cttee
NEW: Future Waste Collection Service Options for Consultation	The council will be introducing new weekly food waste collections and collecting more types of plastic for recycling to meet	Gill Charters	Strategy/ policy development, feedback from the consultation will inform future decision.	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee

	our new legal obligations of the Environment Act 1990. The report set out options for future waste collection services, compares different collection services (box collection versus bins) and our consultation strategy.					
NEW: Future Food Waste Collection Service Parameters and Learning from 2022 Trial.	Report to committee setting out parameters for a new city wide, weekly food waste collection, incorporating the lessons learnt from trial service (Sept – Nov 22)	Gill Charters	Decision	Food Waste Recycling Collection Trial report to Waste and Street Scene Policy Committee, 22nd June	This report seeks approval for consultation and the methodologies to be used.	This cttee
NEW: Food Safety Plan	A new strategy for delivering food safety and food standards in Sheffield including a 2 year work programme.	Ian Ashmore	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee
NEW: Environmental Enforcement Strategy	A revised enforcement strategy for Environmental Regulation	Ian Ashmore	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee
NEW: Environmental Volunteering Strategy	Improving the way we work with volunteers looking after their local	Beth Allsop	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee

	neighbourhoods and environment.					
Item 7 - Parking Enforcement Policy	City Wide Parking Policy Review	Sabia Hanif	Decision	Briefing session booked in November and December with the members of the committee Consultation planned in December with the public via citizens space	Public consultation will take place starting in the New Year. Consultation with councillors will take place as part of ongoing monthly briefings	This cttee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 7	Date TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items eg finance or service monitoring] 					
Capital Finance Monitoring Report (M8)	<ul style="list-style-type: none"> Capital Finance Monitoring Report (M8) 	Jane Wilby	Referral to Decision Maker	N/A		N/A

Meeting 8	Date TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Capital Finance Monitoring Report (M8)	<ul style="list-style-type: none"> • Capital Finance Monitoring Report (M8) 	Jane Wilby	Referral to Decision Maker	N/A		N/A

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer

Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3 **Page 28**

Appendix 3 – Public engagement and participation toolkit

Public Engagement Toolkit

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its ‘menu of options’ for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what’s worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as ‘hackathons’) led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick ‘how-to’ guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee’s work programme, with reference to the above list a-k.

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Report to Policy Committee

Author/Lead Officer of Report: Craig Harper,
Licensing Strategy and Policy Officer

Report of: Executive Director Operational Services
Report to: Waste and Street Scene Policy Committee
Date of Decision: 15th February 2023
Subject: Hackney Carriage Vehicle Licence Policy

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given?	Ref: 973			
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below.				
"Appendix D is not for publication because it contains exempt information under Paragraph 1 of Schedule 12A of the Local Government Act 1972 (as amended)."				

Purpose of Report:

The Licensing Authority is seeking approval of the Hackney Carriage Vehicle Licence Policy.

The policy provides information and guidance on:

- applications
- decision-making
- enforcement

In providing a publicly available document, it allows:

- transparency
- accountability
- consistency

Recommendations

That Members of the Committee approve the Hackney Carriage Vehicle Licence Policy to come into force on 1st March 2023.

Background Papers:

There are no background papers associated with this report.

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: James Lyon
	Legal: Sarah Bennett
	Equalities & Consultation: Louise Nunn/Ed Sexton Climate: Jessica Rick and Laura Chippendale
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	SLB member who approved submission: Ajman Ali
3	Committee Chair consulted: Councillor Joe Otten
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: Craig Harper
	Job Title: Licensing Strategy and Policy Officer
Date: 15 th February 2023	

1. PROPOSAL

- 1.1 The licensing authority is responsible for the regulation of hackney carriage vehicles licensed in the district of Sheffield.
- 1.2 Primary legislation regulates the industry, namely the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.
- 1.3 More recently, the Policing and Crime Act 2017 enabled the Secretary of State for Transport to issue statutory guidance in exercising taxi and private hire vehicle licensing functions to protect children and vulnerable individuals who are over 18 from harm when using such services.
- 1.4 In July 2020, the Department for Transport therefore issued Statutory Taxi and Private Hire Vehicle Standards and it is a requirement for authorities to implement the recommendations contained within unless there is a compelling reason not to. A copy of the Standards can be found at Appendix A.
- 1.5 The licensing authority does not currently have in place a Hackney Carriage Vehicle Licence Policy, instead a hackney carriage vehicle specification and other information sets the standard for vehicles in Sheffield.
- 1.6 In implementing a policy, it will:
 - Provide individuals with a clear, consistent basis for submitting applications
 - Provide a clear, consistent basis for determining licence applications
 - Provide licensees with information on licensing requirements throughout the time they are licensed
- 1.7 This report seeks the approval of the policy (Appendix H).

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The policy is designed to:
 - Provide individuals with clear, consistent, and concise guidance to all those who need to use it:
 - Licensing Authority Officers in processing applications
 - Applicants when making an application
 - Provide a clear, consistent basis for determining licence applications:
 - Allowing structured and evidenced-based decision making for Officers and Councillors
 - Achieve compliance with legislative, statutory, and local standards:
 - Supporting wider strategies and initiatives specific to vehicle licensing

2.2 The policy will positively assist the Council to deliver and achieve its aims and visions for the City: To be successful and safe to all who choose to enjoy, live, work, and study in Sheffield.

3. HAS THERE BEEN ANY CONSULTATION?

3.1 A formal 8-week consultation was undertaken, beginning 14th March 2022. The following organisations were invited to make comment:

- Licensees
- Elected Members
- Local Members of Parliament
- Sheffield City Council Transport Services
- Sheffield Disability Groups
- Sheffield Safeguarding Children's Board
- South Yorkshire Police
- Neighbouring Local Authorities
- Institute of Licensing
- Chambers of Commerce
- Sheffield Public Health Service
- Local Licensees
- Campaign for Better Transport
- National Association of Licensing and Enforcement Officers
- Pubwatch

3.2 A total of 76 responses were received, 74 of which were Sheffield licensees. A copy of the responses can be found at Appendix D.

3.3 Responses were received by email, directly to the Licensing Service and through the council's consultation hub, Citizen Space.

3.4 Citizen Space asked a number of specific questions to help inform the policy. A report, detailing the results, can be found at Appendix C.

3.5 The version of the policy that was consulted on can be found at Appendix F.

3.6 Amendments made post consultation (both informed by the consultation and reflecting changes that had taken place since the start of consultation e.g. new legislation) can be found at Appendix E.

3.7 A copy of the policy with tracked amendments post consultation can be found at Appendix G; a copy without tracked changes (for ease of reading) can be found at Appendix H.

3.8 A number of stakeholder engagement sessions were held post consultation to further understand comments received during the consultation process.

3.9 Views of the Licensing Committee were sought at a briefing on 27th January. The following points were raised:

- Consideration to permit Euro 6 compliant vehicles with restrictions on age limits
- Concerns over the viability of allowing only Zero Emission Capable vehicles from 2027 due to the current supply and availability of such vehicles
- More consideration given to the voluntary removal of vehicle partition in rear-loading vehicles

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

4.1.1 An Equality Impact Assessment was undertaken at the outset and has been under review throughout. A copy is attached at Appendix B.

4.2 Financial and Commercial Implications

4.2.1 Although there are no direct financial implications arising as a result of policy, there is a risk that staff and processing costs may increase. However, there will be opportunity to mitigate any additional cost in the forthcoming fees and charges review.

4.3 Legal Implications

4.3.1 S177 Policing and Crime Act 2017 states any public authority which has licensing functions under taxi and private hire vehicle legislation must have regard to any guidance issued under this section. The guidance issued is the Statutory Taxi & Private Hire Vehicle Standards issued in 2020. Therefore, as setting this policy will impact how the Council exercises those functions in setting this policy regard must be had to the statutory guidance.

4.3.2 Although the Council is not required to have a policy it is a clear recommendation of the statutory guidance that 'all licensing authorities make publicly available a cohesive policy document that brings together all their procedures on taxi and private hire vehicle licensing. This should include but not be limited to policies on convictions, a 'fit and proper' person test, licence conditions and vehicle standards'. The statutory guidance requires when formulating a taxi and private hire vehicle policy, the primary and overriding objective must be to protect the public.

4.3.3 The policy should be reviewed every five years. Interim reviews should be considered where significant issues have arisen.

4.3.4 This report and appendices set out how that is achieved.

4.3.5 In setting this policy the Council should intend that the Licensing Committee who will deal with a large number of cases, ensure that cases will be dealt with in a standard way: applying the same criteria and attaching the same weight in each case, and so ensuring consistency and administrative efficiency. Whilst it is lawful and essential for fairness and consistency in

decision making for decision makers to have a policy each case will have to be decided on its particular facts and is particularly important in taxi licensing cases involving human rights. The Council can be challenged for both failing to depart from policy in a case where its aims are not undermined by the departure; or for departing from policy in cases where it should be applied to maintain its aims of protecting the public.

4.4 Climate Implications

4.4.1 The policy defines the standards and requirements for vehicles wishing to be licensed as a hackney carriage, including, amongst other things, age, and emission standards.

4.4.2 The revised vehicle specification proposes new age limits:

Diesel and petrol vehicles must be at least Euro 6 compliant and under seven years of age when granted their first licence.

Zero Emission Capable vehicles must be under seven years of age when granted their first licence.

Licensable Period

Diesel and Petrol vehicles will be licensed up to 15 years of age.

Zero Emission Capable vehicles will be licensed up to 20 years of age.

As of 1st January 2027, all newly licensed vehicles must be Zero Emission Capable (ZEC)

Existing licensed vehicles will continue to be licensed for the periods stated above.

4.4.3 The draft policy proposed that from January 2025 all newly licensed vehicle must be Zero Emission Capable; however, due to comments received, current prices, demand, and longer than anticipated delivery times, the proposal is to now introduce from January 2027.

4.4.4 Maintaining age criteria means that only the cleanest and newest vehicles are licensed.

4.4.5 Those vehicles that are Euro 6 diesel standard will be compliant with the Clean Air Zone requirements and will therefore not be charged for entering.

4.4.6 The cleanest vehicles, but more importantly those that are Zero Emission Capable, will enable wider Council objectives to be worked towards, such as the 10-point Plan for Climate Action – net zero by 2030.

4.4.7 At the time of writing, the majority of hackney carriage vehicles are diesel, many of which are diesel Euro 4 standard. Only a small percentage are Euro 6 or Zero Emission Capable. We will continue to track numbers of different standards of vehicle to demonstrate the impact of the policy. It is not currently possible to calculate exact carbon emissions impacts of vehicle

switching as annual mileage of individual vehicles is not known and the Euro standards do not include specific CO2 emissions targets.

4.4.8 The majority of licensees are self-employed and are therefore responsible for sourcing and purchasing vehicles. New electric and hybrid hackney's are extremely expensive compared to their fossil fuel counterparts – an electric/hybrid is around £70K, whereas a Euro 6 diesel is somewhat cheaper.

4.4.9 It is thought likely, initially at least, that people will opt for the cheapest option, which will be a Euro 6 diesel, compliant with the CAZ. This compromise is deemed a necessary step, as moving directly to hybrid and electric will see the hackney fleet decimated and will have knock on effects on the availability of wheelchair accessible vehicles.

4.4.10 An 8-week consultation exercise was undertaken earlier this year, the results of which can be found in the attached appendices. The comments received have helped to shape the revised draft.

4.5 Other Implications

4.5.1 There are no other implications as a result of implementing the policy.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 There are no alternative options under consideration.

6. REASONS FOR RECOMMENDATIONS

6.1 The Department for Transport recommends that licensing authorities make publicly available a cohesive policy document and to review this document every five years.

6.2 The document is designed to:

- Provide individuals with a clear, consistent basis for submitting applications
- Provide a clear, consistent basis for determining licence applications
- Provide licensees with information on licensing requirements throughout the time they are licensed

6.3 It is recommended that Members approve the policy in order for the updated recommendations be implemented.

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Appendix A



Department
for Transport

Statutory Taxi & Private Hire Vehicle Standards

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1. Introduction

- 1.1 There is evidence to support the view that taxis and private hire vehicles are a high-risk environment. In terms of risks to passengers, this can be seen in abuse and exploitation of children and vulnerable adults facilitated and in some cases perpetrated by the trade and the number of sexual crimes reported which involve taxi and private hire vehicle drivers. Links between the trade and child sexual abuse and exploitation have been established in many areas and other investigations continue. Data on reported sexual assaults by taxi and private hire vehicle drivers evidence the risk to passengers; data from [Greater Manchester](#) and [Merseyside](#) suggest that, if similar offence patterns are applied across England, 623 sexual assaults per year are reported. These figures do not however account for the under reporting of crime which is estimated to be as high as 83 percent in the [Crime Survey for England and Wales](#).
- 1.2 The Policing and Crime Act 2017 enables the Secretary of State for Transport to issue statutory guidance on exercising taxi and private hire vehicle licensing functions to protect children and vulnerable individuals who are over 18 from harm when using these services. For the purposes of this document, a child is defined as anyone who has not yet reached their 18th birthday; and the term “vulnerable individual” has the same meaning as the definition of a ‘vulnerable adult’ for the purpose of section 42 of the [Care Act 2014](#), which applies where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there):
- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
 - (b) is experiencing, or is at risk of, abuse or neglect, and
 - (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- 1.3 Whilst the focus of the Statutory Taxi and Private Hire Vehicle Standards is on protecting children and vulnerable adults, all passengers will benefit from the recommendations contained in it. There is consensus that common core minimum standards are required to regulate better the taxi and private hire vehicle sector, and the recommendations in this document are the result of detailed discussion with the trade, regulators and safety campaign groups. **The Department therefore expects these recommendations to be implemented unless there is a compelling local reason not to.**
- 1.4 It should be noted that as policing and criminal justice is not a devolved matter, the Statutory Taxi and Private Hire Vehicle Standards issued under the Policing and Crime Act 2017 will continue to have effect in Wales although responsibility for taxi and private hire vehicle policy was devolved to the Welsh Assembly in April 2018. Should the Welsh Government introduce legislation to regulate on these issues, the standards in this document would, cease to apply.

- 1.5 All local authorities and district councils that provide children's and other types of services, including licensing authorities, have a statutory duty to make arrangements to ensure that their functions and any services that they contract out to others are discharged having regard to the need to safeguard and promote the welfare of children. This means that licensing authorities should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children. This includes clear whistleblowing procedures, safe recruitment practices and clear policies for dealing with allegations against people who work with children, as set out in the [Working Together to Safeguard Children](#) statutory guidance.
- 1.6 The Statutory Taxi and Private Hire Vehicle Standards reflect the significant changes in the industry and lessons learned from experiences in local areas since the 2010 version of the Department's Best Practice Guidance. This includes extensive advice on checking the suitability of individuals and operators to be licensed; safeguarding children and vulnerable adults; the Immigration Act 2016 and Common Law Police Disclosure (which replaced the Notifiable Occupations Scheme).
- 1.7 The standards in this document replace relevant sections of the Best Practice Guidance issued by the Department in 2010, where there is a conflict between the Statutory Taxi and Private Hire Vehicle Standards and the Best Practice Guidance the Department issue on taxi and private hire vehicle licensing, the standards in this document take precedence.

Terminology

Taxis are referred to in legislation, regulation and common language as 'hackney carriages', 'black cabs' and 'cabs'. The term '**taxi**' is used throughout this document and refers to all such vehicles. Taxis can be hired immediately by hailing on the street or at a rank.

Private hire vehicles include a range of vehicles including minicabs, executive cars, chauffeur services, limousines and some school and day centre transport services. All private hire vehicle journeys must be pre-booked via a licensed private hire vehicle operator and are subject to a 'triple licensing lock' i.e. the operator fulfilling the booking must use vehicles and drivers licensed by the same authority as that which granted its licence. The term 'private hire vehicle' is used throughout this document to refer to all such vehicles.

2. Consideration of the Statutory Taxi and Private Hire Vehicle Standards

- 2.1 The past failings of licensing regimes must never be repeated. The Department has carefully considered the measures contained in the Statutory Taxi and Private Hire Vehicle Standards and recommend that these should be put in to practice and administered appropriately to mitigate the risk posed to the public. The purpose of setting standards is to protect children and vulnerable adults, and by extension the wider public, when using taxis and private hire vehicles.
- 2.2 The Government set out in the [Modern Crime Prevention Strategy](#) the evidence that where Government, law enforcement, businesses and the public work together on prevention, this can deliver significant and sustained cuts in certain crimes. That is good news for victims and communities and it makes clear economic sense too. Educating the public on the risks of using unlicensed drivers and vehicles, how to identify the licensed trade and appropriate measure to take when using these services will protect help all passengers, more information is annexed to this document (Annex - Staying safe: guidance for passengers).
- 2.3 The Strategy committed to protect children and young people from the risk of child sexual abuse and exploitation (CSAE), by working with local authorities to introduce rigorous taxi and private hire vehicle licensing regimes. Both the [Jay](#) and [Casey](#) reports on CSAE highlighted examples of taxi/private hire vehicle drivers being directly linked to children that were abused, including instances when children were picked up from schools, children's homes or from family homes and abused, or sexually exploited.
- 2.4 The Casey Report made clear that weak and ineffective arrangements for taxi and private hire vehicle licensing had left the children and public at risk. The Department for Transport has worked with the Home Office, Local Government Association (LGA), personal safety charities, trade unions and trade bodies,

holding workshops, forums, and sharing evidence and good practice with local authorities to assist in the setting of the standards.

- 2.5 This document is published by the Secretary of State for Transport under section 177(1) of the Policing and Crime Act 2017 following consultation in accordance with section 177(5).
- 2.6 The document sets out a framework of policies that, under section 177(4), licensing authorities “**must have regard**” to when exercising their functions. These functions include developing, implementing and reviewing their taxi and private hire vehicle licensing regimes. “Having regard” is more than having a cursory glance at a document before arriving at a preconceived conclusion.
- 2.7 “Having regard” to these standards requires public authorities, in formulating a policy, to give considerations the weight which is proportionate in the circumstances. **Given that the standards have been set directly to address the safeguarding of the public and the potential impact of failings in this area, the importance of thoroughly considering these standards cannot be overstated.** It is not a question of box ticking; the standards must be considered rigorously and with an open mind.
- 2.8 Although it remains the case that licensing authorities must reach their own decisions, both on overall policies and on individual licensing matters in light of the relevant law, it may be that the Statutory Taxi and Private Hire Vehicle Standards might be drawn upon in any legal challenge to an authority’s practice, and that any failure to adhere to the standards without sufficient justification could be detrimental to the authority’s defence. **In the interest of transparency, all licensing authorities should publish their consideration of the measures contained in Statutory Taxi and Private Hire Vehicle Standards, and the policies and delivery plans that stem from these.** The Department has undertaken to monitor the effectiveness of the standards in achieving the protection of children and vulnerable adults (and by extension all passengers).
- 2.9 The Statutory Taxi and Private Hire Vehicle Standards does not purport to give a definitive statement of the law and any decisions made by a licensing authority remain a matter for that authority.

3. Administering the Licensing Regime

Licensing policies

- 3.1 The Department recommends all licensing authorities make publicly available a cohesive policy document that brings together all their procedures on taxi and private hire vehicle licensing. This should include but not be limited to policies on convictions, a 'fit and proper' person test, licence conditions and vehicle standards.
- 3.2 When formulating a taxi and private hire vehicle policy, the primary and overriding objective must be to protect the public. The importance of ensuring that the licensing regime protects the vulnerable cannot be overestimated. This was highlighted in the [report by Dame Louise Casey CB](#) of February 2015 on safeguarding failings.

“It will be evident from this report that in many cases the activities of perpetrators take place in spheres which are regulated by the Council – taxis have been the focus of particular concern. Persistent and rigorous enforcement of the regulatory functions available to the council, including the placing of conditions on private hire taxi operator licences where appropriate, would send a strong signal that the trade is being monitored and would curtail the activities of opportunistic perpetrators whereby taxi drivers have solicited children to provide sex in return for cigarettes, alcohol or a fare free ride.”

- 3.3 The long-term devastation caused by CSAE was summarised in the same report:

“Victims suffer from suicidal feelings and often self-harm. Many become pregnant. Some have to manage the emotional consequences of miscarriages and abortions while others have children that they are unable to parent appropriately. The abuse and violence continues to affect victims into adulthood. Many enter violent and abusive relationships. Many suffer poor mental health and addiction.”

- 3.4 Rotherham Metropolitan Borough Council ('Rotherham Council') provides an example of how the systematic review of policies and procedures and the implementation of a plan to drive improvements in practice can result in a well-functioning taxi and private hire vehicle sector that is rebuilding local confidence in the industry. The history of past failings here and elsewhere is well known, but it is the transparency and resolution that Rotherham Council has demonstrated and the high standards they now require that are rebuilding public confidence.
- 3.5 One of the key lessons learned is that it is vital to review policies and reflect changes in the industry both locally and nationally. **Licensing authorities should review their licensing policies every five years, but should also consider interim reviews should there be significant issues arising in their area, and their performance annually.**

Duration of licences

- 3.6 A previous argument against issuing licences for more than a year was that a criminal offence might be committed, and not notified, during this period; this can of course also be the case during the duration of a shorter licence. This risk can be mitigated for drivers by authorities to undertaking regular interim checks. To help authorities monitor licensees' suitability, licensing authorities should engage with their police force to ensure that when the police believe a licensee presents a risk to the travelling public they use their Common Law Police Disclosure powers (see paragraphs 4.9 - 4.11) to advise them.
- 3.7 The Local Government (Miscellaneous Provisions) Act 1976 (as amended) sets a standard length at three years for taxi and private hire vehicle drivers and five years for private hire vehicle operators. Any shorter duration licence should only be issued when the licensing authority thinks it is appropriate in the specific circumstances of the case, if a licensee has requested one or where required (e.g. when the licence holder's leave to remain in the UK is time-limited) or when the licence is only required to meet a short-term demand; they should not be issued on a 'probationary' basis.

Whistleblowing

- 3.8 It is in the application of licensing authority's policies (and the training and raising of awareness among those applying them) that protection will be provided. Where there are concerns that policies are not being applied correctly, it is vital that these can be raised, investigated and remedial action taken if required. **Licensing authorities should have effective internal procedures in place for staff to raise concerns and for any concerns to be dealt with openly and fairly.**

A report into the licensing of drivers by South Ribble Borough Council highlights the implications of not applying the agreed policies. In early August 2015, concerns were raised regarding decisions to renew the licences of drivers where there were potential incidents of child sexual exploitation. An internal review concluded that there had been failings in local investigatory procedures which might have affected the ability of the General Licensing Committee to make proper decisions, and information sharing with the police and data recording was not satisfactory.

- 3.9 The external investigation in South Ribble concluded “that there had been a lack of awareness and priority given to safeguarding and the safety of taxi [and private hire vehicle] passengers in the manner in which licensing issues were addressed”. We are pleased to note that the [report](#) concludes, “The Council have been active at every stage in responding to issues and concerns identified. It has taken steps to address operational issues in the licensing function and has engaged fully with other agencies in so doing. In the light of the above, it is not necessary to make any further recommendations.”
- 3.10 It is hoped that all licensing authorities will have learnt from these mistakes but to prevent a repeat, **local authorities should ensure they have an effective ‘whistleblowing’ policy and that all staff are aware of it.** If a worker is aware of, and has access to, effective internal procedures for raising concerns then ‘whistleblowing’ is unlikely to be needed.
- 3.11 The Public Interest Disclosure Act 1998 (PIDA), commonly referred to as whistleblowing legislation, provides protection for those that have a reasonable belief of serious wrongdoing, including failure to comply with professional standards, council policies or codes of practice/conduct. The PIDA is part of employment law. In the normal course of events, if a worker reveals information that his employer does not want revealed it may be a disciplinary offence. If someone leaked their employer’s confidential information to the press, they might expect to be dismissed for that. The PIDA enables workers who ‘blow the whistle’ about wrongdoing to complain to an employment tribunal if they are dismissed or suffer any other form of detriment for doing so. It is a qualified protection and certain conditions would have to be met for the worker to be protected. More information is available online for [employees](#) and [employers](#):

Consultation at the local level

- 3.12 Licensing authorities should consult on proposed changes in licensing rules that may have significant impacts on passengers and/or the trade. Such consultation should include not only the taxi and private hire vehicle trades but also groups likely to be the trades’ customers. Examples are groups representing disabled people, Chambers of Commerce, organisations with a wider transport interest (e.g. the Campaign for Better Transport and other transport providers), women’s groups, local traders, and the local multi-agency safeguarding arrangements. It may also be helpful to consult with night-time economy groups (such as Pubwatch) if the trade is an important element of dispersal from the local night-time economy’s activities.
- 3.13 Any decision taken to alter the licensing regime is likely to have an impact on the operation of the taxi and private hire vehicle sector in neighbouring areas; and **licensing authorities should engage with these areas to identify any concerns and issues that might arise from a proposed change.** Many areas convene regional officer consultation groups or, more formally, councillor liaison meetings; this should be adopted by all authorities.

Changing licensing policy and requirements

- 3.14 **Any changes in licensing requirements should be followed by a review of the licences already issued.** If the need to change licensing requirements has been identified, this same need is applicable to those already in possession of a licence. That is not however to suggest that licences should be automatically revoked overnight, for example if a vehicle specification is changed it is proportionate to allow those that would not meet the criteria to have the opportunity to adapt or change their vehicle. The same pragmatic approach should be taken to driver licence changes - if requirements are changed to include a training course or qualification, a reasonable time should be allowed for this to be undertaken or gained. The implementation schedule of any changes that affect current licence holders must be transparent and communicated promptly and clearly.
- 3.15 Where a more subjective change has been introduced, for example an amended policy on previous convictions, a licensing authority must consider each case on its own merits. Where there are exceptional, clear and compelling reasons to deviate from a policy, licensing authorities should consider doing so. Licensing authorities should record the reasons for any deviation from the policies in place.

4. Gathering and Sharing Information

- 4.1 Licensing authorities must consider as full a range of information available to them when making a decision whether to grant a licence and to meet their ongoing obligation to ensure a licensee remains suitable to hold a licence.

The Disclosure and Barring Service

- 4.2 The Disclosure and Barring Service (DBS) provides access to criminal record information through its disclosure service for England and Wales. The DBS also maintains the lists of individuals barred from working in regulated activity with children or adults. The DBS makes independent barring decisions about people who have harmed, or where they are considered to pose a risk of harm to a child or vulnerable person within the workplace. The DBS enables organisations in the public, private and voluntary sectors to make safer employment decisions by identifying candidates who may be unsuitable for certain work, especially that which involves vulnerable groups including children.
- 4.3 Enhanced certificates with a check of the barred lists include details of spent and unspent convictions recorded on the Police National Computer (PNC), any additional information which a chief officer of police believes to be relevant and ought to be disclosed, as well as indicating whether the individual is barred from working in regulated activity with children or adults. Spent convictions and cautions are disclosed on standard and enhanced certificates according to rules set out in legislation. Convictions which resulted in a custodial sentence, and convictions or cautions for a specified serious offence such as those involving child sexual abuse will always be disclosed on a standard or enhanced certificate. Full details of the disclosure rules, and those offences which will always be disclosed, are available from the [DBS](#). As well as convictions and cautions, an enhanced certificate may include additional information which a chief police officer reasonably believes is relevant and ought to be disclosed. Chief police officers must have regard to the [statutory guidance](#) issued by the Home Office when considering disclosure. A summary of the information provided at each level of DBS checks is annexed to this document (Annex – Disclosure and Barring Service information).
- 4.4 It should be noted that licensing authorities must not circumvent the DBS process and seek to obtain details of previous criminal convictions and other information that may not otherwise be disclosed on a DBS certificate. Whilst data protection legislation (not just the Data Protection Act 2018 or General Data Protection Regulation (GDPR)) gives individuals (or data subjects) a 'right of access' to the personal data that an organisation holds about them, it is a criminal offence to require an individual to exercise their subject access rights so as to gain information about any convictions and cautions. This could potentially lead to the authority receiving information to which it is not entitled. The appropriate way of accessing an individual's criminal records is through an enhanced DBS and barred lists check.

The Disclosure and Barring Service Update Service

- 4.5 Subscription to the DBS Update Service allows those with standard and enhanced certificates to keep these up to date online and, with the individual's consent, allows nominees to check the status of a certificate online at any time. Subscription to the service removes the need for new certificates to be requested, reduces the administrative burden and mitigates potential delays in relicensing.
- 4.6 The DBS will search regularly to see if any relevant new information has been received since the certificate was issued. The frequency varies depending on the type of information; for criminal conviction and barring information, the DBS will search for updates on a weekly basis. For non-conviction information, the DBS will search for updates every nine months.
- 4.7 Licensing authorities are able to request large numbers of status checks on a daily basis. The DBS has developed a Multiple Status Check Facility (MSCF) that can be accessed via a web service. The MSCF enables organisations to make an almost unlimited number of Status Checks simultaneously. Further information on the MSCF is available from the [DBS](#).
- 4.8 Should the MSCF advise that new information is available the DBS certificate should no longer be relied upon and a new DBS certificate requested.

Common Law Police Disclosure

- 4.9 The DBS is not the only source of information that should be considered as part of a fit and proper assessment for the licensing of taxi and private hire vehicle drivers. Common Law Police Disclosure ensures that where there is a public protection risk, the police will pass information to the employer or regulatory body to allow them to act swiftly to mitigate any danger.
- 4.10 Common Law Police Disclosure replaced the Notifiable Occupations Scheme (NOS) in March 2015 and focuses on providing timely and relevant information which might indicate a public protection risk. Information is passed on at arrest or charge, rather than on conviction which may be some time after, allowing any measures to mitigate risk to be put in place immediately.
- 4.11 This procedure provides robust safeguarding arrangements while ensuring only relevant information is passed on to employers or regulatory bodies. **Licensing authorities should maintain close links with the police to ensure effective and efficient information sharing procedures and protocols are in place and are being used.**

Licensee self-reporting

- 4.12 Licence holders should be required to notify the issuing authority within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence. An arrest for any of the offences within this scope should result in a review by the issuing authority as to whether the licence holder is fit to continue to do so. This must not

however be seen as a direction that a licence should be withdrawn; it is for the licensing authority to consider what, if any, action in terms of the licence should be taken based on the balance of probabilities. Should an authority place an obligation on licensees to notify under these circumstances, authorities should also ensure appropriate procedures are in place to enable them to act in a suitable timeframe if and when needed.

- 4.13 Importantly, a failure by a licence holder to disclose an arrest that the issuing authority is subsequently advised of might be seen as behaviour that questions honesty and therefore the suitability of the licence holder regardless of the outcome of the initial allegation.

Referrals to the Disclosure and Barring Service and the Police

- 4.14 In some circumstances it may be appropriate under the Safeguarding Vulnerable Groups Act 2006 for licensing authorities to make referrals to the DBS. **A decision to refuse or revoke a licence as the individual is thought to present a risk of harm to a child or vulnerable adult, should be referred to the DBS.** The power for the licensing authority to make a referral in this context arises from the undertaking of a safeguarding role. Further guidance has been provided by the [DBS](#).

- 4.15 The Department recommends that licensing authorities should make a referral to the DBS when it is thought that:

- an individual has harmed or poses a risk of harm to a child or vulnerable adult;
- an individual has satisfied the '[harm test](#)'; or
- received a caution or conviction for a relevant offence and;
- the person they are referring is, has or might in future be working in regulated activity;

if the above conditions are satisfied, the DBS may consider it appropriate for the person to be added to a barred list.

- 4.16 These referrals may result in the person being added to a barred list and enable other licensing authorities to consider this should further applications to other authorities be made. Further information on referrals to DBS is [available](#).

Working with the Police

- 4.17 The police are an invaluable source of intelligence when assessing whether a licensing applicant is a 'fit and proper' person. It is vital that licensing authorities have a partnership with the police service to ensure that appropriate information is shared as quickly as possible. As part of building an effective working relationship between the licensing authority and the police, **action taken by the licensing authority as a result of information received should be fed-back to the police.** Increasing the awareness among police forces of the value licensing authorities place on the information received, particularly on non-conviction intelligence, will assist furthering these relationships and reinforce the benefits of greater sharing of information.
- 4.18 This relationship can be mutually beneficial, assisting the police to prevent crime. The police can gain valuable intelligence from drivers and operators, for example, the identification of establishments that are selling alcohol to minors or drunks, or the frequent transportation of substance abusers to premises.
- 4.19 To aid further the quality of the information available to all parties that have a safeguarding duty, a revocation or refusal on public safety grounds should also be advised to the police.

Sharing licensing information with other licensing authorities

- 4.20 As has been stated elsewhere in this document, obtaining the fullest information minimises the doubt as to whether an applicant or licensee is 'fit and proper'. An obvious source of relevant information is any previous licensing history. **Applicants and licensees should be required to disclose if they hold or have previously held a licence with another authority. An applicant should also be required to disclose if they have had an application for a licence refused, or a licence revoked or suspended by any other licensing authority.** Licensing authorities should explicitly advise on their application forms that making a false statement or omitting to provide the information requested may be a criminal offence.
- 4.21 The LGA's Councillors' [Handbook on taxi and private hire vehicle licensing](#) advises that those responsible for licensing should "*communicate regularly with licensing committees and officers in neighbouring councils to ensure critical information is shared and that there is a consistency and robustness in decision-making. By working together, local government can make sure that this vital service is safe, respected, and delivering for local communities.*". While this approach may aid consistency and robustness in decision-making within regions, it has obvious inherent limitations as it is unlikely such protocols could be established between all licensing authorities. The LGA commissioned the National Anti-Fraud Network to develop a national register of taxi and private hire vehicle driver licence refusals and revocations (the register is known as 'NR3'). **Tools such as NR3 should be used by licensing authorities to share information on a more consistent basis to mitigate the risk of non-disclosure of relevant information by applicants.**

- 4.22 For these processes to be beneficial, all licensing authorities must keep a complete and accurate record as to the reasons for refusal, suspension or revocation of a licence in order that this might be shared if requested and appropriate to do so.
- 4.23 Data protection legislation provides exemption from the rights of data subjects for the processing of personal data in connection with regulatory activities. This includes taxi and private hire vehicle licensing. The exemption applies only to information processed for the core regulatory activities of appropriate organisations; it may not be used in a blanket manner. The exemption applies only to the extent that the application of the rights of data subjects to the information in question would be likely to prejudice the proper discharge of the regulatory functions. The Information Commissioner's Office has published [guidance](#) to assist organisations to fully understand their obligations and suggest good practice.
- 4.24 If notification under paragraph 4.20 or 4.21 of a refused or revoked licence is disclosed, the relevant licensing authority should be contacted to establish when the licence was refused, suspended or revoked and the reasons why. In those circumstances, the relevant licensing authority must consider whether it should disclose any information in relation to the previous decision, consistent with its obligations under data protection legislation. If information is disclosed, it can then be taken into account in determining the applicant's fitness to be licensed. The relevance of the reason for refusing/revoking a licence must be considered. For example, if any individual was refused a licence for failing a local knowledge test, it does not have any safeguarding implications. Conversely, a revocation or refusal connected to indecency would. Licensing authorities should not simply replicate a previous decision, authorities must consider each application on its own merits and with regard to its own policies.
- 4.25 Should a licensing authority receive information that a licence holder did not disclose the information referred to in paragraph 4.20, for example by checking the NR3 register, the authority should consider whether the non-disclosure represents dishonesty and should review whether the licence holder remains 'fit and proper'.

Multi-agency Safeguarding Hub (MASH)

- 4.26 Multi-Agency Safeguarding Hubs are a way to improve the safeguarding response for children and vulnerable adults through better information sharing and high quality and timely safeguarding responses. MASHs (or similar models) should operate on three common principles: information sharing, joint decision making and coordinated intervention.
- 4.27 The Home Office report on [Multi Agency Working and Information Sharing](#) recommended that effective multi-agency working still needs to become more widespread. The Children's Commissioner's 2013 [Inquiry into Child Sexual Exploitation in Gangs and Groups](#) found that both police and local authorities still identified the inability to share information as a key barrier to safeguarding children from sexual abuse and exploitation.

4.28 All licensing authorities should operate or establish a means to facilitate the objectives of a MASH (i.e. the sharing of necessary and relevant information between stakeholders). As has been emphasised throughout this document, one of the most effective ways to minimise the risk to children and vulnerable adults when using taxis and private hire vehicles is to ensure that decisions on licensing individuals are made with the fullest knowledge possible.

Complaints against licensees

4.29 Complaints about drivers and operators provide a source of intelligence when considering the renewal of a licence or to identify problems during the period of the licence. Patterns of behaviour such as complaints against drivers, even when they do not result in further action in response to an individual complaint, may be indicative of characteristics that raise doubts over the suitability to hold a licence. **All licensing authorities should have a robust system for recording complaints, including analysing trends across all licensees as well as complaints against individual licensees.** Such a system will help authorities to build a fuller picture of the potential risks an individual may pose and may tip the 'balance of probabilities' assessment that licensing authorities must take.

4.30 Licensees with a high number of complaints made against them should be contacted by the licensing authority and concerns raised with the driver and operator (if appropriate). Further action in terms of the licence holder must be determined by the licensing authority, which could include no further action, the offer of training, a formal review of the licence, or formal enforcement action.

4.31 To ensure that passengers know who to complain to, licensing authorities should produce guidance for passengers on making complaints directly to the licensing authority that should be available on their website. Ways to make complaint to the authority should be displayed in all licensed vehicles. This is likely to result in additional work for the licensing authority but has the advantage of ensuring consistency in the handling of complaints. Currently, it is more likely that a complaint against a taxi driver would be made directly to the licensing authority whereas a complaint against a private hire vehicle driver is more likely to be made to the operator. An effective partnership in which operators can share concerns regarding drivers is also encouraged.

4.32 Importantly, this approach will assist in the directing of complaints and information regarding the behaviour of drivers who may be carrying a passenger outside of the area in which the driver is licensed to the authority that issued the licence. In order for this to be effective licensing authorities must ensure that drivers are aware of a requirement to display information on how to complain and take appropriate sanctions against those that do not comply with this requirement.

4.33 In terms of investigating complaints CCTV footage of an incident can provide an invaluable insight, providing an 'independent witness' to an event. This can assist in the decision whether to suspend or revoke a licence. The potential benefits of mandating CCTV in vehicles is discussed in paragraphs 7.7 - 7.12.

Overseas convictions

- 4.34 The DBS cannot access criminal records held overseas, only foreign convictions that are held on the Police National Computer may, subject to the disclosure rules, be disclosed. Therefore, a DBS check may not provide a complete picture of an individual's criminal record where there have been periods living or working overseas; the same applies when an applicant has previously spent an extended period (three or more continuous months) outside the UK. It should however be noted that some countries will not provide an 'Certificate of Good Character' unless the individual has been resident for six months or more
- 4.35 Licensing authorities should seek or require applicants to provide where possible criminal records information or a 'Certificate of Good Character' from overseas in this circumstance to properly assess risk and support the decision-making process (. It is the character of the applicant as an adult that is of particular interest, therefore an extended period outside the UK before the age of 18 may be less relevant. As with all licensing decisions, each case must be considered on its own merits. For information on applying for overseas criminal record information or 'Certificates of Good Character' please see the Home Office [guidance](#).
- 4.36 Where an individual is aware that they have committed an offence overseas which may be equivalent to those listed in the annex to this document (Annex – Assessment of previous convictions), licensing authorities should advise the applicant to seek independent expert or legal advice to ensure that they provide information that is truthful and accurate.

5. Decision Making

Administration of the licensing framework

- 5.1 A policy is only effective if it is administered properly. The taxi and private hire vehicle licensing functions of local councils are non-executive functions i.e. they are functions of the council rather than the executive (such as the Cabinet). The functions include the determination of licence applications, reviews and renewals, along with the attachment of conditions when considered appropriate. The function may be delegated to a committee, a sub-committee or an officer – which should be set out within a clear scheme of delegation. In London the taxi and private hire vehicle licensing function is undertaken by Transport for London.
- 5.2 Licensing authorities should ensure that all individuals that determine whether a licence is issued or refused are adequately resourced to allow them to discharge the function effectively and correctly.

Training decision makers

- 5.3 **All individuals that determine whether a licence is issued should be required to undertake sufficient training.** As a minimum, training for a member of a licensing committee should include: licensing procedures, natural justice, understanding the risks of CSAE, disability and equality awareness and the making of difficult and potentially controversial decisions. Training should not simply relate to procedures, but should include the use of case study material to provide context and real scenarios. All training should be formally recorded by the licensing authority and require a signature from the person that has received the training. Training is available from a number of organisations including the Institute of Licensing and Lawyers in Local Government; the LGA may also be able to assist in the development of training packages.
- 5.4 Public safety is the paramount consideration but the discharge of licensing functions must be undertaken in accordance with the following general principles:
- policies should be used as internal guidance, and should be supported by a member/officer code of conduct.
 - any implications of the Human Rights Act should be considered.
 - the rules of natural justice should be observed.
 - decisions must be reasonable and proportionate.
 - where a hearing is required it should be fairly conducted and allow for appropriate consideration of all relevant factors.
 - decision makers must avoid bias (or even the appearance of bias) and predetermination.
 - data protection legislation.

5.5 When a decision maker has a prejudicial interest in a case, whether it be financial or a personal relationship with those involved they should declare their interest at the earliest opportunity; this must be prior to any discussions or votes and, once declared, they must leave the room for the duration of the discussion or vote.

The regulatory structure

5.6 It is recommended that councils operate with a Regulatory Committee or Board that is convened at periodic intervals to determine licensing matters, with individual cases being considered by a panel of elected and suitably trained councillors drawn from a larger Regulatory Committee or Board. This model is similar to that frequently adopted in relation to other licensing matters. To facilitate the effective discharge of the functions, less contentious matters can be delegated to appropriately authorised council officers via a transparent scheme of delegation.

5.7 It is considered that this approach also ensures the appropriate level of separation between decision makers and those that investigate complaints against licensees, and is the most effective method in allowing the discharge of the functions in accordance with the general principles referred to in 5.4. In particular, the Committee/Board model allows for:

- Each case to be considered on its own merits. It is rare for the same councillors to be involved in frequent hearings – therefore the councillors involved in the decision making process will have less knowledge of previous decisions and therefore are less likely to be influenced by them. Oversight and scrutiny can be provided in relation to the licensing service generally, which can provide independent and impartial oversight of the way that the functions are being discharged within the authority.
- Clear separation between investigator and the decision maker – this demonstrates independence, and ensures that senior officers can attempt to resolve disputes in relation to service actions without the perception that this involvement will affect their judgement in relation to decisions made at a later date.

5.8 Avoidance of bias or even the appearance of bias is vital to ensuring good decisions are made and instilling and/or maintaining confidence in the licensing regime by passengers and licensees.

5.9 Unlike officers, elected members are not usually involved in the day to day operation of the service and as such do not have relationships with licence holders that may give the impression that the discharge of a function is affected by the relationship between the decision maker and the licence holder.

5.10 Some licensing authorities may decide to operate a system whereby all matters are delegated to a panel of officers; however, this approach is not recommended and caution should be exercised. Decisions must be, and be seen to be, made objectively, avoiding any bias. In addition, it may be more difficult to demonstrate compliance with the principles referred to above due to the close

connection between the officers on the panel, and those involved in the operational discharge of the licensing functions.

- 5.11 Whether the structure proposed is introduced or an alternative model is more appropriate in local circumstances, the objective should remain the same - to separate the investigation of licensing concerns and the management of the licence process. Regardless of which approach is adopted, **all licensing authorities should consider arrangements for dealing with serious matters that may require the immediate revocation of a licence.** It is recommended that this role is delegated to a senior officer/manager with responsibility for the licensing service.

Fit and proper test

- 5.12 Licensing authorities have a duty to ensure that any person to whom they grant a taxi or private hire vehicle driver's licence is a 'fit and proper' person to be a licensee. It may be helpful when considering whether an applicant or licensee is fit and proper to pose oneself the following question:

Without any prejudice, and based on the information before you, would you allow a person for whom you care, regardless of their condition, to travel alone in a vehicle driven by this person at any time of day or night?

- 5.13 If, on the balance of probabilities, the answer to the question is 'no', the individual should not hold a licence.
- 5.14 Licensing authorities have to make difficult decisions but (subject to the points made in paragraph 5.4) the safeguarding of the public is paramount. All decisions on the suitability of an applicant or licensee should be made on the balance of probability. This means that an applicant or licensee should not be 'given the benefit of doubt'. If the committee or delegated officer is only "50/50" as to whether the applicant or licensee is 'fit and proper', they should not hold a licence. The threshold used here is lower than for a criminal conviction (that being beyond reasonable doubt) and can take into consideration conduct that has not resulted in a criminal conviction.

Criminal convictions and rehabilitation

- 5.15 In considering an individual's criminal record, licensing authorities must consider each case on its merits, but they should take a particularly cautious view of any offences against individuals with special needs, children and other vulnerable groups, particularly those involving violence, those of a sexual nature and those linked to organised crime. In order to achieve consistency, and to mitigate the risk of successful legal challenge, licensing authorities should have a clear policy for the consideration of criminal records. This should include, for example, which offences would prevent an applicant from being licenced regardless of the period elapsed in all but truly exceptional circumstances. In the case of lesser offences, a policy should consider the number of years the authority will require to have elapsed since the commission of particular kinds of offences before they will grant a licence.

- 5.16 Annexed to this document are the Department's recommendations on the assessment of previous convictions (Annex – Assessment of previous convictions). This draws on the work of the Institute of Licensing, in partnership with the LGA, the National Association of Licensing Enforcement Officers (NALEO) and Lawyers in Local Government, in publishing its guidance on determining the suitability of taxi and private hire vehicle licensees.
- 5.17 These periods should be taken as a starting point in considering whether a licence should be granted or renewed in all cases. The Department's view is that this places passenger safety as the priority while enabling past offenders to sufficiently evidence that they have been successfully rehabilitated so that they might obtain a licence. Authorities are however reminded that applicants are entitled to a fair and impartial consideration of their application.

6. Driver Licensing

Criminality checks for drivers

- 6.1 Licensing authorities are entitled to request an enhanced criminal record certificate with check of the barred lists from the DBS for all driver licence holders or applicants. The DfT's 2019 [survey of taxi and private hire vehicle licensing authorities](#) shows that all licensing authorities in England and Wales have a requirement that an enhanced DBS check is undertaken at first application or renewal.
- 6.2 All individuals applying for or renewing a taxi or private hire vehicle drivers licence licensing authorities should carry out a check of the children and adult Barred Lists in addition to being subject to an enhanced DBS check (in section x61 of the DBS application 'Other Workforce' should be entered in line 1 and 'Taxi Licensing' should be entered at line 2). All licensed drivers should also be required to evidence continuous registration with the DBS update service to enable the licensing authority to routinely check for new information every six months. Drivers that do not subscribe up to the Update Service should still be subject to a check every six months.
- 6.3 Driving a taxi or private hire vehicle is not, in itself, a regulated activity for the purposes of the barred list. This means that an individual subject to barring would not be legally prevented from being a taxi or private hire vehicle driver but the licensing authority should take an individual's barred status into account alongside other information available. **In the interests of public safety, licensing authorities should not, as part of their policies, issue a licence to any individual that appears on either barred list.** Should a licensing authority consider there to be exceptional circumstances which means that, based on the balance of probabilities they consider an individual named on a barred list to be 'fit and proper', the reasons for reaching this conclusion should be recorded.
- 6.4 Drivers working under an arrangement to transport children may be working in 'regulated activity' as defined by the [Safeguarding Vulnerable Groups Act 2006](#). It is an offence to knowingly allow a barred individual to work in regulated activity. The [guidance on home-to-school travel and transport](#) issued by the Department for Education should be considered alongside this document. Please see [guidance](#) on driver DBS eligibility and how to apply.

Safeguarding awareness

- 6.5 Licensing authorities should consider the role that those in the taxi and private hire vehicle industry can play in spotting and reporting the abuse, exploitation or neglect of children and vulnerable adults. As with any group of people, it is overwhelmingly the case that those within the industry can be an asset in the detection and prevention of abuse or neglect of children and vulnerable adults. However, this is only the case if they are aware of and alert to the signs of potential abuse and know where to turn to if they suspect that a child or vulnerable adult is at risk of harm or is in immediate danger.

6.6 All licensing authorities should provide safeguarding advice and guidance to the trade and should require taxi and private hire vehicle drivers to undertake safeguarding training. This is often produced in conjunction with the police and other agencies. These programmes have been developed to help drivers and operators:

- provide a safe and suitable service to vulnerable passengers of all ages;
- recognise what makes a person vulnerable; and
- understand how to respond, including how to report safeguarding concerns and where to get advice.

6.7 Since 2015, the Department for Education (DfE) has run a nationwide campaign – *‘Together, we can tackle child abuse’* which aims to increase public understanding of how to recognise the signs to spot and encourage them to report child abuse and neglect. The DfE continues to promote and raise awareness of the campaign materials through its [online toolkit](#), for local authorities, charities and organisations for use on their social media channels.

‘County lines’ exploitation

6.8 County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

6.9 Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to transport (and store) drugs and money between locations. Children aged between 15-17 make up the majority of the vulnerable people involved in county lines, but they may also be much younger. We know that both girls and boys are groomed and exploited and offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children exploited by county lines gangs may have vulnerabilities besides their age, such as broader mental health issues, disrupted or chaotic homes, substance misuse issues, being excluded from school or frequently going missing.

6.10 The National Crime Agency’s 2018 county lines threat assessment set out that the national road network is key to the transportation of county lines victims, drugs and cash; with hire vehicles being one of the methods used for transportation between locations.

6.11 Safeguarding awareness training should include the ways in which drivers can help to identify county lines exploitation. Firstly, they should be aware of the following warning signs:

- Children and young people travelling in taxis or private hire vehicles alone;

- travelling at unusual hours (during school time, early in the morning or late at night);
- travelling long distances;
- unfamiliar with the local area or do not have a local accent;
- paying for journeys in cash or prepaid.

6.12 The Home Office is working with partners to raise awareness of county lines and has provided [material](#) to help taxi and private vehicle hire staff to identify victims and report concerns to protect those exploited through this criminal activity.

6.13 Drivers (or any person) should be aware of what to do if they believe a child or vulnerable person is at risk of harm. If the risk is immediate they should contact the police otherwise they should:

- use the local safeguarding process, the first step of which is usually to contact the safeguarding lead within the local authority;
- call Crime Stoppers on 0800 555 111.

Language proficiency

6.14 A lack of language proficiency could impact on a driver's ability to understand written documents, such as policies and guidance, relating to the protection of children and vulnerable adults and applying this to identify and act on signs of exploitation. Oral proficiency will be of relevance in the identification of potential exploitation through communicating with passengers and their interaction with others.

6.15 A licensing authority's test of a driver's proficiency should cover both oral and written English language skills to achieve the objectives stated above.

7. Vehicle Licensing

7.1 As with driver licensing, the objective of vehicle licensing is to protect the public, who trust that the vehicles dispatched are above all else safe. It is important therefore that licensing authorities are assured that those granted a vehicle licence also pose no threat to the public and have no links to serious criminal activity. Although vehicle proprietors may not have direct contact with passengers, they are still entrusted to ensure that the vehicles and drivers used to carry passengers are appropriately licensed and so maintain the safety benefits of the licensing regime.

Criminality checks for vehicle proprietors

7.2 Enhanced DBS and barred list checks are not available for vehicle licensing. **Licensing authorities should require a basic disclosure from the DBS and that a check is undertaken annually.** Any individual may apply for a basic check and the certificate will disclose any unspent convictions recorded on the Police National Computer (PNC). Licensing authorities should consider whether an applicant or licence holder with a conviction for offences provided in the annex to this document (Annex – Assessment of previous convictions), other than those relating to driving, meet the ‘fit and proper’ threshold.

7.3 However, it is important that authorities acknowledge that in many cases individuals that license a vehicle may already be licensed as a driver. An authority which undertakes the biannual DBS checks recommended for its drivers should not require those seeking to licence a vehicle to provide a basic DBS check as part of the application process; a basic DBS would not provide any information in addition to that disclosed under the enhanced DBS and barred lists check used for the driver assessment. In these circumstances, the authority should instead rely on the fact that the applicant is considered as fit and proper to hold a driver licence when considering their suitability to hold a vehicle licence. Should the individual cease to hold a driver licence a basic certificate should be required immediately.

7.4 A refusal to license an individual as a driver or to suspend or revoke a driver licence does not automatically mean that that individual cannot be issued or continue to hold a vehicle or private hire vehicle operator licence; these decisions must be independent of a driver licence refusal and based on the appropriate information i.e. it should not consider information that would only be available via an enhanced DBS check but instead that which would be disclosed on a basic check. DBS certificate information can only be used for the specific purpose for which it was requested and for which the applicant’s full consent has been given.

7.5 Private hire vehicle operator and vehicle licences may be applied for by a company or partnership; licensing authorities should apply the ‘fit and proper’ test to each of the directors or partners in that company or partnership. For this to be effective private hire vehicle operators and those to whom a vehicle licence should be required to advise the licensing authority of any change in directors or partners.

7.6 As explained earlier in the context of driver licensing, the DBS cannot access criminal records held overseas so other checks must be considered where and applicant has lived or worked overseas (see paragraph 4.34 - 4.36).

In-vehicle visual and audio recording – CCTV

7.7 Government has acknowledged the potential risk to public safety when passengers travel in taxis and private hire vehicles. It is unfortunately the case that no matter how complete the information available to licensing authorities is when assessing whether to issue any taxi or private hire vehicle licence, nor how robust the policies in place are and the rigor with which they are applied, it will never completely remove the possibility of harm to passengers by drivers.

7.8 The Department's view is that CCTV can provide additional deterrence to prevent this and investigative value when it does. The use of CCTV can provide a safer environment for the benefit of taxi/private hire vehicle passengers and drivers by:

- deterring and preventing the occurrence of crime;
- reducing the fear of crime;
- assisting the police in investigating incidents of crime;
- assisting insurance companies in investigating motor vehicle accidents.

7.9 All licensing authorities should consult to identify if there are local circumstances which indicate that the installation of CCTV in vehicles would have either a positive or an adverse net effect on the safety of taxi and private hire vehicle users, including children or vulnerable adults, and taking into account potential privacy issues.

7.10 While only a small minority of licensing authorities have so far mandated all vehicles to be fitted with CCTV systems, the experience of those authorities that have has been positive for both passengers and drivers. In addition, the evidential benefits of CCTV may increase the level of reporting of sexual offences. According to the [Crime Survey for England and Wales](#) only 17 percent of victims report their experiences to the police, 28 percent of rape or sexual assault victims indicated that a fear they would not be believed as a factor in them not reporting the crime. The evidential benefits CCTV could provide are therefore an important factor when considering CCTV in vehicles.

7.11 The mandating of CCTV in vehicles may deter people from seeking a taxi or private hire vehicle licence with the intent of causing harm. Those that gain a licence and consider perpetrating an opportunistic attack against a vulnerable unaccompanied passenger may be deterred from doing so. It is however unfortunately the case that offences may still occur even with CCTV operating.

7.12 CCTV systems that are able to record audio as well as visual data may also help the early identification of drivers that exhibit inappropriate behaviour toward passengers. Audio recording should be both overt (i.e. all parties should be aware when recordings are being made) and targeted (i.e. only when passengers (or

drivers) consider it necessary). The recording of audio should be used to provide an objective record of events such as disputes or inappropriate behaviour and must not be continuously active by default and should recognise the need for privacy of passengers' private conversations between themselves. Activation of the audio recording capability of a system might be instigated when either the passenger or driver operates a switch or button.

- 7.13 Imposition of a blanket requirement to attach CCTV as a condition to a licence is likely to give rise to concerns about the proportionality of such an approach and will therefore require an appropriately strong justification and must be kept under regular review. More information and guidance on assessing the impacts of CCTV and on an authority mandating CCTV is annexed to this document (Annex – CCTV guidance).

Stretched Limousines

- 7.14 Licensing authorities are sometimes asked to license small (those constructed or adapted to carry fewer than nine passengers) limousines as private hire vehicles, these vehicles may be used for transport to 'school proms' as well as for adult bookings. It is suggested that licensing authorities should approach such requests on the basis that these vehicles – where they have fewer than nine passenger seats - have a legitimate role to play in the private hire trade, meeting a public demand. It is the Department's view that it is not a legitimate course of action for licensing authorities to adopt policies that exclude limousines as a matter of principle thereby excluding these services from the scope of the private hire vehicle regime and the safety benefits this provides. A blanket policy of excluding limousines may create an unacceptable risk to the travelling public, as it may lead to higher levels of unsupervised operation. Public safety considerations are best supported by policies that allow respectable, safe operators to obtain licences on the same basis as other private hire vehicle operators.
- 7.15 Stretched large limousines which clearly seat more than eight passengers should not be licensed as private hire vehicles because they are outside the licensing regime for private hire vehicles. However, in some circumstances a vehicle with space for more than eight passengers can be licensed as a private hire vehicle where the precise number of passenger seats is hard to determine. In these circumstances, the authority should consider the case on its merits in deciding whether to license the vehicle under the strict condition that the vehicle will not be used to carry more than eight passengers, bearing in mind that refusal may encourage illegal private hire operation.

8. Private Hire Vehicle Operator Licensing

8.1 As with driver licensing, the objective in licensing private hire vehicle operators is to protect the public, who may be using operators' premises and trusting that the drivers and vehicles dispatched are above all else safe. It is important therefore that licensing authorities are assured that those that are granted a private hire vehicle operator licence also pose no threat to the public and have no links to serious criminal activity. Although private hire vehicle operators may not have direct contact with passengers, they are still entrusted to ensure that the vehicles and drivers used to carry passengers are appropriately licensed and so maintain the safety benefits of the driver licensing regime.

Criminality checks for private hire vehicle operators

8.2 Enhanced DBS and barred list checks are not available for private hire vehicle operator licensing. **Licensing authorities should request a basic disclosure from the DBS and that a check is undertaken annually.** Any individual may apply for a basic check and the certificate will disclose any unspent convictions recorded on the Police National Computer (PNC). Licensing authorities should consider whether an applicant or licence holder with a conviction for offences provided in the annex to this document (Annex – Assessment of previous convictions), other than those relating to driving, meet the 'fit and proper' threshold.

8.3 However, it is important that authorities acknowledge that in many cases individuals that license as a private hire vehicle operator may already be licensed as a driver. An authority which undertakes the biannual DBS checks recommended for its drivers should not require those seeking a private hire vehicle operator licence to provide a basic DBS check as part of the application process; a basic DBS would not provide any information in addition to that disclosed under the enhanced DBS and barred lists check used for the driver assessment. In these circumstances, the authority should instead rely on the fact that the applicant is considered as fit and proper to hold a driver licence when considering their suitability to hold a vehicle licence. Should the individual cease to hold a driver licence a basic certificate should be required immediately

8.4 Refusal to license an individual as a driver or to suspend or revoke a driver licence does not automatically mean that that individual cannot be issued or continue to hold a private hire vehicle operator licence; this decision must be independent of a driver licence refusal and based on the appropriate information i.e. it should not consider information that would only be available via an enhanced DBS check but instead that which would be disclosed on a basic check. DBS certificate information can only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

8.5 A private hire vehicle operator licence may be applied for by a company or partnership; licensing authorities should apply the 'fit and proper' test to each of the directors or partners in that company or partnership. For this to be effective

private hire vehicle operators should be required to advise the licensing authority of any change in directors or partners.

- 8.6 As explained earlier in the context of driver licensing, the DBS cannot access criminal records held overseas. Further information on assessing the suitability of those that have spent extended periods in overseas is provided in paragraphs 4.34 - 4.36.

Booking and dispatch staff

- 8.7 Private hire vehicle drivers are not the only direct contact that private hire vehicle users have with private hire vehicle operators' staff, for example a person taking bookings (be it by phone or in person). A vehicle dispatcher decides which driver to send to a user, a position that could be exploited by those seeking to exploit children and vulnerable adults. It is therefore appropriate that all staff that have contact with private hire vehicle users and the dispatching of vehicles should not present an undue risk to the public or the safeguarding of children and vulnerable adults.
- 8.8 Licensing authorities should be satisfied that private hire vehicle operators can demonstrate that all staff that have contact with the public and/or oversee the dispatching of vehicles do not pose a risk to the public. **Licensing authorities should, as a condition of granting an operator licence, require a register of all staff that will take bookings or dispatch vehicles is kept.**
- 8.9 Operators should be required to evidence that they have had sight of a Basic DBS check on all individuals listed on their register of booking and dispatch staff and to ensure that Basic DBS checks are conducted on any individuals added to the register and that this is compatible with their policy on employing ex-offenders. DBS certificates provided by the individual should be recently issued when viewed, alternatively the operator could use a ['responsible organisation'](#) to request the check on their behalf. When individuals start taking bookings and dispatching vehicles for an operator they should be required, as part of their employment contract, to advise the operator of any convictions while they are employed in this role.
- 8.10 The register should be a 'living document' that maintains records of all those in these roles for the same duration as booking records are required to be kept, this will enable cross-referencing between the two records. A record that the operator has had sight of a basic DBS check certificate (although the certificate itself should not be retained) should be retained for the duration that the individual remains on the register. Should an employee cease to be on the register and later re-entered, a new basic DBS certificate should be requested and sight of this recorded.
- 8.11 Operators may outsource booking and dispatch functions but they cannot pass on the obligation to protect children and vulnerable adults. Operators should be required to evidence that comparable protections are applied by the company to which they outsource these functions.

8.12 Licensing authorities should also require operators or applicants for a licence to provide their policy on employing ex-offenders in roles that would be on the register as above. As with the threshold to obtaining a private hire vehicle operators' licence, those with a conviction for offences provided in the annex to this document (Annex – Assessment of previous convictions), other than those relating to driving, may not be suitable to decide who is sent to carry a child or vulnerable adult unaccompanied in a car.

Record keeping

8.13 Section 56 of the [Local Government \(Miscellaneous Provisions\) Act 1976](#) requires private hire vehicle operators to keep records of the particulars of every booking invited or accepted, whether it is from the passenger or at the request of another operator. **Licensing authorities should as a minimum require private hire vehicle operators to record the following information for each booking:**

- the name of the passenger;
- the time of the request;
- the pick-up point;
- the destination;
- the name of the driver;
- the driver's licence number;
- the vehicle registration number of the vehicle;
- the name of any individual that responded to the booking request;
- the name of any individual that dispatched the vehicle.

8.14 This information will enable the passenger to be traced if this becomes necessary and should improve driver security and facilitate enforcement. It is suggested that booking records should be retained for a minimum of six months.

8.15 Private hire vehicle operators have a duty under data protection legislation to protect the information they record. The Information Commissioner's Office provides comprehensive on-line guidance on registering as a data controller and how to meet their obligations.

Use of passenger carrying vehicles (PCV) licensed drivers

8.16 PCV licensed drivers are subject to different checks from taxi and private hire vehicle licensed drivers as the work normally undertaken, i.e. driving a bus, does not present the same risk to passengers. Members of the public are entitled to expect when making a booking with a private hire vehicle operator that they will receive a private hire vehicle licensed vehicle and driver. **The use of a driver who holds a PCV licence and the use of a public service vehicle (PSV) such**

as a minibus to undertake a private hire vehicle booking should not be permitted as a condition of the private hire vehicle operator's licence without the informed consent of the booker.

- 8.17 Where a private hire vehicle is unsuitable, for example where a larger vehicle is needed because more than eight passenger seats required or to accommodate luggage, the booker should be informed that a PSV is necessary, and that a PCV licenced driver will be used who is subject to different checks and not required to have an enhanced DBS check.

9. Enforcing the Licensing Regime

9.1 Implementing an effective framework for licensing authorities to ensure that as full a range of information made available to suitably trained decision makers that are supported by well-resourced officials is essential to a well-functioning taxi and private hire vehicle sector. These steps will help prevent the licensing of those that are not deemed 'fit and proper' but does not ensure that those already licensed continue to display the behaviours and standards expected.

Joint authorisation of enforcement officers

9.2 Licensing authorities should, where the need arises, jointly authorise officers from other authorities so that compliance and enforcement action can be taken against licensees from outside their area. An agreement between licensing authorities to jointly authorise officers enables the use of enforcement powers regardless of which authority within the agreement the officer is employed by and which issued the licence. This will mitigate the opportunities for drivers to evade regulation. Such an agreement will enable those authorities to take action against vehicles and drivers that are licensed by the other authority when they cross over boundaries. A model for agreeing joint authorisation is contained in the [LGA Councillors' handbook](#).

Setting expectations and monitoring

9.3 Licensing authorities should ensure that drivers are aware of the policies that they must adhere and are properly informed of what is expected of them and the repercussions for failing to do so. Some licensing authorities operate a points-based system, which allows minor breaches to be recorded and considered in context while referring those with persistent or serious breaches to the licensing committee. This has the benefit of consistency in enforcement and makes better use of the licensing committee's time.

9.4 The provision of a clear, simple and well-publicised process for the public to make complaints about drivers and operators will enable authorities to target compliance and enforcement activity (see paragraphs 4.29 - 4.33). This will provide a further source of intelligence when considering the renewal of licences and of any additional training that may be required. It is then for the licensing authority to consider if any intelligence indicates a need to suspend or revoke a licence in the interests of public safety.

Suspension and revocation of driver licences

9.5 Section 61 of the Local Government (Miscellaneous Provisions) Act 1976 provides a licensing authority with the ability to suspend or revoke a driver's licence on the following grounds: -

(a) that he has since the grant of the licence—

- (i) been convicted of an offence involving dishonesty, indecency or violence; or
- (ii) been convicted of an offence under or has failed to comply with the provisions of the Act of 1847 or of this Part of this Act;
- (aa) that he has since the grant of the licence been convicted of an immigration offence or required to pay an immigration penalty; or
- (b) any other reasonable cause

9.6 Licensing authorities have the option to suspend or revoke a licence should information be received that causes concern over whether a driver is a fit and proper person. Where the licence holder has been served an immigration penalty or convicted of an immigration offence the licence should be revoked immediately. [Guidance for licensing authorities](#) to prevent illegal working in the taxi and private hire vehicle sector has been issued by the Home Office. As with the initial decision to license a driver, this determination must be reached based on the balance of probabilities, not on the burden of beyond reasonable doubt.

9.7 Before any decision is made, the licensing authority must give full consideration to the available evidence and the driver should be given the opportunity to state his or her case. If a period of suspension is imposed, it cannot be extended or changed to revocation at a later date.

9.8 A decision to revoke a licence does not however prevent the reissuing of a licence should further information be received that alters the balance of probability of a decision previously made. The decision to suspend or revoke was based on the evidence available at the time the determination was made. New evidence may, of course, become available later.

9.9 New evidence may be produced at an appeal hearing that may result in the court reaching a different decision to that reached by the council or an appeal may be settled by agreement between the licensing authority and the driver on terms which, in the light of new evidence, becomes the appropriate course. If, for example, the allegations against a driver were now, on the balance of probability, considered to be unfounded, a suspension could be lifted or, if the licence was revoked, an expedited re-licensing process used.

9.10 A suspension may still be appropriate if it is believed that a minor issue can be addressed through additional training. In this instance the licence would be returned to the driver once the training has been completed without further consideration. This approach is clearly not appropriate where the licensing authority believes that, based on the information available at that time, on the balance of probability it is considered that the driver presents a risk to public safety.

Annex – Assessment of Previous Convictions

Legislation specifically identifies offences involving dishonesty, indecency or violence as a concern when assessing whether an individual is 'fit and proper' to hold a taxi or private hire vehicle licence. The following recommendations to licensing authorities on previous convictions reflect this.

Authorities must consider each case on its own merits, and applicants/licensees are entitled to a fair and impartial consideration of their application. Where a period is given below, it should be taken to be a minimum in considering whether a licence should be granted or renewed in most cases. The Department's view is that this places passenger safety as the priority while enabling past offenders to sufficiently evidence that they have been successfully rehabilitated so that they might obtain or retain a licence.

Crimes resulting in death

Where an applicant or licensee has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person they will not be licensed.

Exploitation

Where an applicant or licensee has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licensed. This includes slavery, child sexual abuse, exploitation, grooming, psychological, emotional or financial abuse, but this is not an exhaustive list.

Offences involving violence against the person

Where an applicant has a conviction for an offence of violence against the person, or connected with any offence of violence, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed.

Possession of a weapon

Where an applicant has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least seven years have elapsed since the completion of any sentence imposed.

Sexual offences

Where an applicant has a conviction for any offence involving or connected with illegal sexual activity, a licence will not be granted.

In addition to the above, the licensing authority will not grant a licence to any applicant who is currently on the Sex Offenders Register or on any barred list.

Dishonesty

Where an applicant has a conviction for any offence where dishonesty is an element of the offence, a licence will not be granted until at least seven years have elapsed since the completion of any sentence imposed.

Drugs

Where an applicant has any conviction for, or related to, the supply of drugs, or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed.

Where an applicant has a conviction for possession of drugs, or related to the possession of drugs, a licence will not be granted until at least five years have elapsed since the completion of any sentence imposed. In these circumstances, any applicant may also have to undergo drugs testing for a period at their own expense to demonstrate that they are not using controlled drugs.

Discrimination

Where an applicant has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least seven years have elapsed since the completion of any sentence imposed.

Motoring convictions

Hackney carriage and private hire drivers are professional drivers charged with the responsibility of carrying the public. It is accepted that offences can be committed unintentionally, and a single occurrence of a minor traffic offence would not prohibit the granting of a licence. However, applicants with multiple motoring convictions may indicate that an applicant does not exhibit the behaviours of a safe road user and one that is suitable to drive professionally.

Any motoring conviction while a licensed driver demonstrates that the licensee may not take their professional responsibilities seriously. However, it is accepted that offences can be committed unintentionally, and a single occurrence of a minor traffic offence may not necessitate the revocation of a taxi or private hire vehicle driver licence providing the authority considers that the licensee remains a fit and proper person to retain a licence.

Drink driving/driving under the influence of drugs

Where an applicant has a conviction for drink driving or driving under the influence of drugs, a licence will not be granted until at least seven years have elapsed since the completion of any sentence or driving ban imposed. In the case of driving under the influence of drugs, any applicant may also have to undergo drugs testing at their own expense to demonstrate that they are not using controlled drugs.

Using a hand-held device whilst driving

Where an applicant has a conviction for using a held-hand mobile telephone or a hand-held device whilst driving, a licence will not be granted until at least five years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later.

Annex – Disclosure and Barring Service information

Table 1: Information included in criminal record checks

Information included	Type of check			
	Basic check	Standard DBS check	Enhanced DBS check	Enhanced DBS (including barred list) check
Unspent convictions	Yes	Yes	Yes	Yes
Unspent cautions ¹	Yes	Yes	Yes	Yes
Spent convictions ²	No	Yes	Yes	Yes
Spent cautions ^{1 & 2}	No	Yes	Yes	Yes
Additional police Information ³	No	No	Yes	Yes
Barred list(s) Information ⁴	No	No	No	Yes

1. Does not include fixed penalty notices, penalty notices for disorder or any other police or other out-of-court disposals.
2. Spent convictions and cautions that have become protected under the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975, as amended, are not automatically disclosed on any level of certificate. Further guidance is available [the DBS filtering guide](#).
3. This is any additional information held by the police which a chief police officer reasonably believes to be relevant and considers ought to be disclosed.
4. This is information as to whether the individual concerned is included in the children's or adults' barred lists maintained by the Disclosure and Barring Service (DBS).

Annex – CCTV Guidance

It is important to note that, in most circumstances, a licensing authority which mandates the installation of CCTV systems in taxis and private hire vehicles will be responsible for the data – the data controller. It is important that data controllers fully consider concerns regarding privacy and licensing authorities should consider how systems are configured, should they mandate CCTV (with or without audio recording). For example, vehicles may not be exclusively used for business, also serving as a car for personal use - it should therefore be possible to manually switch the system off (both audio and visual recording) when not being used for hire. Authorities should consider the Information Commissioner's view on this matter that, in most cases, a requirement for continuous operation is unlikely to be fair and lawful processing of personal data.

The Home Office '[Surveillance Camera Code of Practice](#)' advises that government is fully supportive of the use of overt surveillance cameras in a public place whenever that use is:

- in pursuit of a legitimate aim;
- necessary to meet a pressing need;
- proportionate;
- effective, and;
- compliant with any relevant legal obligations

The Code also sets out 12 guiding principles which, as a 'relevant authority' under section 33(5) of the [Protection of Freedoms Act 2012](#), licensing authorities must have regard to. It must be noted that, where a licence is granted subject to CCTV system conditions, the licensing authority assumes the role and responsibility of 'System Operator'. The role requires consideration of all guiding principles in this code. The failure to comply with these principles may be detrimental to the use of CCTV evidence in court as this may be raised within disclosure to the Crown Prosecution Service and may be taken into account.

The Surveillance Camera Commissioner (SCC) has provided guidance on the Surveillance Camera Code of Practice in its '[Passport to Compliance](#)' which provides guidance on the necessary stages when planning, implementing and operating a surveillance camera system to ensure it complies with the code. The Information Commissioner's Office (ICO) has also published a [code of practice](#) which, in this context, focuses on the data governance requirement associated with the use of CCTV such as data retention and disposal, which it is important to follow in order to comply with the data protection principles. The SCC provides a [self-assessment tool](#) to assist operators to ensure compliance with the principles set out in the Surveillance Camera Code of Practice. The SCC also operate a [certification scheme](#); authorities that obtain this accreditation are able to clearly demonstrate that their systems conform to the SCC's best practice and are fully compliant with the Code and increase public confidence that any risks to their privacy have been fully considered and mitigated.

The [Data Protection Act 2018](#) regulates the use of personal data. Part 2 of the Data Protection Act applies to the general processing of personal data, and references and supplements the General Data Protection Regulation. Licensing authorities, as data controllers, must comply with all relevant aspects of data protection law. Particular attention should be paid to the rights of individuals which include the right to be informed, of access

and to erasure. The ICO has provided detailed [guidance](#) on how data controllers can ensure compliance with these.

It is a further requirement of data protection law that before implementing a proposal that is likely to result in a high risk to the rights and freedoms of people, an impact assessment on the protection of personal data shall be carried out. The ICO recommends in [guidance](#) that if there is any doubt as to whether a Data Protection Impact Assessment (DPIA) is required one should be conducted to ensure compliance and encourage best practice. A DPIA will also help to assess properly the anticipated benefits of installing CCTV (to passengers and drivers) and the associated privacy risks; these risks might be mitigated by having appropriate privacy information and signage, secure storage and access controls, retention policies, training for staff how to use the system, etc.

It is essential to ensure that all recordings made are secure and can only be accessed by those with legitimate grounds to do so. This would normally be the police if investigating an alleged crime or the licensing authority if investigating a complaint or data access request. Encryption of the recording to which the licensing authority, acting as the data controller, holds the key, mitigates this issue and protects against theft of the vehicle or device. It is one of the guiding principles of data protection legislation, that personal data (including in this context, CCTV recordings and other potentially sensitive passenger information) is handled securely in a way that 'ensures appropriate security', including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

All passengers must be made fully aware if CCTV is operating in a vehicle. Given that audio recording is considered to be more privacy intrusive, it is even more important that individuals are fully aware and limited only to occasions when passengers (or drivers) consider it necessary. The recording of audio should be used to provide an objective record of events such as disputes or inappropriate behaviour and must not be continuously active by default and should recognise the need for privacy of passengers' private conversations between themselves. Activation of the audio recording capability of a system might be instigated when either the passenger or driver operates a switch or button. As well as clear signage in vehicles, information on booking systems should be introduced. This might be text on a website, scripts or automated messages on telephone systems; the Information Commissioner's Office (ICO) has issued guidance on privacy information and the right to be informed on its website.

Annex - Staying Safe: Guidance for Passengers

Licensing authorities should provide guidance to assist passengers in identifying licensed vehicles and the increased risks of using unlicensed vehicles. The guidance might include advice on:

- how to tell if a taxi or private hire vehicle is licensed.

Educate the public in the differences between taxis and private hire vehicles e.g.:

- a taxi can be flagged down or pre-booked.
- a private hire vehicle that has not been pre-booked should not be used as it will not be insured and may not be licensed.
- what a private hire vehicle should look like e.g. colour, signage, licence plates etc.
- the benefit of pre-booking a return vehicle before going out.
- arrange to be picked up from a safe meeting point.
- requesting at the time of booking what the fare is likely to be.

When using a private hire vehicle, passengers should always:

- book with a licensed operator.
- confirm their booking with the driver when s/he arrives.
- note the licence number.
- sit in the back, behind the driver.
- let a third party know details of their journey.

When using a taxi, passengers should where possible:

- use a taxi rank and choose one staffed by taxi marshals if available.

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Appendix B

Equality Impact Assessment

Introductory Information

Budget/Project name

Hackney Carriage Vehicle Licence Policy

Proposal type

- Budget
- Project

Decision Type

- Cabinet
- Cabinet Committee (e.g. Cabinet Highways Committee)
- Leader
- Individual Cabinet Member
- Executive Director/Director
- Officer Decisions (Non-Key)
- Council (e.g. Budget and Housing Revenue Account)
- Regulatory Committees (e.g. Licensing Committee)

Lead Cabinet Member

Cllr Joe Otten

Entered on Q Tier

- Yes
- No

Year(s)

<input type="radio"/> 14/15	<input type="radio"/> 15/16	<input type="radio"/> 16/17	<input type="radio"/> 17/18	<input type="radio"/> 18/19	<input type="radio"/> 19/20	<input type="radio"/> 20/21	<input checked="" type="radio"/> 21/22
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EIA date

13/12/2022

EIA Lead

- | | |
|--|--|
| <input type="radio"/> Adele Robinson | <input type="radio"/> Ed Sexton |
| <input type="radio"/> Annemarie Johnston | <input checked="" type="radio"/> Louise Nunn |
| <input type="radio"/> Bashir Khan | <input type="radio"/> Michelle Hawley |
| <input type="radio"/> Beth Storm | <input type="radio"/> James Henderson |
| <input type="radio"/> Diane Owens | |

Person filling in this EIA form

Craig Harper

Lead officer

Richard Eyre

Lead Corporate Plan priority

<input type="radio"/> An In-Touch Organisation	<input type="radio"/> Strong Economy	<input type="radio"/> Thriving Neighbourhoods and Communities	<input checked="" type="radio"/> Better Health and Wellbeing	<input type="radio"/> Tackling Inequalities
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Portfolio, Service and Team

Cross-Portfolio

- Yes No

Portfolio

Place

Is the EIA joint with another organisation (eg NHS)?

- Yes No

Brief aim(s) of the proposal and the outcome(s) you want to achieve

The regulation (administration and enforcement) of hackney carriage vehicles (sometimes more commonly referred to as taxis and black cabs) is undertaken by the Licensing Authority on behalf on the Council. Full Council have delegated powers to the Licensing Committee, who have further delegated specific powers (the power to grant and suspend) to the Chief Licensing Officer.

Hackney carriage vehicles have been in existence for more than 200 years and have been regulated in some areas for 175 years. The principal features of a hackney carriage are:

- it can carry passengers for hire and reward
- it can be hailed by a prospective passenger
- it can park on a rank to await the approach of passengers.
- It must be driven by a licensed driver that holds a licence from the same authority in which the vehicle is licenced.

Primary legislation regulates the industry, namely:

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976

The Policing and Crime Act 2017 enabled the Secretary of State for Transport to issue statutory guidance in exercising taxi and private hire vehicle licensing functions to protect children and vulnerable individuals who are over 18 from harm when using such services. In this regard, the Department for Transport (DFT) issued Statutory Taxi and Private Hire Vehicle Standards in July 2020, a copy of which can be found as an addendum to this document.

The DFT requires the recommendations to be implemented unless there is a compelling local reason not to.

The Authority must pay due regard to the guidance and in doing so, the Authority must:

- Take into account all of the recommendations contained within the document
- Must not depart from it, just because it does not agree with it
- And, if and where it does depart, must give clear reasons for doing so

The introduction of the Statutory Guidance for Taxi and Private Hire Vehicle Standards places an obligation on the Local Authority to ensure due regard is paid to all recommendations, and in doing so, the Licensing Authority is required to make publicly available a cohesive policy document, bringing together all procedures on taxi and private hire licensing. A policy document will provide:

- Transparency
- Accountability
- Consistency

The Licensing Authority is therefore producing a Hackney Carriage Vehicle Licence Policy, and in doing so, including the recommendations from the Statutory Standards.

Individuals are expected to have read the policy in combination with the Statutory Standards before making an application and throughout the time they are licensed.

The policy, legislation and other such relevant materials will be considered and referred to when making a decision on applications, renewals and other such matters that are relevant.

It is important to note that within this EIA the term 'customer' is not limited to those directly using hackney carriage and private hire services, but anybody and everybody who may be impacted – the public.

This EIA makes reference to impacts of road traffic pollution on the health of drivers and the wider public. Sheffield City Council is legally required to improve air quality across Sheffield and a Clean Air Zone (CAZ) will be introduced in 2023. The most polluting vehicles will be charged if travelling into the city centre or around the inner ring road. Hackney Carriage vehicles are included as a category of vehicle that will be affected and will be subject to charges where the required standard is not met – minimum Euro 4 petrol and Euro 6 diesel.

The Clean Air Zone has been referenced throughout this EIA.

Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

More information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

Note the EIA should describe impact before any action/mitigation. If there are both negatives and positives, please outline these – positives will be part of any mitigation. The action plan should detail any mitigation.

Overview

Briefly describe how the proposal helps to meet the Public Sector Duty outlined above

The Equality Act 2010 legally protects people from discrimination in the workplace and wider society. This includes the Public Sector Equality Duty (PSED), which means that the Council must thoroughly consider, in the discharge of its licensing functions, the need to:

- promote equality of opportunity
- eliminate unlawful discrimination, harassment, and victimisation
- promote good relations

This applies to the consideration and determination of applications for licenses under the Acts. This EIA seeks to address issues that are explicit to the licensing of hackney carriage vehicles.

The policy refers to national and local strategies.

The *Statutory Taxi and Private Hire Vehicle Standards*, released July 2020, introduces a range of measures that Authorities are required to implement in the discharge of its licensing functions, covering:

- Administering the Licensing Regime
- Gathering and Sharing Information
- Decision Making
- Driver Licensing
- Vehicle Licensing
- Private Hire Vehicle Operator Licensing
- Enforcing the Licensing Regime

The overarching aim of the standards is to protect children and vulnerable adults from harm, and in this regard, all recommendations have been included within the policy. The policy also details how the Authority will implement the necessary checks and what is required of applicants and those who already hold a licence.

In order to help facilitate decision makers, Committee Members undertake equality and diversity training and review their learning on a regular basis to ensure their knowledge and understanding on all matters concerning equality and diversity are at the highest standard to allow them to make decisions.

The Licensing Authority will at all times have regard to the Equality Act 2010, Sheffield City Council's Equality, Diversity and Inclusion Policy Statement 2018 and the Councils Equality Objectives 2019-2023.

This EIA will be kept up-to-date and reviewed on a regular basis.

Impacts

Proposal has an impact on

<input checked="" type="radio"/> Health	<input type="radio"/> Transgender
<input checked="" type="radio"/> Age	<input type="radio"/> Carers
<input checked="" type="radio"/> Disability	<input checked="" type="radio"/> Voluntary/Community & Faith Sectors
<input checked="" type="radio"/> Pregnancy/Maternity	<input type="radio"/> Cohesion
<input checked="" type="radio"/> Race	<input type="radio"/> Partners
<input type="radio"/> Religion/Belief	<input checked="" type="radio"/> Poverty & Financial Inclusion
<input checked="" type="radio"/> Sex	<input type="radio"/> Armed Forces
<input type="radio"/> Sexual Orientation	<input type="radio"/> Other

Give details in sections below.

Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes No *if Yes, complete section below*

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Air Pollution impacts from road traffic

The Sheffield and Rotherham Clean Air Plan (CAP) which includes a charging Clean Air Zone (CAZ) in central Sheffield involves significant change but is intended to bring positive health and wellbeing outcomes for all communities and particularly those most exposed to the harmful levels of NO₂, across the two Local Authority areas.

Road transport accounts for a significant portion of air pollution in our cities and towns, road traffic pollution is considered a major threat to clean air in the UK and other industrialised countries. Traffic fumes contain harmful chemicals that pollute the atmosphere and harm people's health.

Addressing Sheffield's air pollution challenge should bring benefits to communities across the whole city, some of the most significant polluting vehicles which make multiple trips per day around and through neighbourhoods in every part of Sheffield. The geographic area of the proposed CAZ covers Sheffield city centre including the inner ring road, however, as vehicle fleets are upgraded and replaced, the NO₂ concentrations around the whole of Sheffield's road network should improve at a faster rate than without action.

Evidence indicates that 5-10% of deaths have air pollution as a contributory factor. Pollution is both causing and accelerating disease causation and progress across many types of illness, notably cardiovascular (heart disease and stroke), respiratory (asthma) and increasingly neurodegenerative and cognition (dementia). However, some people are more vulnerable than others because they are exposed to higher levels of air pollution in their day to day lives, live in a polluted area, or are more susceptible to health problems caused by air pollution.

Poor air quality can have the following detrimental health impacts:

- It can contribute to reduced lung growth and function, respiratory infections, and aggravated asthma.
- In adults, ischaemic heart disease and stroke are the most common causes of premature death attributable to outdoor air pollution - evidence is also emerging of other effects such as diabetes and neurodegenerative conditions.
- Increasingly medical evidence indicates many children are having their life course influenced by the effects of air pollution - this isn't within their control.

World Health Organization Air Quality Guidelines advocate NO₂ levels of 10µg/m³ (four times smaller than the legally mandated amounts). The WHO's guidance also places emphasis on particulates, where the emerging evidence is clear that these are capable of penetrating deep into the lungs and the bloodstream; this has respiratory and cardiovascular impacts and can affect other organs. Outdoor air pollution and particulate matter were also classified as carcinogenic by WHO.

Overall, the introduction of a charging Class C CAZ, which brings about compliance with legal levels for nitrogen dioxide, will have positive health benefits for all, particularly those in the following protected characteristic groups:

- Age: Children and the elderly are most at risk
- Disability: Those with respiratory or cardio-vascular conditions are specially at risk
- Pregnancy and Maternity: Unborn babies are at risk and there is increased risk of miscarriage.

Improvements in the emission standards of the private hire fleet are an important step in helping to improve air quality to protect the health of drivers and the wider public across the whole of Sheffield.

Policy

Older diesel vehicles (Euro 4 and 5) produce the most harmful pollution than their younger counterparts or alternative fuel / combustion types.

Euro 6 diesel and petrol compliant vehicles (under 7 years of age) will be able to be licensed as new vehicles and will continue to be licensed for up to 15 years.

Zero Emission Capable (ZEC) vehicles will be allowed to be licensed for 20 years, so long as they continue to pass all tests and licensing requirements.

From January 2027, newly licensed vehicles must be Zero Emission Capable.

At the time of writing this EIA, the vehicle age profile is as follows:

- 0 - 1 Years 13
- 1 - 2 Years 6
- 2 - 3 Years 1
- 3 - 4 Years 7
- 4 - 5 Years 13
- 5 - 6 Years 13
- 6 - 7 Years 19
- 7 - 8 Years 18
- 8 - 9 Years 25
- 9 - 10 Years 40
- 10 - 11 years 69
- 11 - 12 Years 70
- 12 + Years 221

Policy changes aim to achieve improvements in air quality and therefore have a positive impact on the health of drivers and the wider public.

In order to help people upgrade to a cleaner vehicle to meet the Clean Air Zone standards, the Council has secured funding from central Government to provide financial support to vehicle owners in the form of grants and loans. Financial support will also be available to upgrade to an electric vehicle. Owners of Private Hire Vehicles licensed with Sheffield City Council or with Rotherham Metropolitan Borough Council will be eligible to apply.

The wider policy document does not have a disproportionate impact due to health.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Local Health Statistics

(Office of National Statistics 23rd March 2011 - Sheffield Wards - Health and Wellbeing) The 2011 Census asked respondents to self-assess their general level of health. 80% of people in Sheffield stated their health was either good or very good, whilst 6% felt they were in bad or very bad health. The remainder of respondents believed their general health was mainly 'fair'.

Across the city, more people felt they were in bad health in Firth Park, Manor Castle and Southey wards (9%), whilst the fewest proportion of residents reported that their health was bad in Crookes, Central, Broomhill, Fulwood and Ecclesall wards (3%).

The Sheffield Joint Health & Wellbeing Strategy 2019-2024 also details that those who live in poorer parts of Sheffield have worse health than those living in more affluent areas.

Air Quality

Poor air quality adversely affects human health and has been estimated to account for up to 500 premature deaths per year in Sheffield. The Department of Health's Committee on the Medical Effects of Air Pollution (COMEAP) recently reported the estimated annual number of deaths in the UK from human-made air pollution (PM2.5 and NO2) ranges from 28,000 to 36,000 deaths. The Royal College of Physicians estimate that the health problems resulting from exposure to air pollution have a high cost to the people who suffer from illness and premature death, the health services and to business which together cost an estimated £20bn every year.

In Sheffield, the main breaches of illegal levels of NO2 are concentrated around the city centre and east of the city, many of the communities and neighbourhoods in these areas experience the greatest health inequalities with air pollution contributing to the development of health problems such as cardiovascular disease and asthma and exacerbate existing conditions.

In order to discourage the use of high polluting vehicles and encourage upgrades to cleaner, lower emission vehicles, the Council is introducing a Clean Air Zone which will cover Sheffield city centre area including the inner ring road. The air quality improvement impact of the zone will be broader than the city centre, it is designed to reduce pollution from road traffic across all of Sheffield's neighbourhoods and communities.

Policy

Improvements to the fleet will benefit residents, visitors and those who work in Sheffield.

The policy has a positive impact for all age groups, especially younger and older people.

Euro 6 diesel and petrol compliant vehicles (under 7 years of age) will be able to be licensed as new vehicles and will continue to be licensed for up to 15 years.

Zero Emission Capable (ZEC) vehicles will be allowed to be licensed for 20 years, so long as they continue to pass all tests and licensing requirements.

From January 2027, newly licensed vehicles must be Zero Emission Capable.

Current propulsion information for the licensed fleet (both hackney and private hire) is as follows:

- Diesel – 1875 (79%)
- Petrol – 23 (1%)
- Hybrid – 450 (19%)
- Electric – 22 (1%)

The majority of hackney carriage vehicles are diesel.

The wider policy document does not have a disproportionate impact due to health.

Comprehensive Health Impact Assessment being completed

Yes No

Please attach health impact assessment as a supporting document below.

Public Health Leads has signed off the health impact(s) of this EIA

Yes No

Health Lead

Age

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Taxi and Private Hire Vehicle Statistics, England: 2021 indicates that the majority of drivers are men (93%) and that the average age is 48, with 22% of drivers under the age of 40. This trend is broadly reflected in Sheffield, with the largest cohort of drivers in the 41-50 age bracket, and 25% of drivers under the age of 40. A breakdown of the driver age profile is shown below:

- 0-30 – 103 (4%)
- 31-40 – 680 (25%)
- 41-50 – 978 (36%)
- 51-60 – 696 (24%)
- 61-70 – 267 (10%)
- 70+ - 24 (1%)

The majority of licensees are self-employed.

Policy

Euro 6 diesel and petrol compliant vehicles (under 7 years of age) will be able to be licensed as new vehicles and will continue to be licensed for up to 15 years.

Zero Emission Capable (ZEC) vehicles will be allowed to be licensed for 20 years, so long as they continue to pass all tests and licensing requirements.

From January 2027, newly licensed vehicles must be Zero Emission Capable.

At the time of writing this EIA, the vehicle age profile is as follows:

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- 6 - 7 Years 19
- 7 - 8 Years 18
- 8 - 9 Years 25
- 9 - 10 Years 40
- 10 - 11 years 69
- 11 - 12 Years 70
- 12 + Years 221

Older licensees may find it more difficult to purchase a compliant vehicle due to the inability to secure loans and other forms of financial support.

Licensees with an older vehicle might be eligible to apply for the financial assistance available as part of the Clean Air Zone introduction. Financial support will include grants and loans with higher levels of funding available towards purchase of a Zero Emission Capable vehicle.

Due to the increased cost of Zero Emission Capable vehicles, and the potential inability to access financial support (specifically loans), older licensees may be disproportionately impacted.

Also see Race, Sex and Poverty & Financial Inclusion.

The wider policy document does not have a disproportionate impact due to age.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Local Age Statistics

The National Office of Statistics - 2011 Census data on 11 December 2012 (Demographics) shows Sheffield's overall age structure in a pyramid chart, this bulges out to around age 40-44 and then reduces to a curved point at the top (higher age range). There are more females than males in the older age groups from 65 upwards. The 20-24 age group stands out proud from this overall shape in Sheffield, as it represents the city's large student population. This pattern is typical of large university English cities and similar pyramids are seen in places such as Leeds or Birmingham.

Not all of Sheffield's wards follow this pattern, but many of the wards with large Council estates do, although with a less pronounced step at the 20-24 age group. These include Arbourthorne, Gleadless Valley, Richmond, Shiregreen and Brightside and Southey.

Air Quality

Poor air quality and particularly NO2 and particulate matter, are known to have a significant impact on human health. The head of the WHO has referred to air pollution as the "new tobacco" given its scale of impact on population health. However, it is also known that air pollution has a disproportionate impact on the health of younger and older people and there is increasing medical evidence to support this:

- particulate matter from roadside emissions found in the placentas of pregnant women in research by the Queen Mary University in London - <https://www.theguardian.com/environment/2013/sep/16/air-pollution-particles-found-in-mothers-placentas>

- air pollution has been shown to increase the risk of premature birth and low birthweight which can have lifelong implications for a person's health and wellbeing - <https://www.sciencedirect.com/science/article/pii/S0013935112001764?via%3Dihub> and <https://www.bmj.com/contect/359/bmj.j5299>
- a recent study in the Lancet showed that NO2 levels above legal limits has stunted lung development of children in London, reducing lung capacity by up to 5% ensuring that their lungs are smaller for life and which then decline and increase the chances of early death - [https://www.thelancet.com/journals/lanpub/article/PIIS2468-2667\(18\)30235-4/fulltext](https://www.thelancet.com/journals/lanpub/article/PIIS2468-2667(18)30235-4/fulltext)
- a study by St George's, University of London, King's College London and Imperial College London recently found that people living in areas of London with the highest levels of nitrogen dioxide had an increased chance of getting dementia, compared to those living in areas with the lowest levels - <https://bmjopen.bmj.com/8/9/e022404>

Children and Young People (aged 19 and under)

Young people are more reliant on public transport, taxis, and private hire vehicles to transport them to places of work, education, and social/leisure activities. This is of particular relevance at night where other transportation services cease, such as trams and buses.

Older People (aged 60 and over)

Older people are more reliant on public transport, taxis, and private hire vehicles to transport them to health services and to social and leisure activities.

Policy

Euro 6 diesel and petrol compliant vehicles (under 7 years of age) will be able to be licensed as new vehicles and will continue to be licensed for up to 15 years.

Zero Emission Capable (ZEC) vehicles will be allowed to be licensed for 20 years, so long as they continue to pass all tests and licensing requirements.

From January 2027, newly licensed vehicles must be Zero Emission Capable.

The introduction of Zero Emission Capable vehicles will bring positive health benefits for all, but particularly those in the 'at risk' category.

A reduction in vehicle numbers may disproportionately impact both younger and older people. This is of particular relevance at night where other transportation services such as trams and buses, cease.

Licensees with an older vehicle might be eligible to apply for the financial assistance available as part of the Clean Air Zone introduction. Financial support will include grants and loans with higher levels of funding available towards purchase of a Zero Emission Capable vehicle.

The wider policy document does not have a disproportionate impact due to age.

Disability

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Policy

The current hackney carriage fleet is 100% wheelchair accessible.

The revised vehicle specification maintains this requirement but now allows both rear and side-loading access.

Under the Equality Act, transport providers have a duty to provide an accessible service and make 'reasonable adjustments' to offer the same standard of service to disabled people as to non-disabled people. In practice, this means providers have to produce accessible facilities, information procedures and booking assistance where required.

The Department for Transport, *Access for Wheelchair Users to Taxis and Private Hire Vehicles* recommends passengers should be able to be transported in their wheelchair should they prefer.

Once licensed, a vehicle will appear on the council's approved list of designated vehicles, in accordance with the Taxis and Private Hire Vehicles (Disabled Persons) Act 2022.

Those licensees that have a medical condition, a disability or physical condition which makes it impossible or unreasonably difficult for them to provide the sort of physical assistance required, will be able to apply for an exemption – further information in this regard can be found at section 166 of the Equality Act and in the Hackney Carriage and Private Hire Driver's Licence Policy.

There is no perceived disproportionate impact for licensees with this characteristic.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Local Disability Statistics

A Census report carried out by the Office of National Statistics (23rd March 2011 - Sheffield Wards - Health and Wellbeing) showed that 19% of Sheffield residents reported that they have a long-term health problem or disability that limited their daily activity to some extent. The results show there are seventeen wards in the city that have at least 1 in 5 residents with a health problem or disability that limits their daily activities. In Woodhouse, this applies to nearly a quarter of all residents. It also shows that there are six wards that have significantly lower numbers of people with a limiting disability or health problem, in particular Broomhill and Central, where this applies to less than 1 in 10 residents. This is linked to the relatively high numbers of students and younger average age of residents in these wards.

Air Quality

In Sheffield, 19% of people have a long-term health condition or disability. The impact on life expectancy and ill health are unequal, with more effects on those with pre-existing heart and lung conditions. For individuals who are particularly sensitive and exposed to the most elevated levels of air pollution, the reduction in life expectancy is estimated to be as high as nine years. Overall, the adverse effects of pollution are such that it has a bigger impact on life expectancy than road traffic accidents and passive smoking.

Improvements to air quality through less polluting vehicles will bring benefits to all, but particularly for those with long-term health conditions.

Policy

Disabled people are more reliant on public transport, taxis, and PHVs to transport them to places of work education, and social/leisure activities.

Sections 165 and 167 of the Equality Act commenced in 2017 and made it a requirement of drivers to carry passengers in wheelchairs, provide assistance to those passengers and prohibit charging extra.

Section 165 and 167 of the Equality Act ensures that customers are better informed about "designated" vehicles and can be more confident of receiving assistance they need to travel safely.

Section 165 and 167 were further enhanced by the introduction of the Taxis and Private Hire Vehicles (Disabled Persons) Act 2022, which states:

- Drivers of designated wheelchair accessible licensed vehicles have a duty:
 - to carry the passenger whilst in a wheelchair
 - not to make any additional charge for doing so (which includes that a meter should not be activated before or left running whilst the driver performs duties required by the Equalities Act 2010)
 - that if the passenger chooses to sit in a passenger seat, to carry the wheelchair
 - to take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort
 - to give the passenger such “mobility assistance” as is reasonably required

Maintaining a wheelchair accessible fleet ensures that wheelchair users can continue to receive a service that meets their needs. A move away from wheelchair accessible vehicles would mean that disabled people who use wheelchairs would be disproportionately affected.

A reduction in such vehicles may have a detrimental impact on disabled people accessing suitable transport.

Licensees with an older vehicle might be eligible to apply for the financial assistance available as part of the Clean Air Zone introduction. Financial support will include grants and loans with higher levels of funding available towards purchase of a Zero Emission Capable vehicle.

Pregnancy/Maternity

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Air Quality

Poor air quality and particularly NO₂ and particulate matter, are known to have a significant impact on human health. The head of the WHO has referred to air pollution as the "new tobacco" given its scale of impact on population health.

However, it is also known that air pollution has a disproportionate impact on the health of younger and older people and there is increasing medical evidence to support this:

- particulate matter from roadside emissions found in the placentas of pregnant women in research by the Queen Mary University in London - <https://www.theguardian.com/environment/2018/sep/16/air-pollution-particles-found-in-mothers-placentas>

- air pollution has been shown to increase the risk of premature birth and low birthweight which can have lifelong implications for a person's health and wellbeing - <https://www.sciencedirect.com/science/article/pii/S0013935112001764?via%3Dihub> and <https://www.bmj.com/contect/359/bmj.j5299>
- a recent study in the Lancet showed that NO2 levels above legal limits has stunted lung development of children in London, reducing lung capacity by up to 5% ensuring that their lungs are smaller for life and which then decline and increase the chances of early death - [https://www.thelancet.com/journals/lanpub/article/PIIS2468-2667\(18\)30235-4/fulltext](https://www.thelancet.com/journals/lanpub/article/PIIS2468-2667(18)30235-4/fulltext)

Policy

Euro 6 diesel and petrol compliant vehicles (under 7 years of age) will be able to be licensed as new vehicles and will continue to be licensed for up to 15 years.

Zero Emission Capable (ZEC) vehicles will be allowed to be licensed for 20 years, so long as they continue to pass all tests and licensing requirements.

From January 2027, newly licensed vehicles must be Zero Emission Capable.

Maintaining the current age limit will ensure the cleanest vehicles are licensed, in turn leading to health benefits for all, but particularly those in the at-risk category, including pregnant women.

Licensees with an older vehicle might be eligible to apply for the financial assistance available as part of the Clean Air Zone introduction. Financial support will include grants and loans with higher levels of funding available towards purchase of a Zero Emission Capable vehicle.

The policy document does not have a disproportionate impact due to this characteristic.

Race

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Taxi and Private Hire Vehicle Statistics, England: 2021 states that the two main ethnic groups of drivers are White and Asian or Asian British in 2020/21, making up 43% and 44% of drivers respectively. There is also an increase of non-UK nationals working as drivers in England, rising from 13% in 2009/10 to 25% in 2020/21.

Available figures for Sheffield indicate that the top four ethnic groups are Black African, 99 (4%), White UK, 244 (9%), Asian UK, 453 (16%) and Pakistani, 978 (36%). These figures may not be entirely representative due to incomplete data - 739 (27%) individuals have not disclosed their ethnicity or the information has not been recorded.

Hackney Carriage vehicles are predominately driven and owned by self-employed people and are disproportionately from a BAME background.

Policy

Euro 6 diesel and petrol compliant vehicles (under 7 years of age) will be able to be licensed as new vehicles and will continue to be licensed for up to 15 years.

Zero Emission Capable (ZEC) vehicles will be allowed to be licensed for 20 years, so long as they continue to pass all tests and licensing requirements.

From January 2027, newly licensed vehicles must be Zero Emission Capable.

The majority of drivers are from Pakistani and Asian British backgrounds and are predominantly self-employed. Any increase to business costs is therefore likely to be experienced disproportionately by this group.

Licensees with an older vehicle might be eligible to apply for the financial assistance available as part of the Clean Air Zone introduction. Financial support will include grants and loans with higher levels of funding available towards purchase of a Zero Emission Capable vehicle.

Also see Age, Sex and Poverty & Financial Inclusion sections.

The policy document does not have a disproportionate impact due to race.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Local Race Statistics

Sheffield is an ethnically diverse city, with around 19% of its population from black or minority ethnic groups. The largest of those groups is the Pakistani community, but Sheffield also has large Caribbean, Indian, Bangladeshi, Somali, Yemeni and Chinese communities.

Burngreave has the highest proportion of BAME people at 62%, whilst in Darnall and Central wards nearly half of the population are BAME and in Walkley, Nether Edge and Firth Park over a quarter. In contrast, in Stocksbridge and Upper Don, East and West Ecclesfield and Birley wards, less than 5 percent of the population are BAME.

More recently, Sheffield has seen an increase in the number of overseas students coming to the city and in the number economic migrants from European Union ascension states (countries which joined the European Union in or after 2004).

(<http://www.sheffield.gov.uk/content/sheffield/home/your-city-council/population-in-sheffield.html> (2011 Census Briefing Note 1.2 : Ethnicity, National Identity, Country of Birth and Religion))

Air Quality

The proposals to tackle harmful pollution should have positive health benefits for all communities in the city. However, air quality monitoring demonstrates that there are currently significant air quality challenges in the city centre and the east of the city, areas which have proportionately higher BAME populations.

The CAZ will help to deliver a rapid improvement to air quality in the city and should bring positive benefits to BAME communities:

<https://sheffieldcc.maps.arcgis.com/apps/Cascade/index.html?appid=73885c6943cf47648ca5af9c49caa110>

It should also be recognised that the BAME population tends to be younger than non-BAME groups. Current levels of air pollution are putting BAME children and young people at risk of associated health problems.

The introduction of the CAZ and an upgraded vehicle fleet will deliver prompt reductions in harmful NO2 emissions across the city but particularly in the places which breach the legal limit.

According to a report commissioned by the DFT (FS13 Future of Transport - Equalities and access to opportunity) people from a BAME background are less likely to have access to a private vehicle, be more reliant on public transport to access employment, and live in densely populated urban areas – increasing their exposure to air pollution. For many people from a BAME background, having regular, affordable, clean, and efficient transport is essential.

Policy

Euro 6 diesel and petrol compliant vehicles (under 7 years of age) will be able to be licensed as new vehicles and will continue to be licensed for up to 15 years.

Zero Emission Capable (ZEC) vehicles will be allowed to be licensed for 20 years, so long as they continue to pass all tests and licensing requirements.

From January 2027, newly licensed vehicles must be Zero Emission Capable.

Licensees with an older vehicle might be eligible to apply for the financial assistance available as part of the Clean Air Zone introduction. Financial support will include grants and loans with higher levels of funding available towards purchase of a Zero Emission Capable vehicle.

The policy document does not have a disproportionate impact due to this characteristic.

Sex

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Taxi and Private Hire Vehicle Statistics, England: 2022 show that the vast majority of drivers are male – 97%.

In Sheffield over of 98% of licensees are male. Any increases in business costs are therefore likely to be experienced disproportionately by this group.

Policy

Drivers are predominately self-employed and any change to policy may disproportionately impact them.

Licensees with an older vehicle might be eligible to apply for the financial assistance available as part of the Clean Air Zone introduction. Financial support will include grants and loans with higher levels of funding available towards purchase of a Zero Emission Capable vehicle.

Also see Age, Race and Poverty & Financial Inclusion sections.

The policy document does not have a disproportionate impact due to sex.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Local Sex Statistics

According to the 2016 Mid-Year Population Estimate (Office of National Statistics) Sheffield's population indicate 286,199 males and 289,225 females. According to the projections, there will be more males than females in Sheffield from 2023 onwards.

Policy

The wider policy document does not have a disproportionate impact due to sex.

Poverty & Financial Inclusion

Staff

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Policy

Drivers are predominately self-employed and any increase in standards may disproportionately impact them.

Licensees with an older vehicle might be eligible to apply for the financial assistance available as part of the Clean Air Zone introduction. Financial support will include grants and loans with higher levels of funding available towards purchase of a Zero Emission Capable vehicle.

Whilst financial support packages will be made available linked with the Clean Air Zone, this will not be enough to cover the full cost of upgrading to a ZEC compliant vehicle and is a limited pot of funding with no replacement grant support once this is exhausted. This might result in a disproportionate number of licensees and vehicle proprietors having to fund upgrades themselves.

Also see Age, Race and Sex sections.

Customers

Yes No

Impact

Positive Neutral Negative

Level

None Low Medium High

Details of impact

Air Pollution

Evidence from a range of global and national studies on air pollution indicate that it is often poorer and lower income communities that are most exposed to the negative consequences of harmful levels of pollution:

- poorer communities often live in denser, urbanised environments with greater exposure to major roads and concentration of road traffic
- the health inequalities, poor levels of health and pre-existing health conditions that are associated with poverty are exacerbated by polluted air, impacting on wider quality of life
- intergenerational - the impact of polluted air on children (e.g. reduced lung development) of lower income families in areas can lead to reduced life chances and long-term health conditions
- the negative health implications of exposing poorer communities to harmful air pollution contributes to trapping those communities in poverty. By creating, contributing to and exacerbating health problems, air pollution can reduce working and earning capacity. The Lancet have found that in low-to-medium income countries, air pollution reduces Gross Domestic Product (GDP) by up to 2% and drives up demand and costs on healthcare services.

In Sheffield, there is a strong geographic correlation between the most deprived communities and the greatest air quality challenges, particularly in the city centre and communities in the east of the city.

Policy

Euro 6 diesel and petrol compliant vehicles (under 7 years of age) will be able to be licensed as new vehicles and will continue to be licensed for up to 15 years.

Zero Emission Capable (ZEC) vehicles will be allowed to be licensed for 20 years, so long as they continue to pass all tests and licensing requirements.

From January 2027, newly licensed vehicles must be Zero Emission Capable.

Fares for hackney carriage vehicles are set by the Local Authority; therefore, increased costs of purchasing vehicles cannot be passed onto the customer without the Local Authority first agreeing to a fare increase. The latest fare increase was agreed July 2022 and includes a fuel surcharge.

This will have a positive impact for those living in the most deprived communities.

Cumulative Impact

Proposal has a cumulative impact

Yes No

<input type="radio"/> Year on Year	<input type="radio"/> Across a Community of Identity/Interest
<input type="radio"/> Geographical Area	<input checked="" type="radio"/> Other

If yes, details of impact

Clean Air Programme
Our Sheffield – One Year Plan – Climate Change, Economy and Development
A 10 Point Plan for Climate Action

Proposal has geographical impact across Sheffield

Yes No

If Yes, details of geographical impact across Sheffield

Local Partnership Area(s) impacted

All Specific

If Specific, name of Local Partnership Area(s) impacted

Action Plan and Supporting Evidence

Action Plan

Following the consultation, amendments have been made to the policy. This includes a rewrite of the vehicle specification to include, but not limited to:

- Removing the upper age reduction for petrol and diesel vehicles
- A delay until January 2027 for newly licensed vehicle to be Zero Emission Capable
- A requirement for vehicles to be equipped to take cashless payments
- Greater clarification on side and rear-loading wheelchair access
- Allow factory fitted tinted windows

Committee on the Medical Effects of Air Pollution (2018) Associations of long-term average concentrations of nitrogen dioxide with mortality -

https://assets.publishing.service.gov.uk/government/uploads/attachment_data/file/734799/COMEAP_NO2_Report.pdf

DEFRA (2017) UK plan for tackling roadside nitrogen dioxide concentrations: Detailed Plan -

https://assets.publishing.service.gov.uk/government/uploads/attachment_data/file/633270/air-quality-plan-detail.pdf

Sheffield City Council (2017) Air Quality Annual Status Report 2017 -

<https://www.sheffield.gov.uk/content/dam/sheffield/docs/pollution-and-nuisance/air-pollution/air-aware-campaign/Air%20Quality%20Annual%20Status%20Report%2020171.pdf>

Sheffield City Council (2017) Clean Air Strategy -

<https://democracy.sheffield.gov.uk/documents/s29124/clean%20Air%20Strategy%20Dec%202.pdf>

Sheffield City Council (2018) Transport Strategy -

<https://democracy.sheffield.gov.uk/documents/s31437/Transport%20Strategy%202.pdf>

Access for wheelchair users to Taxis and Private Hire Vehicles - Statutory Guidance (2017)

Taxis and Private Hire Vehicles (Disabled Persons) Act 2022 - Parliamentary Bills - UK Parliament

[Taxis and Private Hire Vehicles \(Disabled Persons\) Act 2022 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2022/12/contents)

[Bus and coach accessibility and the Public Service Vehicle Accessibility Regulations 2000 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/bus-and-coach-accessibility-and-the-public-service-vehicle-accessibility-regulations-2000)

The National Office of Statistics - 2011 Census data on 11 December 2012

2016 Mid-Year Population Estimate (Office of National Statistics)

Sheffield City Council - Sheffield Population:

<http://www.sheffield.gov.uk/content/sheffield/home/your-city-council/population-in-sheffield.html>

[Statutory taxi and private hire vehicle standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/statutory-taxi-and-private-hire-vehicle-standards)

A 10 Point Plan for Climate Action

[PowerPoint Presentation \(sheffield.gov.uk\)](https://www.sheffield.gov.uk/10-point-plan-for-climate-action)

Taxi and private hire vehicle statistics, England: 2022

[Taxi and private hire vehicle statistics, England: 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/taxi-and-private-hire-vehicle-statistics-england-2022)

Consultation responses via Citizenspace survey or those emailed directly to the service. In addition, briefings to Transport4All group and working with sub-group on details of policy.

Supporting Evidence (Please detail all your evidence used to support the EIA)

Consultation

Consultation required

- Yes No

If consultation is not required please state why

The Statutory Taxi and Private Hire Vehicle Standards document states that Licensing Authorities should “consult on proposed changes that may have a significant impact on passengers and/or the trade”.

In addition, the standards inform that it is not only the taxi and private hire trades that should be consulted, but groups who are likely to be the trades’ customers, such as:

- Groups representing disabled people
- Chambers of Commerce
- Organisations with a wider transport interest
- Women’s Groups
- Local Traders
- Local Multi-agency Safeguarding Arrangements
- Night-time economy groups

The Licensing Authority has undertaken an 8-week consultation in regard to the proposals.

Amendments have been made to the policy as a result of comments received through the consultation, these can be found in the Actions section, above. A copy of all results will be made available to the Licensing Committee when determining the policy.

A full list of the consultees is attached to the policy document.

Are Staff who may be affected by these proposals aware of them

- Yes No

Are Customers who may be affected by these proposals aware of them

- Yes No

If you have said no to either please say why

Summary of overall impact

Summary of overall impact

Fundamentally this policy should be of universal positive benefit to all local people, particularly disabled people and those impacted by poor air quality.

There may be certain aspects of the policy, specifically the need to upgrade vehicles, that have a slight disproportionate impact on licensees, particularly on male and Asian British and Pakistani drivers, due to the proportion of drivers represented in these groups. There is also a potential impact on poverty and financial inclusion due to the additional costs. Any possible negative impacts must be weighed up proportionately against the legitimate aim of improving air quality and therefore health.

Maintaining wheelchair accessibility will undoubtedly have a positive impact on disabled customers.

We have carried out a consultation process on this policy and updated the EIA as a result.

Escalation plan

Is there a high impact in any area?

Yes No

Overall risk rating after any mitigations have been put in place

High Medium Low None

Sign Off

EIAs must be agreed and signed off by the equality lead in your Portfolio or corporately. Has this been signed off?

Yes No

Date agreed **14/12/2022**

Review Date

01/02/2023

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Appendix C

Hackney Carriage Vehicle Licence Policy review: Summary report

This report was created on Monday 09 May 2022 at 12:27 and includes 31 responses.

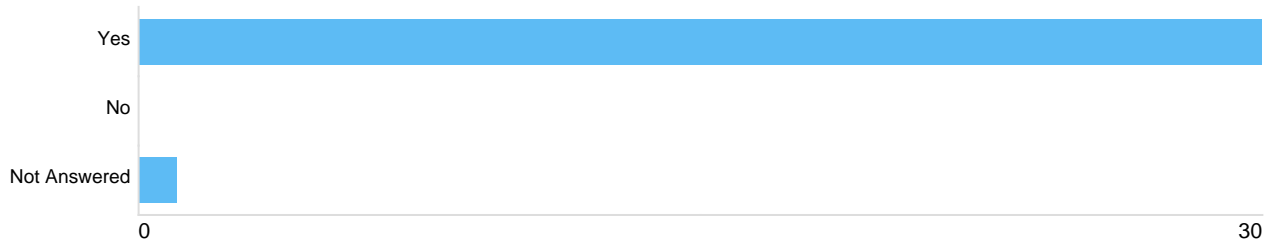
The activity ran from 14/03/2022 to 06/05/2022.

Contents

Question 1: Are you a licensed Sheffield Driver?	2
Are you a licensed Sheffield Driver of a Hackney Carriage or Private Hire vehicle?	2
Question 2: Is the policy easy to understand?	2
Is the policy easy to understand?	2
If no, please tell us why not	2
Question 3: Does the policy document provide you with the information required to understand the purpose? a) Provide individuals with a clear, consistent basis for submitting applications b) Provide a clear, consistent basis for determining licence applications	2
Does the policy document provide you with the information required to understand the purpose of the policy: • Provide individuals with a clear, consistent basis for submitting applications • Provide a clear, consistent basis for determining licence applications • Support the wider strategic aims of the City Council, especially those related to the environment and clean air	2
If no, please tell us why not	2
Question 4: Does the policy document include any information that you disagree with or you think needs amending?	3
Does the policy document include any information that you disagree with or you think needs amending?	3
If yes, please provide comments, making it clear which section you are referring to.	3
Question 5: Are there any changes that you think would improve the policy?	3
Are there any changes that you think would improve the policy?	3
If yes, please provide comments, making it clear which section you are referring to.	3
Question 6: If you have any further comments about the policy, please tell us below.	3
If you have any further comments on the policy, please tell us below.	3
Question 7: Age	4
Age	4
Question 8: Ethnicity	4
White	4
Other White background	5
Asian or Asian British	5
Other Asian background	5
Black or Black British	5
Black or Black British other	6
Other ethnic group	6
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Question 1: Are you a licensed Sheffield Driver?

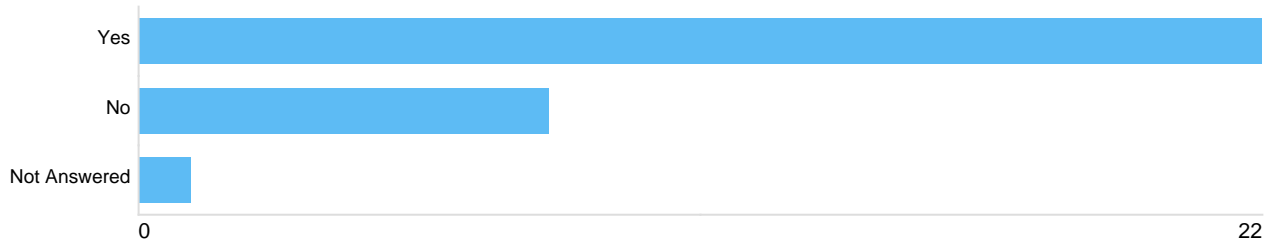
Are you a licensed Sheffield Driver of a Hackney Carriage or Private Hire vehicle?



Option	Total	Percent
Yes	30	96.77%
No	0	0.00%
Not Answered	1	3.23%

Question 2: Is the policy easy to understand?

Is the policy easy to understand?



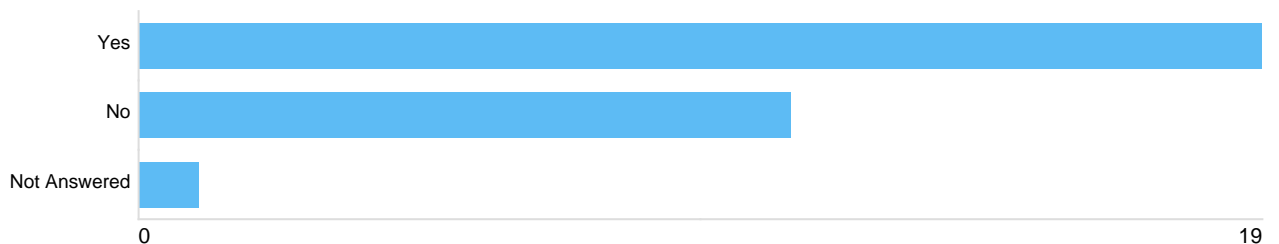
Option	Total	Percent
Yes	22	70.97%
No	8	25.81%
Not Answered	1	3.23%

If no, please tell us why not

There were 7 responses to this part of the question.

Question 3: Does the policy document provide you with the information required to understand the purpose? a) Provide individuals with a clear, consistent basis for submitting applications b) Provide a clear, consistent basis for determining licence applications

Does the policy document provide you with the information required to understand the purpose of the policy: • Provide individuals with a clear, consistent basis for submitting applications • Provide a clear, consistent basis for determining licence applications • Support the wider strategic aims of the City Council, especially those related to the environment and clean air



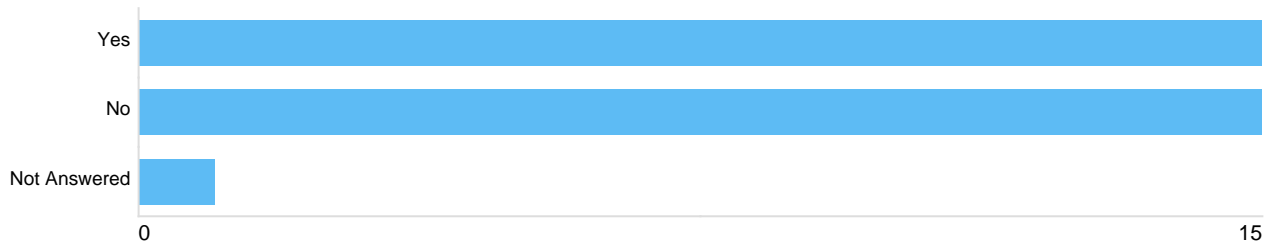
Option	Total	Percent
Yes	19	61.29%
No	11	35.48%
Not Answered	1	3.23%

If no, please tell us why not

There were 7 responses to this part of the question.

Question 4: Does the policy document include any information that you disagree with or you think needs amending?

Does the policy document include any information that you disagree with or you think needs amending?



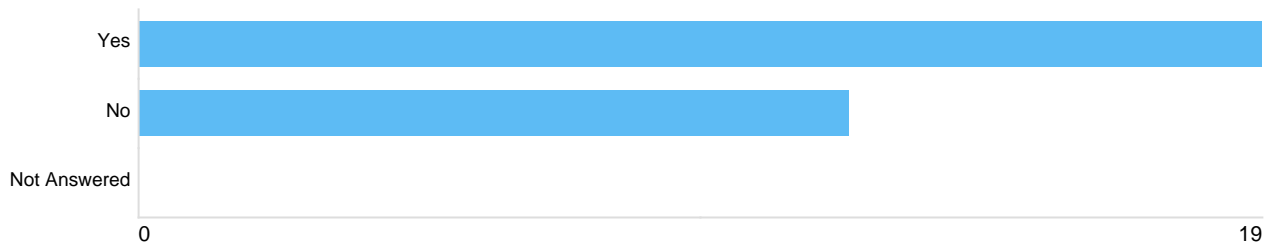
Option	Total	Percent
Yes	15	48.39%
No	15	48.39%
Not Answered	1	3.23%

If yes, please provide comments, making it clear which section you are referring to.

There were 12 responses to this part of the question.

Question 5: Are there any changes that you think would improve the policy?

Are there any changes that you think would improve the policy?



Option	Total	Percent
Yes	19	61.29%
No	12	38.71%
Not Answered	0	0.00%

If yes, please provide comments, making it clear which section you are referring to.

There were 16 responses to this part of the question.

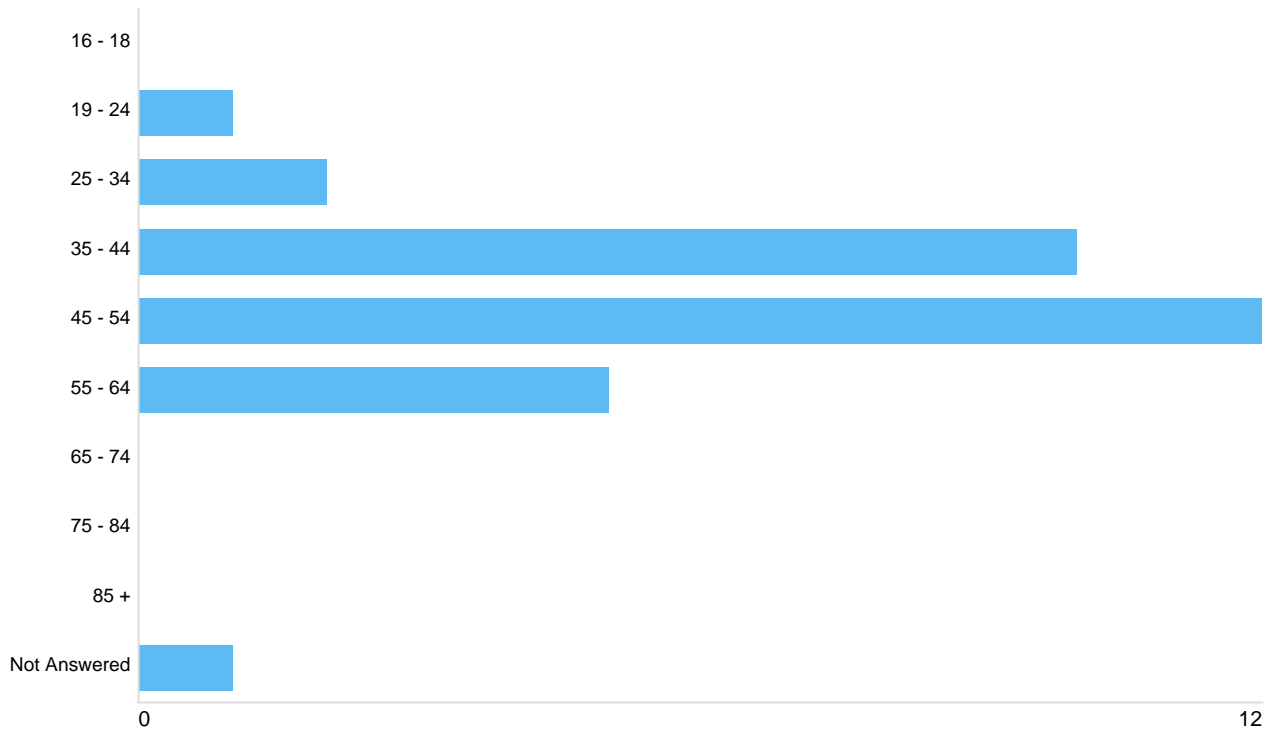
Question 6: If you have any further comments about the policy, please tell us below.

If you have any further comments on the policy, please tell us below.

There were 10 responses to this part of the question.

Question 7: Age

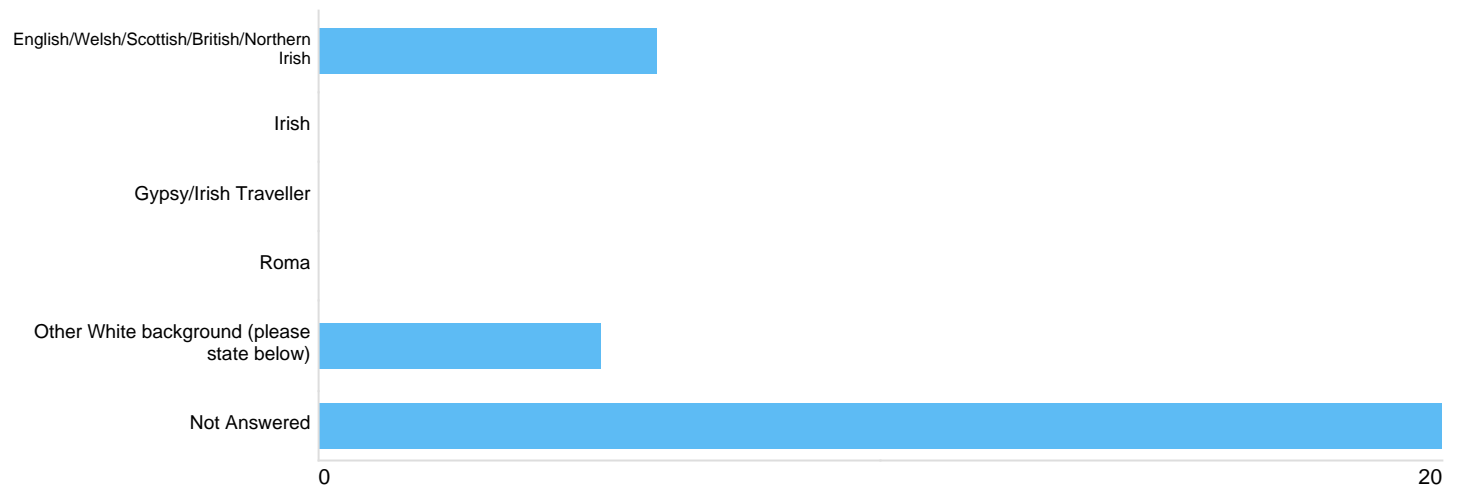
Age



Option	Total	Percent
16 - 18	0	0.00%
19 - 24	1	3.23%
25 - 34	2	6.45%
35 - 44	10	32.26%
45 - 54	12	38.71%
55 - 64	5	16.13%
65 - 74	0	0.00%
75 - 84	0	0.00%
85 +	0	0.00%
Not Answered	1	3.23%

Question 8: Ethnicity

White

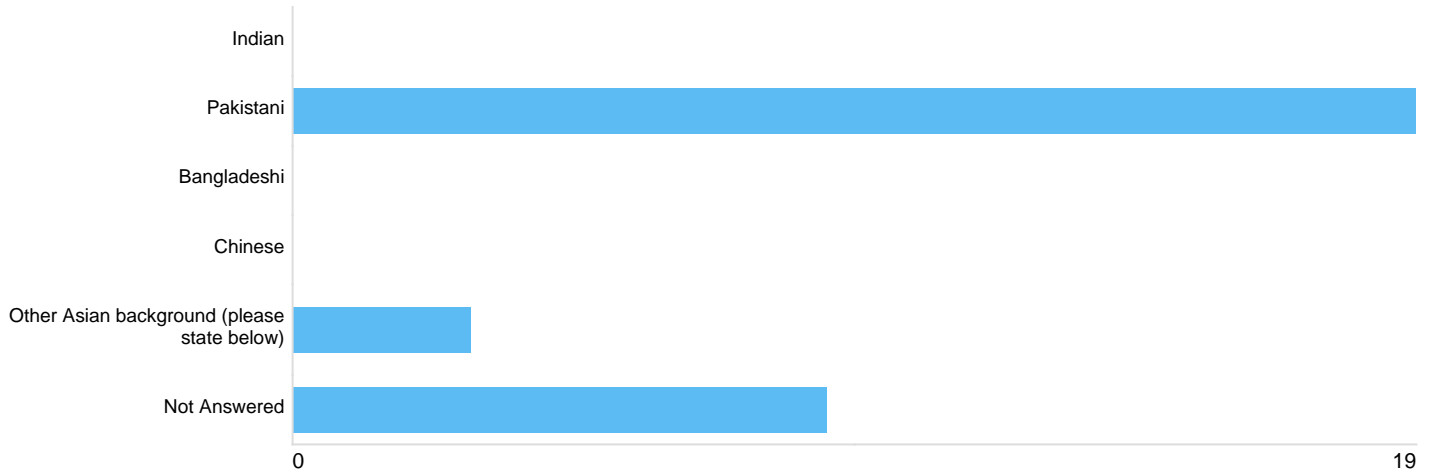


Option	Total	Percent
English/Welsh/Scottish/British/Northern Irish	6	19.35%
Irish	0	0.00%
Gypsy/Irish Traveller	0	0.00%
Roma	0	0.00%
Other White background (please state below)	5	16.13%
Not Answered	20	64.52%

Other White background

There was 1 response to this part of the question.

Asian or Asian British

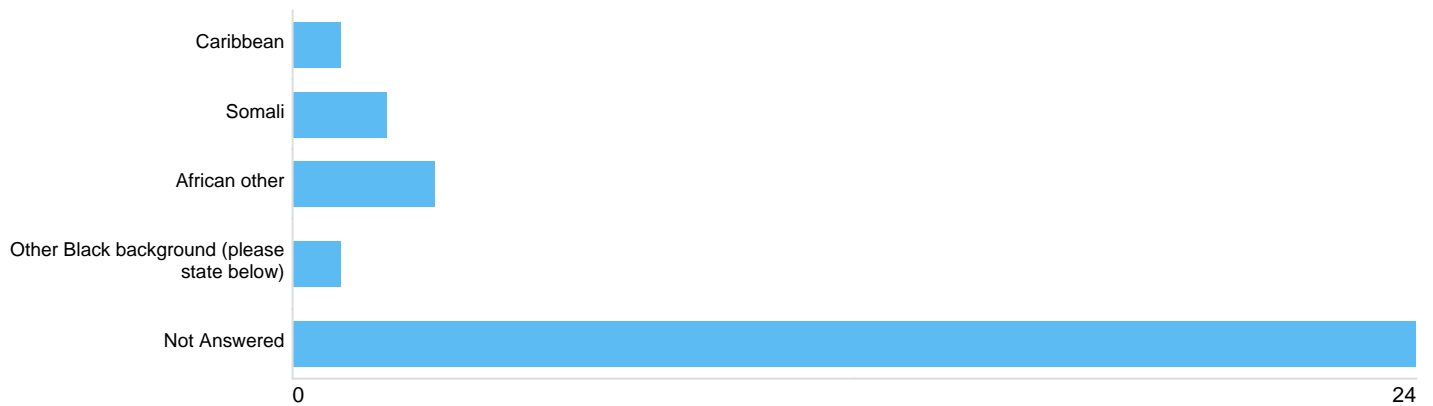


Option	Total	Percent
Indian	0	0.00%
Pakistani	19	61.29%
Bangladeshi	0	0.00%
Chinese	0	0.00%
Other Asian background (please state below)	3	9.68%
Not Answered	9	29.03%

Other Asian background

There were 2 responses to this part of the question.

Black or Black British



Option	Total	Percent
Caribbean	1	3.23%
Somali	2	6.45%
African other	3	9.68%
Other Black background (please state below)	1	3.23%
Not Answered	24	77.42%

Black or Black British other

There was 1 response to this part of the question.

Other ethnic group

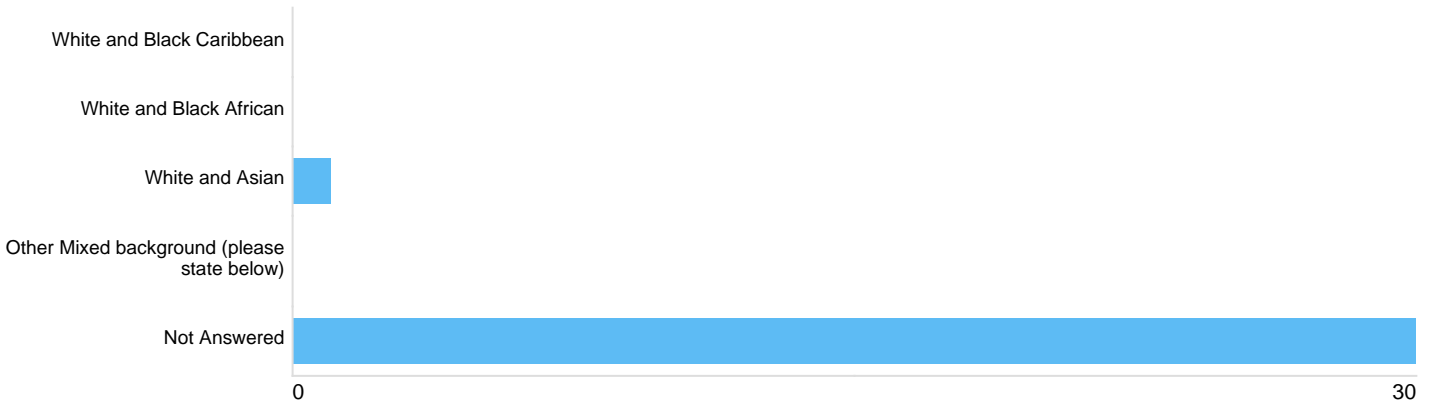


Option	Total	Percent
Yemeni	2	6.45%
Other Arab	1	3.23%
Other ethnic group (please state below)	0	0.00%
Not Answered	28	90.32%

Other ethnic group

There were 0 responses to this part of the question.

Mixed /multiple heritage



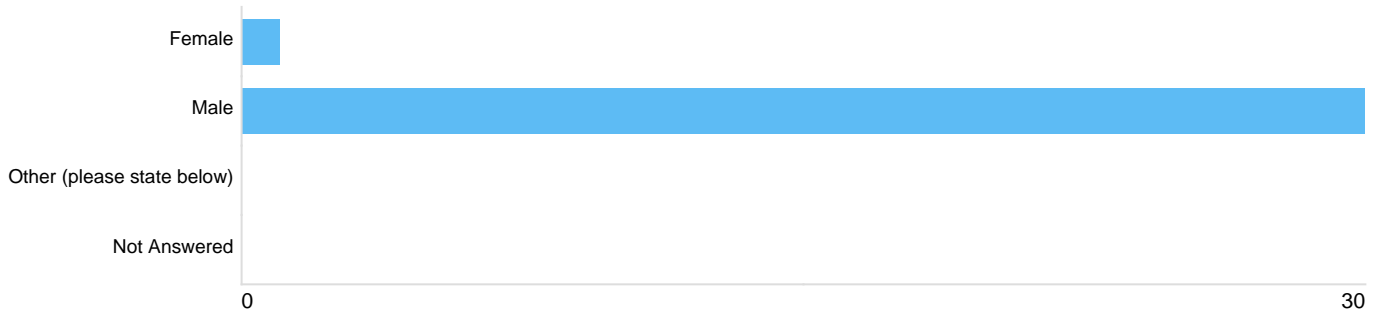
Option	Total	Percent
White and Black Caribbean	0	0.00%
White and Black African	0	0.00%
White and Asian	1	3.23%
Other Mixed background (please state below)	0	0.00%
Not Answered	30	96.77%

Other mixed background

There were 0 responses to this part of the question.

Question 9: Sex

Sex



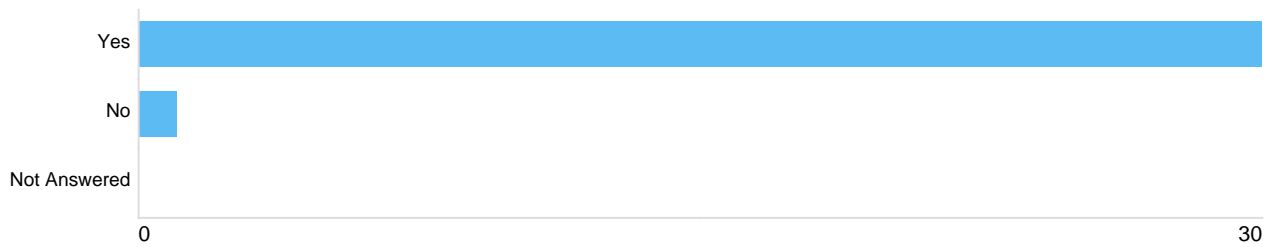
Option	Total	Percent
Female	1	3.23%
Male	30	96.77%
Other (please state below)	0	0.00%
Not Answered	0	0.00%

Sex other

There were 0 responses to this part of the question.

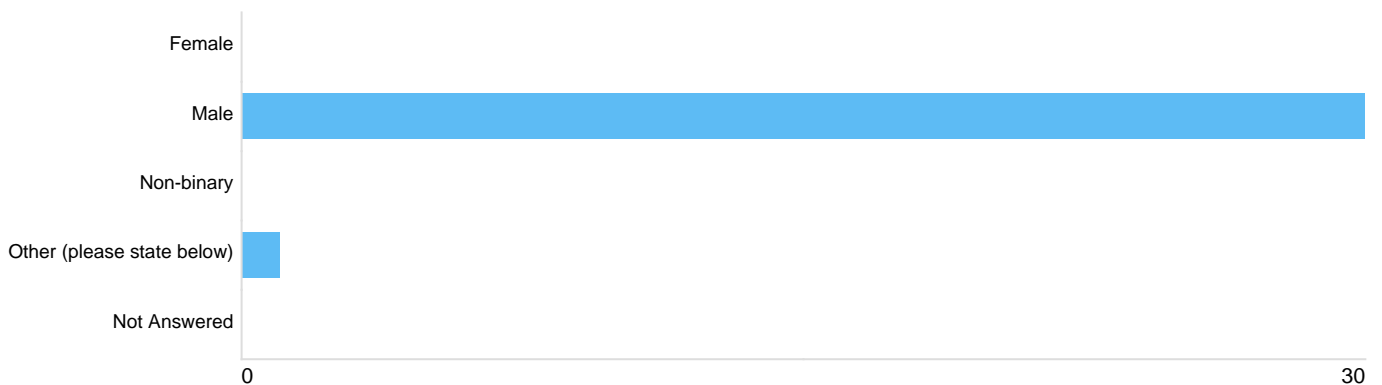
Question 10: Gender Identity

Gender Identity



Option	Total	Percent
Yes	30	96.77%
No	1	3.23%
Not Answered	0	0.00%

How do you identify?



Option	Total	Percent
Female	0	0.00%
Male	30	96.77%
Non-binary	0	0.00%
Other (please state below)	1	3.23%
Not Answered	0	0.00%

If you chose other, please state here

There was 1 response to this part of the question.

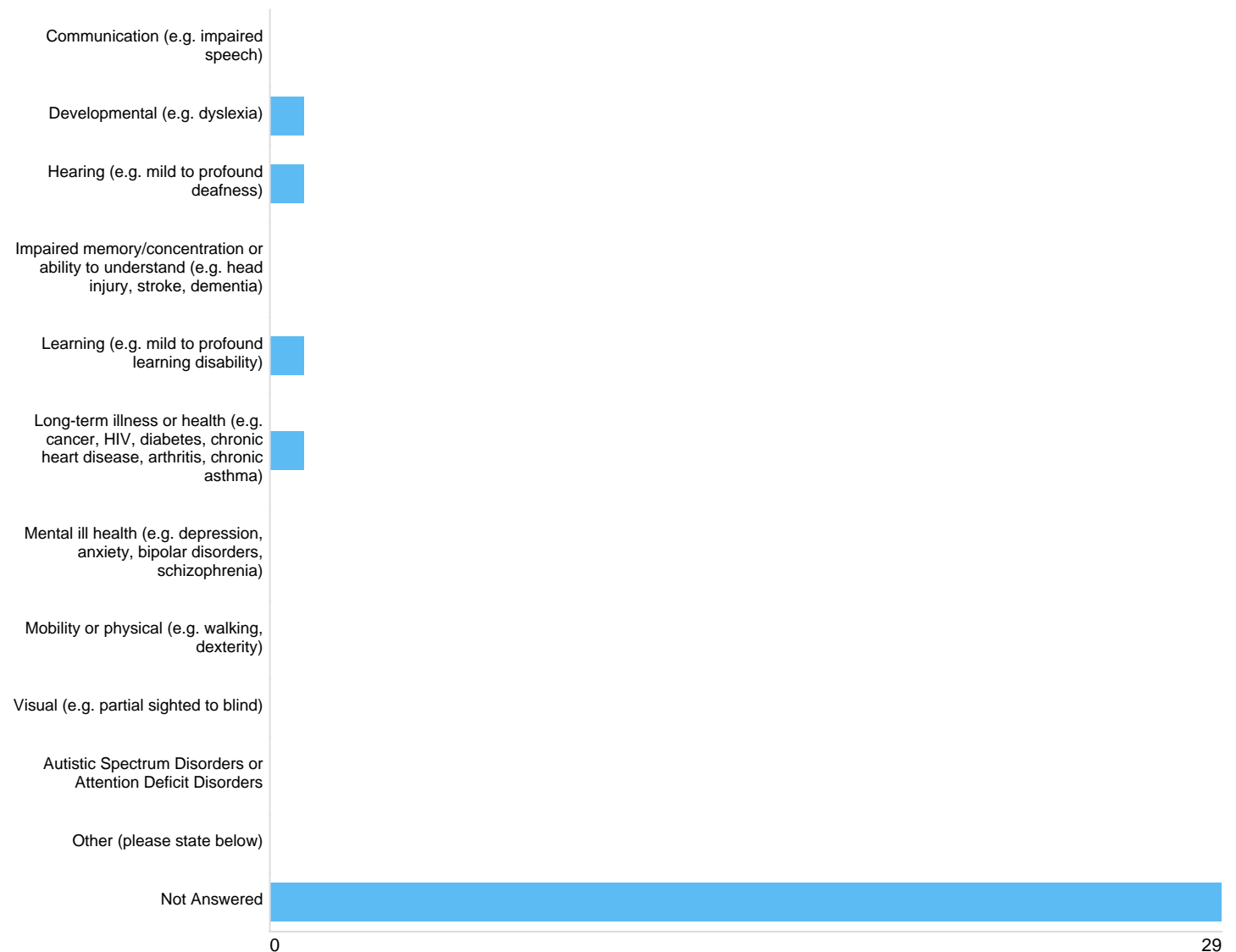
Question 11: Disability

disability



Option	Total	Percent
Yes	2	6.45%
No	29	93.55%
Not Answered	0	0.00%

Disability detail



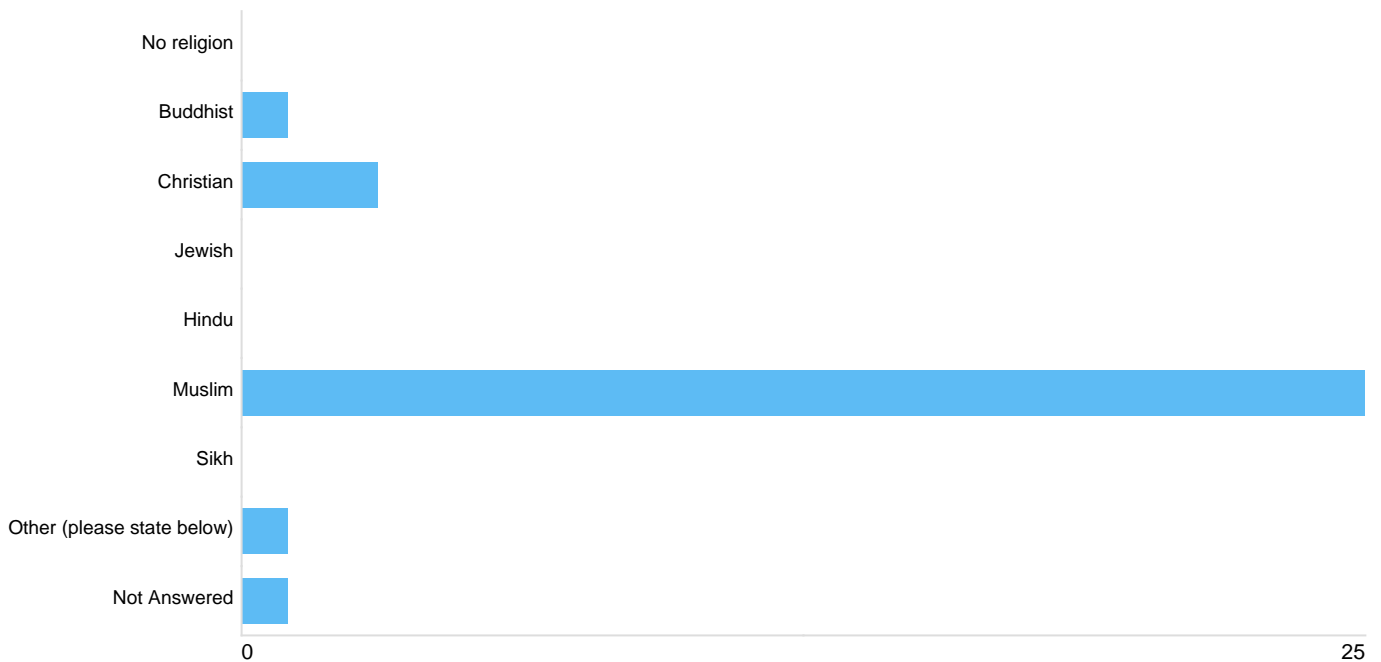
Option	Total	Percent
Communication (e.g. impaired speech)	0	0.00%
Developmental (e.g. dyslexia)	1	3.23%
Hearing (e.g. mild to profound deafness)	1	3.23%
Impaired memory/concentration or ability to understand (e.g. head injury, stroke, dementia)	0	0.00%
Learning (e.g. mild to profound learning disability)	1	3.23%
Long-term illness or health (e.g. cancer, HIV, diabetes, chronic heart disease, arthritis, chronic asthma)	1	3.23%
Mental ill health (e.g. depression, anxiety, bipolar disorders, schizophrenia)	0	0.00%
Mobility or physical (e.g. walking, dexterity)	0	0.00%
Visual (e.g. partial sighted to blind)	0	0.00%
Autistic Spectrum Disorders or Attention Deficit Disorders	0	0.00%
Other (please state below)	0	0.00%
Not Answered	29	93.55%

other disability

There were **0** responses to this part of the question.

Question 12: Religion/Belief

Religion/belief



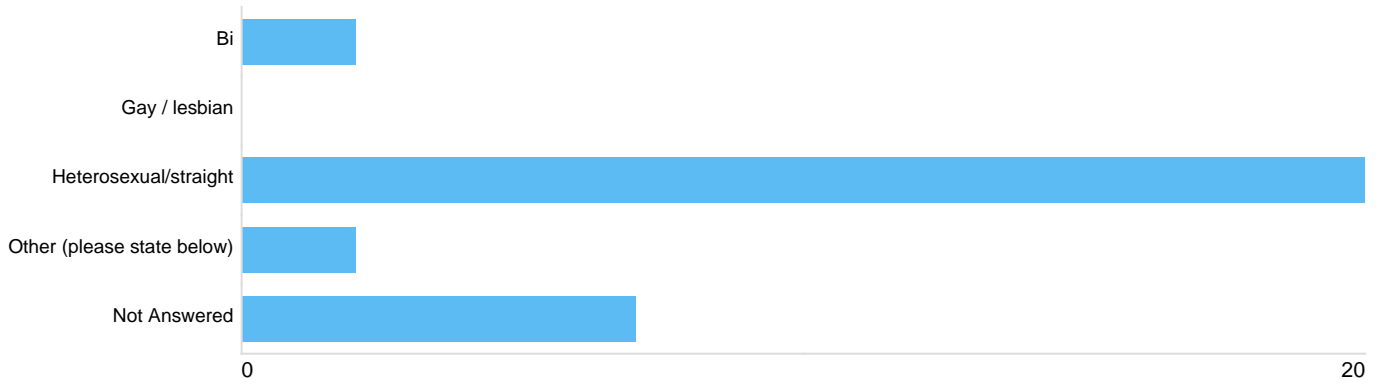
Option	Total	Percent
No religion	0	0.00%
Buddhist	1	3.23%
Christian	3	9.68%
Jewish	0	0.00%
Hindu	0	0.00%
Muslim	25	80.65%
Sikh	0	0.00%
Other (please state below)	1	3.23%
Not Answered	1	3.23%

other faith

There were **0** responses to this part of the question.

Question 13: Sexual orientation

Sexual orientation



Option	Total	Percent
Bi	2	6.45%
Gay / lesbian	0	0.00%
Heterosexual/straight	20	64.52%
Other (please state below)	2	6.45%
Not Answered	7	22.58%

other sexuality

There was 1 response to this part of the question.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Appendix E

Amendments to Hackney Carriage Vehicle Licence Policy

Hackney Carriage Vehicle Licence Policy Consultation		
Section	Changes	
Introduction	No Update	
Strategies and Legislation	Updated legislative requirements	
Equality, Diversity, and Inclusion	No Update	
Delegations	Refined and updated wording	
Information Sharing	Updated wording	
Legislative Background	No Update	
Application Process	Removed Tax Code Check requirement	
Tax Conditionality Checks	Pre-Consultation	Post Consultation
	Requirement to undertake Tax Conditionality Check	Removed Not a requirement for vehicle proprietors
Disclosure and Barring Service (DBS) Checks	Refined Wording	
Hackney Carriage Vehicle Specification	Rewritten – more emphasis on rear and side-loading wheelchair accessibility. Change to introductory and upper age limits	
Image Recording Equipment	Updated specification.	
Vehicle Inspections and Testing	Pre-Consultation	Post Consultation
	Vehicles over 5 years of age to be tested bi-annually	Vehicles over 9 years of age to be tested bi-annually
Exceptional Vehicle Criteria	No update	
Limitation	No Update	
Access for Wheelchair Users	No update	
Advertising	No Update	
Insurance	No update	
Accidents	No Update	
Transfer of Vehicle Licence	No Update	
Fares	No Update	
Hackney Carriage (Taxi) Ranks	No Update	
Conditions	Included wording in respect of cashless payment methods	

Compliance and Enforcement	No update
Better Regulation Delivery Office: Regulators' Code 2014	No update
Better Regulation Unit: Enforcement Concordat	No update
Enforcement and Non-Compliance Options	No update
Consultation	No update
Appendix A – Vehicle Types	Removed – out of date
Appendix B - CCTV Technical Specification and System Requirements	Updated
Appendix C - Vehicle Compliance Inspection Standards	Removed
Appendix D - Hackney Carriage Byelaws	No Update

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Appendix F

SHEFFIELD CITY COUNCIL

**Hackney Carriage Vehicle Licence
Policy**

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Part 1	Introduction
Part 2	Integrating Strategies and Legislation
Part 3	Equality, Diversity and Inclusion
Part 4	Delegations
Part 5	Information Sharing
Part 6	Legislative Background
Part 7	Application Process
Part 8	Tax Conditionality Checks
Part 9	Disclosure and Barring Service (DBS) Checks
Part 10	Hackney Carriage Vehicle Specification
Part 11	Image Recording Equipment
Part 12	Vehicle Inspections and Testing
Part 13	Exceptional Vehicle Criteria
Part 14	Limitation
Part 15	Access for Wheelchair Users
Part 16	Advertising
Part 17	Insurance
Part 18	Accidents
Part 19	Transfer of Vehicle Licence
Part 20	Fares
Part 21	Hackney Carriage (Taxi) Ranks
Part 22	Conditions
Part 23	Compliance and Enforcement
Part 24	Better Regulation Delivery Office: Regulators' Code 2014
Part 25	Better Regulation Unit: Enforcement Concordat
Part 26	Enforcement and Non-Compliance Options
Part 27	Consultation
Appendix A	Vehicle Types
Appendix B	CCTV Technical Specification and System Requirements
Appendix C	Vehicle Compliance Inspection Standards
Appendix D	Hackney Carriage Byelaws

Frequently Used Terms

The following terms are used frequently throughout this policy document.

‘LGMPA’	Refers to the Local Government (Miscellaneous Provisions) Act 1976
‘TPCA’	Refers to the Town Police Clauses Act 1847
‘The Council’	Refers to Sheffield City Council.
‘The Licensing Committee’	Refers to the Licensing Committee of Sheffield City Council.
‘The Licensing Sub-Committee’	Refers to members of the Licensing Committee with sub-delegation of functions.
‘The Licensing Authority’	Refers to Sheffield City Council, which carries out its function as the Licensing Authority under the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976 and other relevant legislation.
‘Licensing Policy’	Refers to this document, Sheffield City Councils’ Hackney Carriage Vehicle Policy
‘Statutory Guidance’	Statutory Taxi and Private Hire Vehicle Standards

DRAFT

Part 1 - Introduction

Sheffield City Council is responsible for the regulation of hackney carriage vehicles in the district of Sheffield.

The policy builds on the experience and knowledge we have gained by administering and enforcing the legislation for many years, particularly when addressing issues that may impact on the safety and well-being of our residents, visitors to the city and those working in the city.

This policy, related procedures and processes, and the Statutory Taxi and Private Hire Vehicle Standards, which have been embedded within the policy, will guide the work of Sheffield City Council in the way in which it carries out its licensing functions.

The policy has effect from (to be decided) and will be applied to existing licences and new applications received after the date that the policy is adopted by the Council.

The Council reserves the right to overturn a decision that has previously been made. In addition, the Council will undertake periodic auditing of currently licensed vehicles to ensure that perverse or wrong decisions are discovered and corrected. Such audits will be conducted using this policy as the required standard.

The policy has been developed by Sheffield City Council after consulting with the public at large and those recommended in the Statutory Standards. In developing this policy, we have also taken into consideration other strategies, policies and guidance as referenced in Part 2.

This policy sets out the requirements and standards that individuals must adhere to. In exercising its discretion in carrying out its regulatory functions, the Council will have regard to this policy document. However, each application or enforcement action will be considered on its own merits.

The Council will review the policy at least every three years and informally re-evaluate it from time to time.

Part 2 - Integrating Strategies and Legislation

Due regard will be given to other such strategies, policies and guidance documents in the writing of this policy, in decision making processes, and all other work carried out within the scope of the licensing regime.

The policies and strategies referenced below are recognised as those that are integral in the current licensing regime and will help to define the context and content within:

- Rehabilitation of Offenders Act 1974
- Transport Act 1985, 1991 and 2000
- Human Rights Act 1988
- Crime and Disorder Act 1998
- The Office of Fair Trading “The Regulators of Licenced Taxi and PHV Services in the UK” 2003
- Road Traffic Act 2006
- Equality Act 2010
- The Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice – March 2010
- Anti-Social Behaviour, Crime and Policing Act 2014
- Guidance on the Rehabilitation of Offenders Act – March 2014
- Better Regulation Delivery Office – Regulators’ Code 2014
- Policing and Crime Act 2017
- Taxi and Private Hire Licensing – Councillors’ Handbook (England and Wales) 2017
- Access for Wheelchair users to Taxis and Private Hire Vehicles – Statutory Guidance 2017
- Safeguarding Children and Vulnerable Adult Policy
- Clean Air Sheffield
- A 10 Point Plan for Climate Action (Working Draft)
- Statutory Taxi & Private Hire Vehicle Standards 2020

Part 3 – Equality, Diversity, and Inclusion

Sheffield is a diverse city, both ethnically and culturally. We value and celebrate the diversity that exists amongst both the citizens of Sheffield and our workforce. As a Council we want to ensure that everyone can fully participate in the social, cultural, political and economic life of the city.

The Equality Act 2010

The Equality Act 2010 and Section 149, the Public Sector Equality Duty, places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment, and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy & maternity
- race
- religion or belief
- sex
- sexual orientation
- Marriage & Civil Partnership.

The Licensing Authority will have regard to the Equality Act 2010 and Sheffield City Council's Equality, Diversity and Inclusion Policy Statement 2017.

For further information, please see details at the following link:

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/organisations-and-businesses/businesses>

Equality Impact Assessment (EIA)

An EIA is how Sheffield City Council systematically assesses the potential effects that a proposed policy or project is likely to have on different groups within the city. Policies will affect different people in different ways, and it is possible that they have the potential to discriminate against certain groups, even if this is not an intention.

EIA's are carried out within the Licensing Service to consider the equality impacts of any proposed projects, new and revised policies, strategies and budget proposals.

An EIA has been carried out throughout the formulation of this policy.

Part 4 – Delegations

Sheffield City Council, acting as the Licensing Authority, has established a Licensing Committee consisting of 15 Councillors. The Licensing Committee has the authority, amongst other licensing matters, to discharge non-executive regulatory functions in respect of hackney carriage and private hire licensing and to formulate and review licensing policies in this regard.

The Licensing Committee has further delegated its functions to a Licensing Sub-Committee and are responsible for determining individual cases.

In addition, the Chief Licensing Officer has been further delegated to appoint and authorise Officers to investigate and discharge statutory duties under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. Some of these authorised powers include, but are not limited to:

- Accepting applications
- Granting licences
- Suspending licences
- Issuing formal warnings and cautions
- Investigating and preparing prosecution files
- Investigating complaints

The table below sets out the agreed delegation of decisions and functions to the Licensing Committee, Sub-Committees and Officers.

Matter to be dealt with	Full Committee	Licensing Sub Committee	Officers
Policy Review	✓		
Fee setting	✓		
Hackney Carriage Fares	✓		
Increasing number of vehicle tests per year		✓	✓
Refusal of licence		✓	
Revocation of licence		✓	
Suspension of licence		✓	✓
Review of licence		✓	
Formal Warnings		✓	✓
Investigation of offences and preparation of prosecution files			✓
Complaints		✓	✓

Rights of the Applicant

This policy does not preclude any person from making an application. Each application will be considered on its own individual merits in accordance with the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, associated byelaws and relevant integrating legislation.

Hearings

Where Officers are unable to determine an application, a hearing will be scheduled with the Licensing Sub-Committee to consider such an application.

Each application will be judged on its own individual merits.

An applicant may request a third party, such as a friend or trade representative, to make a written representation, and attend to present their case at a sub-committee hearing.

Every decision made by the Licensing Sub-Committee shall be followed with a written determination notice.

Appeals against Licensing Authority Decisions

There are rights of appeal against Council and Licensing Committee decisions:

- Most appeal applications must be made to Sheffield Magistrates Court, within 21 days of the determination.
- An appeal against a refusal to grant a Hackney Carriage proprietors' licence must be made directly to the Crown Court.

There is no right of appeal against a decision to suspend a vehicle licence under Section 68 of the '76 Act

Part 5 – Information Sharing

How Information is used

Personal data is processed under contract to which licensees are party by way of an application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data, including criminal records or health information, information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

All applications will be processed in accordance with:

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976
- Statutory Taxi and Private Hire Vehicle Standards

Who is information shared with?

Information on those organisations with which information is shared can be sought directly from the Licensing Authority.

As an example, those organisations with which information is shared is as follows:

- Driving and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service
- Home Office
- NR3 National Register of Taxi Licence Refusals and Revocations
- Department for Environment, Food and Rural Affairs (DEFRA)
- Other Local Authorities
- Other Council Services
- Any Other Service/Organisation as Referenced in the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976

How long will Information be kept for?

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

In the event that your licence is revoked, or an application refused, information will be uploaded to the NR3 Register and the information kept for 25 years.

Your Rights

There are rights under Data Protection law. Further details about rights, contact details of our Data Protection Officer and your initial rights to make a complaint can be found on the Council's Data Protection webpage: www.sheffield.gov.uk/privacy.

Part 6 - Legislative Background

In regulating the hackney carriage trade, the Council shall adhere to the regulatory frameworks as set out in the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, local bylaws and any relevant integrating legislation and statutory guidance.

The legislative frameworks contained in these Acts, as well as the objectives set out in this policy will be used in relation to all issues pertaining to the regulation, administration and enforcement of hackney carriage vehicles.

Town Police Clauses Act 1847

The Town Police Clauses Act 1847 is the primary legislative framework used to regulate the hackney carriage vehicle trade.

Section 38 of the Town Police Clauses Act 1847 states:

38 *Every wheeled carriage, whatever may be its form or construction, used in standing or plying for hire in any street within the prescribed distance, and every carriage standing upon any street within the prescribed distance, having thereon any numbered plate required by this or the special Act to be fixed upon a hackney carriage, or having thereon any plate resembling or intended to resemble any such plate as aforesaid, shall be deemed to be a hackney carriage within the meaning of this Act; and in all proceedings at law or otherwise the term "hackney carriage" shall be sufficient to describe any such carriage:*

Provision always, that no stage coach used for the purpose of standing or plying for passengers to be carried for hire at separate fares, and duly Licenced for that purpose, and having thereon the proper numbered plates required by law to be placed on such stage coaches, shall be deemed to be a hackney carriage within the meaning of this Act.

Further information can be found at <http://www.legislation.gov.uk/ukpga/Vict/10-11/89>

Local Government (Miscellaneous Provisions) Act 1976

The Local Government (Miscellaneous Provisions) Act 1976 is also used to regulate the hackney carriage vehicle trade. It was adopted by Sheffield City Council at its meeting on Wednesday 1st March 1978.

Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 states:

- 47(1) *A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary*
- 47(2) *Without prejudice to the generality of the foregoing subsection, a district council may require any hackney carriage Licenced by them under the Act of 1847 to be such design or appearance or bear such distinguishing marks as shall clearly identify it as a hackney carriage.*
- 47(3) *Any person aggrieved by any conditions attached to such a licence may appeal to a magistrates' court.*

Further information can be found at <http://www.legislation.gov.uk/ukpga/1976/57>

Part 7 - Application Process

The Authority will licence hackney carriage vehicles that meet the requirements as set in the vehicle specification, and that adhere to all other policy requirements.

Applying to licence a Hackney Carriage Vehicle

Before making an application, applicants are expected to have read this policy, specifically the vehicle specification, in order that they purchase a vehicle that is suitable and conforms to all necessary requirements.

Policy – Objective 1

Application Process

Applying for a licence generally involves three stages.

1. **Applying** - Completion of an application form by applicant
2. **Processing** - Receipt and handling of application by licensing officers
3. **Determining** - Deciding on the outcome of the application

Applying

The following information must be supplied when submitting an application:

- Application form, completed on the prescribed form as supplied by the Authority
- Tax Conditionality Check
- Basic Disclosure
- The original V5C registration certificate (logbook), or the new keepers supplement of the V5C if the vehicle has been recently purchased
- The original certificate of insurance or, in the case of newly purchased vehicle, the insurance cover note
- Compliance Certificate as issued by Sheffield City Council's Testing Station
- The appropriate fee



Processing

The Authority will process the application on receipt and ensure its compliance with policy.



Determining

Where an application conforms to legislation, statutory guidance and this policy, a licence will be granted for a period not exceeding 12 months.

Where an application does not conform to legislation, statutory guidance and this policy, the individual will be informed.

Part 8 – Tax Conditionality Checks

Individuals are required to evidence that they have undertaken a tax check.

The Authority has taken direction from HM Revenue & Customs on the process of undertaking Tax Conditionality Checks.

Policy – Objective 2

Tax Conditionality Checks

Individuals and companies will be required to meet new rules on applying for a Hackney Carriage Vehicle Licence on or after 4th April 2022.

Individuals and companies who have not previously held a licence must confirm that they are aware their tax registration obligations, such as:

- PAYE information
- Registering for Self-Assessment
- Corporation Tax Information

Individuals and companies who make an application to renew a licence on or after 4th April 2022 will need to complete a tax check.

A tax check must be carried out by the individual – the Licensing Authority is unable to undertake on the individual's behalf.

The tax check asks questions about how an individual pays tax on income earned from the licensed trade.

As part of the renewal application process, individuals are required to provide the Licensing Authority with required information for a tax check to be carried out.

Failure to provide the required information will result in an incomplete application and the licence will not be renewed.

Part 9 - Disclosure and Barring Service (DBS) Checks

Vehicle proprietors, unlike drivers, are not eligible for standard or enhanced criminal record checks; the Authority will therefore accept a criminal conviction certificate (Basic Disclosure) from the Disclosure and Barring Service (DBS) to assess fit and properness.

In assessing fit and properness, the Authority will look at all convictions contained within the DBS Check and review against the Fit and Proper Threshold.

The fit and proper threshold is referenced within this section and pays particular attention to:

- Crimes resulting in death
- Exploitation
- Offences involving violence
- Possession of a weapon
- Sex and indecency offences
- Dishonesty
- Drugs
- Discrimination

Policy – Objective 3

Basic Disclosure

An individual who is not already licensed as a driver is required to apply for a Basic Disclosure Certificate through the Disclosure and Barring Service (DBS).

The Basic Disclosure will disclose any unspent convictions recorded on the Police National Computer (PNC). The Authority will look at all convictions contained within the DBS Check and review against the Fit and Proper Threshold.

Where it is a company or a partnership applying for a licence, all named directors and partners within the company will be required to apply for a Basic Disclosure.

Where there is a change to the named directors and partners, the Licensing Authority must be informed of such, and must be provided with a Basic Disclosure within 24 hours.

All applicants, directors, and partners must apply for a Basic Disclosure on an annual basis.

Where a person has lived outside of the UK for a period not less than three continuous months, they will be required to supply a Certificate of Good Character. Up to date information in relation to this type of information can be found on the Home Office website.

Further information on applying for overseas criminal record information or 'Certificates of Good Character' can be found in Home Office Guidance.

Where an individual is aware that they have committed an offence overseas which may be equivalent to those listed in the Fit and Proper Threshold, they should seek independent expert or legal advice to ensure they provide information that is truthful and accurate.

In addition to carrying out a Basic Disclosure, for which only unspent convictions and cautions are identified, the Authority requires licensees to inform within 48 hours of an arrest and release, charge or conviction of any offence involving dishonesty, indecency or violence.

Part 9.2 Relevance of Convictions, Cautions, Reprimands and Warnings

In determining applications, the Authority will make a decision on a person's fit and properness, assessing, if any, convictions, cautions, reprimands, warnings, and any other relevant information provided by the police and other relevant authorities.

Particular attention will be paid to:

- The class of the offence
- The age of the offence
- The number and frequency of the offences
- The apparent seriousness of the offence, as determined using the Authority's Fit and Proper Threshold

A criminal conviction is not a bar to obtaining a licence, but where offences are recorded, specifically those referenced in the Fit and Proper Threshold, the application will be determined by the Licensing Committee.

In reviewing offences, the Authority will pay particular attention to:

- Any term of imprisonment or custody
- Any conviction and/or caution for:
 - Crimes resulting in death
 - Exploitation
 - Offences involving violence
 - Possession of a weapon
 - Sex and indecency offences
 - Dishonesty
 - Drugs
 - Discrimination
- Any offence contrary to hackney carriage and private hire legislation.

Additional information held by the local police and which they deem to be reasonably relevant to the role of an operator, and any information or intelligence obtained from other credible sources to that which is already held on the applicants record, will be used by the Authority in assessing fit and properness.

In disclosing information, the police will look at the reasonable basis of credibility and that which is specifically related to the occupation in question. This may include unproven allegations or charges for which an applicant or licensee has been acquitted. The information may show that a person acted in a way that is incompatible with that of a licensee – not fit and proper.

Complaints, and other sources of information such as those from other council departments and which show a pattern of behaviour not befitting to that of a licensee, will be considered.

All available information will be considered in assessing fit and properness. Information that shows a tendency to behave in a way that does not constitute fit and properness will be made on the civil standard of proof, that being the balance of probabilities.

Legislation specifically includes offences including, dishonesty, indecency and violence as a factor when assessing a person's fit and properness.

The Authority will take into account those offences, as well as:

- Crimes Resulting in Death
- Exploitation
- Offences Involving Violence
- Possession of a Weapon
- Sex and Indecency Offences
- Dishonesty
- Drugs
- Discrimination

Any convictions or unacceptable behaviour will have a negative impact and will weigh heavily against an individual.

Where an individual has one or more conviction and where this shows a pattern or tendency irrespective of the time since the conviction, the Authority will give serious consideration as to the fit and properness. Where a conviction is listed in the Fit and Proper Threshold, that individual will be automatically referred to the Licensing Committee.

The Fit and Proper Threshold sets out specific time periods for specific offences and the time periods that are expected to have elapsed following completion of the sentence.

The Authority will assess each case on its own merits, but the criteria set down in the Fit and Proper Threshold will be considered in the determination of a licence, and only in truly exceptional circumstances will the criteria be deviated from.

Fit and Proper Threshold

The Fit and Proper Threshold

Crimes Resulting in Death	Where an individual has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person, they will not be licenced.
Exploitation	Where an individual has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licenced. This includes, but is not limited to, slavery, child sex abuse, exploitation, grooming, psychological, emotional or financial abuse.
Offences Involving Violence	Where an individual has a conviction for an offence of violence, or connected with any offence of violence, a licence will not be granted until at least 5 years has elapsed since the completion of any sentence imposed.
Possession of a Weapon	Where an individual has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least 5 years has elapsed since the completion of any sentence imposed.
Sex and Indecency Offences	Where an individual has a conviction for any offence involving or connected with illegal sexual activity or any form of indecency, a licence will not be granted. In addition, a licence will not be granted to any individual who is currently on the Sex Offenders Register or on any barred list.
Dishonesty	Where an individual has a conviction for any offence of dishonesty, or any offence where dishonesty is an element of the offence, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.
Drugs	Where an individual has any conviction for, or related to, the supply of drugs, or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed. Where an individual has a conviction for possession of drugs, or related to the possession of drugs, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.
Discrimination	Where an individual has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.

Part 10 - Hackney Carriage Vehicle Specification

Applications are invited for those vehicles that conform to this hackney carriage vehicle specification.

The vehicle specification is an aid to help guide applicants in choosing an appropriate vehicle type. Applications for vehicles that do not fully comply with the vehicle specification will be automatically referred to the Licensing Sub-Committee for determination.

IMPORTANT

As of 1st January 2025, all newly licensed vehicles must be Zero Emission Capable (ZEC)

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Part 1 - General Construction

A vehicle must comply in all respects with:

- Requirements of the Motor Vehicle (Type Approval) Regulations 1980
- Motor Vehicle (Type Approval) (Great Britain) Regulations 1984
- Road Vehicles (Construction and Use) Regulations 1986
- The Motor Vehicles (EC Type Approval) Regulations 1998
- European Community Whole Vehicle Type Approval (ECWVTA)

In addition, every vehicle must comply in all respects with British and European vehicle regulations and be 'type approved' to the requirements of M1 (low volume) category of European Whole Type Approval 2007/46/EC as last amended by 2019/543.

Vehicles that have not been 'type approved' to M1 categories must be presented with approved certification showing that the vehicle meets the requirements of M1 category.

Page 191 Imported vehicles that do not meet the requirements set out above and have been approved under the British Single Vehicle Approval scheme (SVA), will not be accepted.

191 If the vehicle has been converted to run on liquefied petroleum gas (LPG), a certificate issued by a member of the LPG Association will be required by the Licensing Authority to confirm satisfactory installation, examination, and testing.

All vehicles must be so constructed as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a DFT reference wheelchair (specified in the Public Service Vehicle Accessibility Regulations 2000) in the passenger compartment.

No vehicle first being licensed will have been written off in any category and will not be renewed (if written off).

Part 2 - Age Limits

A newly licensed vehicle must be under five years old on the date the first licence is issued. The date of first registration will be used to determine the age of the vehicle, and it must be licensed for use within one month from the date of application.

The maximum age of a vehicle is indicated in the below table.

Date Effective	Euro 1, 2, 3, 4 and 5 Diesel Euro 1, 2 and 3 Petrol	Euro 6 Diesel Euro 4, 5 and 6 Petrol	Zero Emission Capable
1 st June 2022	15	15	20
1 st January 2023	14	15	20
1 st January 2024	13	15	20
1 st January 2025	12	15	20

IMPORTANT

As of 1st January 2025, all newly licensed vehicles must be Zero Emission Capable (ZEC)
Existing licensed vehicles can be licensed for the periods shown in the above table

Zero Emission Capable Vehicle

A Zero Emission Capable (ZEC) vehicle refers to one that meets the following requirements:

- Must emit no more than 50g CO₂/km (at tailpipe) determined in accordance with the relevant European Drive Cycle and relevant EU and UN ECE Regulations
- Must be capable of being operated with no (zero) tailpipe exhaust emissions for a minimum range of 48 kilometres/30 miles)
- If it has an internal combustion engine, it must be petrol

A vehicle wishing to be licenced beyond the stated licensable period will need to comply with the *Exceptional Vehicle Criteria*, with applications referred directly to the Licensing Committee for determination.

Part 3 - Fuel Systems and Exhaust Emission Standards

Where retrofit emissions technology is installed in a vehicle, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

As of January 2025, any new vehicle must be Zero-emission Capable (ZEC). A ZEC vehicle refers to one that meets the following requirements:

- Must emit no more than 50g CO₂/km (at tailpipe) determined in accordance with the relevant European Drive Cycle and relevant EU and UN ECE Regulations
- Must be capable of being operated with no (zero) tailpipe exhaust emissions for a minimum range of 48 kilometres/30 miles)
- If it has an internal combustion engine, it must be petrol

As of 1st January 2025, only applications for ZEC vehicles are permitted.

Part 4 - Body

The body must be of a fixed head type with a partially glazed, full height partition separating the passenger(s) from the driver.

The overall width of the vehicle, excluding driving mirrors must not exceed two metres.

The overall length of the vehicle must not exceed five metres.

Running boards are allowed where they are fitted by the manufacturer and where the vehicle maintains European Whole Type Approval with such running boards attached. All running boards must conform to construction and use regulations, meaning boards must not increase the width of the vehicle at its widest part. The boards must be a minimum of five inches in width, all of which must be available as a step.

Part 5 - Driver's Compartment

The driver's compartment must be so designed in order that the driver has adequate room, can easily reach, and quickly operate the controls and give hand signals on the offside of the vehicle.

Controls must be so placed as to allow reasonable access to the driver's seat and, when centrally placed, controls must be properly protected from contact with luggage.

A serviceable device for demisting the windscreen must be fitted.

All vehicles must be fitted with an intercom system to permit the driver and passenger(s) to communicate verbally and must have appropriate signage in place in the passenger compartment to indicate such.

A suitable sliding window, or similar device not exceeding 11.5cm, shall be fitted in the glazed partition.

Where a single piece glazed partition is fitted, a facility must be provided for making payment to the driver.

Space shall be provided in the nearside of the driver compartment for the carriage of luggage.

Access to this luggage space shall be by way of the nearside front door. The nearside front door must be locked and only be capable of being unlocked, from either the inside or outside of the vehicle, by the driver.

Part 6 - Passenger Compartment

General

The vertical distance between the highest part of the floor and the roof must not be less than 1.2 metres.

Suitable provision must be made for the seating of not less than 4 and not more than 8 passengers.

There must be no steps within the passenger compartment.

Doorways

The clear height of the doorway must not be less than 1.2 metres.

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least 75cm.

Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour, different from the interior colour scheme of the vehicle.

The outer edge of the floor at each entrance must be fitted with non-slip treads and have a band of colour across the entire width of the edge that shall contrast with the remainder of the tread and floor covering.

The top tread for any entrance must be at floor level of the passenger compartment and must not exceed 46cm above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 46cm and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment. The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have a failsafe device linked to the handbrake mechanism to prevent the possibility of the vehicle being driven while the step is extended. The step must be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the vehicle.

Petrol, LPG or CNG tanks or pipes shall not be located in close proximity to any part of the electrical components of the steps.

Part 7 - Doors

Hinged Doors

The minimum angle of the door when opened must be 90 degrees.

The door and doorway must be so constructed in order to allow an unrestricted opening across the doorway of at least 75mm.

Sliding Doors

The interior door handle must be clearly visible and easily accessible to passengers when the door is in the fully open position.

There must be approved reflective strips on both the front and rear edges of the door.

There must be a sign in an approved position clearly visible from the rear of the vehicle bearing the words "Door Open". This sign must be automatically linked to the passenger doors in order that when either door handle is activated to open the door sign is illuminated. The size of the sign shall not be less than 400 square centimetres and shall be so positioned so as not to impair rear vision.

Part 8 - Door Fittings

An approved type of automatic door locking device must be fitted to passenger doors. When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. The interior door handle must be clearly identified, to prevent it being mistaken for any other control.

Part 9 - Seats

Occasional seats must be at least 40cm. in width and the minimum distance from the back of the upholstery to the front edge of the seat must be 35.5cm.

Occasional seats must be so arranged as to rise automatically when not in use.

Occasional and fixed seating must not obstruct doorways when in use.

Where seats are placed facing each other, there must be a minimum space of 42.5cm between the two seats.

Where all seats are placed facing the front of the vehicle, there must be a minimum space of 66cm in front of each seat.

Where the rear seat is of the bench type, the overall width of the seat must not be less than 119cm.

Suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of the elderly and disabled.

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Where seat covers are used, they must be properly affixed to the seat so as not to become loose during use. They must be clean and devoid of damage of any kind.

Part 10 - Seat belts

All seats must be fitted with approved seatbelts, of the lap and diagonal type.

Part 11 - Floor

The floor of the passenger compartment must be covered with non-slip material, which can easily be cleaned.

Part 12 - Facilities for the Disabled

Every vehicle must be equipped in order that wheelchair passengers may be transported. Side and rear-loading access is permissible.

Approved anchorages must be provided for the wheelchair and wheelchair disabled person. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and occupant must be independent of each other. Anchorages must also be provided for the safe stowage of a wheelchair when not in use, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints must be so designed so that they do not cause any danger to other passengers.

A ramp for the loading of a wheelchair and occupant must be available. An adequate locking device must be fitted to ensure that the ramp(s) do not slip or tilt when in use. The ramp must have a safety lip, be 70cm wide, as a minimum, and comprise a single non-slip surface. Provision must be made for the ramps to be stored safely when not in use.

The vehicle should be equipped with a manufacturer's user manual/guide on the safe loading and unloading and security of wheelchair passengers.

Part 13 - Windows

Windows must be provided at the sides and rear area of the passenger compartment.

A window on either side of the passenger compartment must be capable of being opened by manual or electronic means by passengers when seated. The control for opening a window must be clearly marked.

A serviceable device for demisting the rear window must be fitted.

Front windscreen and front side door glass must comply with Road Vehicles (Construction and Use) Regulations 1986, Section 32 in regard to the level of tints. Therefore, light transmission must meet the following criteria:

- Front windscreen - minimum 75% light transmission
- Side and rear window glass - minimum 70% light ingress transmission

Tinted films applied to any window, and any other aftermarket alterations are not permitted.

Where light ingress transmission does not comply, vehicles must be fitted with Image Recording Equipment – see section 11.

Part 14- Steering

The vehicle must be right hand drive.

Part 15 - Tyres

Vehicles should adhere to the following in respect of wheels and tyres:

- The vehicle must be fitted with four road wheels
- All tyres, including the spare (if supplied), must have at least 2.0mm tread depth throughout the continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre

- All tyres fitted must be fit for purpose and free from any defects; this means:
 - Be compatible with the types fitted to the other wheels
 - Not have any lump, bulge or tear caused by separation or partial failure of the structure
 - Not have a cut or tear in excess of 25mm or 10% of the sectional width of the tyre, whichever is greater, and which is deep enough to reach the ply or cord
 - Not have any part of the ply or cord exposed
- Tyres must be correctly inflated to the vehicle/tyre manufacturer's recommendation
- A space saver tyre must only be used in an emergency. Where a vehicle is presented for a test with a space saver fitted it will fail the test
- Where a spare wheel is not supplied as standard by the manufacturer, the use of the manufacture's method of dealing with punctured tyres is permissible. The vehicle though must come equipped with a serviceable wheel brace and jack
- Remoulded or part worn tyres are not permitted
- Tyres must not be aged more than 10 years

Part 16 - Interior Lighting

Adequate lighting must be provided for the driver and passenger(s). Separate lighting controls for both the passenger and the driver must be provided. In the case of the passenger compartment, an illuminated control switch must be fitted, marked, and in such a position that it is clearly visible to the passengers and is not easily confused with any other control.

Part 17 - Electrical Equipment

Any additional electrical installation to the original equipment must be adequately insulated and be protected by suitable fuses. It must meet the requirements of the relevant Automotive Electro Magnetic Compatibility (EMC) Directive, as amended, and be marked accordingly.

Part 18 – Image and Sound Recording Equipment

See Image and Sound Recording Equipment requirements

Part 19 - Radio Apparatus and Communication Systems

Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are situated therein.

Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

No other radio equipment, either in the driver or the passenger compartment, is permitted without the prior approval of the Licensing Authority.

Part 20 - Heating and Ventilation

An adequate heating and ventilation system must be provided for the driver and the passengers and means provided for independent control by the driver and the passengers.

Part 21 - Taxi Sign

A roof mounted "Taxi" sign of an approved pattern, which is clearly visible both by day and by night when the vehicle is available for hire, must be fitted.

Part 22 - Taximeter

A taximeter of an approved type must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.

The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental or deliberate alteration to the calibration of the meter.

Part 23 - Table of Fares

A facility must be provided to display of the table of fares in such a position that the full table of fares is clearly visible to the passengers.

Part 24 - Interior Licence Plate

Information bearing the licence number of the vehicle shall be displayed within the vehicle in such a position that it is clearly visible to the passengers.

Part 25 - Exterior Licence Plate

Provision shall be made for the display of the exterior licence plate on the rear of the vehicle in an approved position.

Part 26 - Condition

The vehicle must have no signs of accident damage, which affects the safety or appearance.

The paintwork must be of a professional finish and consistent with the colour scheme of the vehicle.

All parts of the passenger compartment must be clean and free from any damage, which may affect its suitability for the carriage of passengers.

Part 27 - Maintenance

Vehicles, including all fittings, advertisements etc. must be maintained to approved standards. The vehicles must be kept clean and in good working order. Vehicles will at all times be subject to test and inspection. Should it be found that a vehicle is not being properly maintained or kept in good working order, a notice will be served on the licensee prohibiting the use of the vehicle until the defect(s) have been rectified.

Part 28 - Auxiliary Equipment

Any auxiliary equipment that is fitted to a vehicle must not impede the driver, hinder their view, or obstruct, or cause hazard to passengers or other road users.

Part 11 - Image and Sound Recording Equipment

Consideration is being given for vehicles to be fitted with an approved image recording system capable of storing both audio recordings and visual images.

The importance of image recording equipment is widely understood in helping to protect the driver and the wider public, ensuring that both parties act responsibly and respectfully.

Benefits

The benefits of CCTV include:

- Deterring and preventing the occurrence of crime
- Reducing fear of crime
- Assisting the Police in investigating incidents of crime
- Assisting insurance companies in investigating motor vehicle accidents
- Assisting the Licensing Authority in investigating complaints.

Downloads

Data will only be downloaded in the following circumstances:

- Where a crime has been reported involving the specific vehicle and the Police have formally requested data
- When a written complaint has been made to the Council regarding a specific vehicle/driver
- Where a data request is received from an applicant e.g. police or social services, that has a legitimate requirement to have access to the data requested to assist them in an investigation that involves a licenced vehicle or driver
- Subject Access Request compliant with the Data Protection Act

Retention

Data retained by the Council will only be retained for the following periods:

Reason	Retention Period
Cases leading to prosecution	10 years from date of trial
Formal Caution	3 years from date of caution
Written Warning or no formal action	3 years from date of decision
Subject Access Request	6 years from date of request

Policy – Objective 4

Closed-Circuit Television (CCTV)

A hackney carriage vehicle may be fitted with an approved CCTV system capable of storing both audio recordings and visual images.

For the purposes of this policy, a CCTV system will include any electronic recording device attached to the inside of the vehicle having the technical capability of capturing and retaining visual images and audio recording from inside or outside of the vehicle.

General Requirements

The system must be of an approved standard as designated by the Council and be operational at all times that the vehicle is being used for licensable purposes. Where the vehicle is being used for domestic purposes there is no requirement for the equipment to be operational.

All CCTV equipment must conform to the Council's specification, and in any case adhere to Data Protection legislation. CCTV systems that do not meet the specification will not be approved for use in such vehicles.

CCTV system installs will be inspected as part of the compliance test to ensure that they do not pose a risk to the safety of the driver or passengers, and to ensure that they have been safely and securely installed. Design, construction and installation must be in such a way that materials present no danger the driver or passengers, including impact with the equipment or danger from the electrical components being breached through vandalism, misuse or wear and tear.

The installation and operation of CCTV must comply with the requirements of the Information Commissioner's Officers CCTV Code of Practice. Detailed information can be found on the Information Commissioner's Office website: www.ico.gov.uk.

All equipment must meet all requirements regarding safety, technical acceptability and operational/data integrity.

Signage

Signage must be strategically displayed in the vehicle, informing passengers that they may be recorded. Notices shall be placed on the security screen that separates the driver from the passenger.

The notices must include information informing that visual and audio recordings take place within the vehicle.

Camera Activation Methods

Video recording must be active at all times that the vehicle is being used for licensable purposes, without exception.

Activation methods may include meter initiation, doors opening and panic buttons. When none of these methods is triggered, the camera may go into idle.

Audio Recording Methods

Audio recording must be active in the following circumstances:

- Where an unaccompanied child or vulnerable adult is being transported in the vehicle
- Where the driver and the customer are involved in a dispute or the driver feels threatened by the behaviour of the passenger or any other such method that warrants audio recording

Activation of audio recording must be able to be triggered by the driver pressing a switch, and the recording will continue until such time that the switch is pressed again. No deactivation of the audio recording will be enabled by the passenger's audio switch – they will be independent of each other.

Activation of audio recording must be able to be triggered by the passenger pressing a switch, and the recording will continue until such time that the switch is pressed again. No deactivation of the audio recording will be enabled by the driver's audio switch – they will be independent of each other.

There must be an indicator located in the vehicle that is in clear and uninterrupted view of the passenger and that indicates that audio recording is taking place.

At the conclusion of a journey, when the passenger leaves the vehicle, audio recording must cease before another passenger enters and the journey commences. However, there should be a method of reactivating the audio recording should any of the above situations arise in relation to the new journey.

Automotive Electromagnetic Compatibility Requirements (EMC)

The CCTV system must not interfere with the safety, control, electrical, computer, navigation, satellite, or radio system located within the vehicle.

CCTV equipment must meet the requirements under the European Community Automotive Electromagnetic Compatibility Directive, in regard to Electronic Sub Assembly (ESA).

CCTV equipment must be e-marked or CE-marked. If CE marked, the system must be suitable for use in motor vehicles.

Image Security

Captured images must remain secure at all times.

Captured images must be protected and designed to guard against the compromise of the stored data. The Information Commissioner's Office has published guidance on how to keep personal data (including personal data contained in CCTV images) secure: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

Registering with the Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights

The Data Protection (Charges and Information) Regulations 2018 requires every organisation that processes personal information to pay a fee to the Information Commissioner's Office (ICO), unless they are exempt. Therefore, all hackney carriage vehicle proprietors must register with the ICO and obtain documented evidence of such registration. Further information can be found on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Technical Specification and System Requirements

In order to be considered suitable for installation, the CCTV system must meet stringent requirements. These requirements are set out in Appendix C.

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Part 12– Vehicle Inspections and Testing

Vehicles will be tested according to their age. Older vehicles will be tested more frequently than younger vehicles in order to ensure their fitness and suitability.

Policy – Objective 5

Vehicle Inspections and Testing

A newly licenced vehicle shall not be more than five years old on the date of issue of the first hackney carriage vehicle licence. The date of registration will be used to determine the age of the vehicle.

The vehicle must be licenced for use within one month from the date of application and within 14 days of it being tested.

Frequency of Tests

Vehicles must undergo and pass a vehicle compliance test at Sheffield City Council's Testing Station. The compliance standards can be found at Appendix C.

New Vehicles

Applications for a new vehicle licence require the vehicle to undergo and pass a vehicle compliance test, even where the vehicle would not normally require an MOT test (less than three years of age).

Currently Licenced Vehicles

Licensed vehicles must undergo a compliance test no more than four weeks prior to the renewal of their licence.

The number and frequency of tests depends on the vehicle age as outlined below:

- Vehicle under five years of age – Every 12 months
- Vehicle over five years of age – Every 6 months

Where a vehicle fails several consecutive tests, the Authority may require that vehicle to undergo further tests in its licenced period. Reasons for additional tests will be provided by the Authority. The expense of these tests will be borne by the licensee (up to a maximum a 3).

Testing Criteria

A compliance test goes above and beyond the criteria as used by the Ministry of Transport (MOT) test. Due to the nature of work that is undertaken by hackney carriage vehicles, it is important that all aspects of the vehicle are checked for mechanical safety and that it is aesthetically suitable.

Further information on the testing procedures and standards for MOT tests can be found by visiting: <https://www.gov.uk/government/publications/mot-inspection-manual-for-class-3-4-5-and-7-vehicles>

Information in regard to inspection and compliance standards can be found at Appendix C.

Testing Station

A licenced vehicle is required to undergo and pass a vehicle compliance test at Sheffield City Council's testing station. Compliance and MOT certificates provided by other testing stations will not be accepted.

The Sheffield City Council testing station carries out its functions in line with best practices from the Department for Transport (DFT), Drivers and Vehicles Standards Agency (DVSA), The Technical Officer Group of the Public Authority Transport Network and the current standards required by Sheffield City Council for its licenced vehicles.

Part 13 - Exceptional Vehicle Criteria

In circumstances where a vehicle is to be licenced beyond its permitted age, it will be considered as an 'exceptional vehicle'.

An exceptional vehicle is one that meets the exceptional vehicle criteria as set out below.

Policy – Objective 6

Exceptional Vehicle Criteria

Where a vehicle is to be licenced beyond its permitted age, the following criteria must be adhered to. Consideration will not be given to those vehicles that do not adhere to the criteria.

A vehicle will be considered in 'exceptional condition' where:

- It has never failed a vehicle compliance test
- It has never failed to attend a pre-arranged vehicle Compliance Test, unless in exceptional circumstances
- All bodywork is in A1 condition with no signs of rust, dents, scratches, stone chips or any other defects that may detract from the overall appearance
- The paint condition is in A1 condition, showing no signs of fading, discoloration or mismatching that may detract from the overall appearance
- The interior of the vehicle is in A1 condition, including carpets, mats and upholstery
- All luggage compartments are in A1 condition, clean and free from any signs of damage
- There is a complete service record, showing it has been properly serviced in line with manufacturer's guidelines. All receipts in relation to servicing must be available
- The vehicle has not been suspended at any time due to the mechanical and/or physical condition
- The vehicle is Zero Emission Capable (ZEC)

The decision to grant a licence beyond the normal term can only be taken by the Licensing Committee. The proprietor must be able to demonstrate that the vehicle meets all of the criteria as set out above, as well as exhibiting valid reasons why an extension should be granted.

Part 14 - Limitation

The Licensing Authority has discretionary powers to issue hackney carriage vehicle licences. The Licensing Authority can refuse to issue a licence where they would normally do so (where the applicant is suitable, and the vehicle meets specifications and any other conditions) if there is significant demand that has been met.

Policy – Objective 8

Limitation

The Licensing Authority does not operate a Limitation Policy.

Where the Licensing Authority wishes to implement a limitation on the number of vehicle licences, an Unmet Demand Survey will be undertaken at the initial stage and then every three years, as suggested as best practice by the Department for Transport:

“If a local authority does nonetheless take the view that a quantity restriction can be justified in principle, there remains the question of the level at which it should be set, bearing in mind the need to demonstrate that there is no significant unmet demand. This issue is usually addressed by means of a survey; it will be necessary for the local licensing authority to carry out a survey sufficiently frequently to be able to respond to any challenge to the satisfaction of a court. An interval of three years is commonly regarded as the maximum reasonable period between surveys.”

Part 15 - Access for Wheelchair Users

The Equality Act 2010 legally protects people from discrimination. The Act covers all provisions from the 1995 Disability Discrimination Act and includes new duties for licensees.

Sections 165 and 167 of the Equality Act 2010 came into force in April 2017, making it a criminal offence for drivers of 'designated vehicles' to refuse to carry passengers in wheelchairs, to fail to provide them with appropriate assistance or to charge them extra.

A 'designated vehicle' is such that it conforms to the Council's accessibility requirements, as outlined in the vehicle specification contained in this policy. Such vehicles should be able to carry passengers in their wheelchairs. Government recommends that vehicles must be capable of carrying some – but not necessarily all – types of occupied wheelchairs; it must be possible for a vehicle to carry a 'reference wheelchair' as defined in schedule 1 of the [Public Service Vehicle Accessibility Regulations 2000](#).

The Act sets out the requirements under two specific sections:

Section 167 of the Act provides the Council with the power to list all wheelchair accessible vehicles, these will be known as 'designated vehicles'. Due to the nature of the fleet in Sheffield, all Hackney Carriage vehicles are designated as such. The list of accessible vehicles can be viewed on the Council's Public Register.

Section 165 of the Act requires drivers of such designated vehicles to carry passengers in wheelchairs, assist passengers in wheelchairs and to not charge extra to passengers who travel in wheelchairs.

Policy – Objective 9

Access for Wheelchair Users

Vehicle Exemptions

The Council will publish a designated list of wheelchair accessible hackney carriage vehicles, as instructed by the Act. A vehicle will be included on the list whereby it conforms to such accessibility requirements as outlined in the vehicle specification – all such hackney carriage vehicles will be wheelchair accessible by default.

The Act enables vehicle owners to appeal against the decision of the Council to include their vehicle on the designated list. The appeal should be made to the Magistrate's Court and must be made within 28 days of the vehicle in question being included in the Council's published list.

Part 16 - Advertising

Advertising is permitted on both the inside and outside of a vehicle. All advertising will be subject to Licensing Authority approval and must adhere to the advertising policy.

Policy – Objective 10

Advertising

A request to advertise must be made to the Licensing Authority prior to any such advertisement being used.

The vehicle proprietor must provide to the Licensing Authority such details of the proposed advertisement in order to determine that it:

- does not promote, either directly or indirectly, smoking (including tobacco and/or vaping), alcohol, and gambling
- is not of a sexual, religious or political nature
- is not likely to cause offence.

The contract for the advertisement must comply with the following requirements:

- Advertisements should be submitted by the proprietor of the vehicle
- The contract for advertisement must have a facility to state the vehicle details and the termination of the contract
- The contract must contain a condition that the advertisement must be removed at the end of the contract term

Advertisements are permitted, as follows:

- As a door sign
- On the rear window (must use contra vision or similar technology)
- On the tip seats
- As half or full livery
- On a digital screen
- As illuminated exterior media

Where full livery advertisements are applied to the vehicle, the V5C Document (logbook) must be updated – colour of vehicle must state 'full livery'.

Any advertisements fitted to a vehicle must not obscure notices, signs or plates that form part of the vehicle licence conditions. Additionally, should any approved advertisement come to be in such a condition that, in the opinion of an Authorised Officer, it adversely affects the safety or the appearance of the vehicle then the vehicle licence will be suspended with immediate effect and until such time that the defect has been rectified.

Part 17 - Insurance

A licenced vehicles must have in place valid and appropriate insurance for the purposes of carrying passengers for hire and reward.

Policy – Objective 11

Vehicle Insurance

Hackney carriage vehicles are required to have in place valid and appropriate insurance, enabling them to operate legally.

As a minimum, the Licensing Authority requires:

- A valid insurance certificate or cover note confirming the persons insured to drive the vehicle and the purposes for which the vehicle can be used, i.e. *Social, domestic and pleasure including commuting by the insured to a permanent place of work. For the carriage of passengers of goods for hire and reward (hackney carriage/public hire) provided such use complies with the laws and regulations of the appropriate licensing authorities.*

The Licensing Authority will undertake monthly auditing to ensure insurance requirements are adhered to.

Part 18 - Accidents

Where a hackney carriage vehicle is involved in an accident or has been damaged by another such cause, it is the responsibility of the vehicle proprietor to report as such to the Licensing Authority. Section 50 (3) of the Local Government (Miscellaneous Provisions) Act 1976 states:

'...the proprietor of a Hackney Carriage or Private Hire Vehicle, Licenced by a district council shall report to them as soon as reasonably practicable, and in any case within seventy two hours of the occurrence thereof, any accident to such Hackney Carriage or Private Hire Vehicle causing damage materially affecting the safety, performance or appearance of the Hackney Carriage or Private Hire Vehicle or the comfort or convenience of persons carried therein.'

The statutory duty contained in the above legislation does not affect in any way the liability placed upon a person under Section 170 of the Road Traffic Act 1988 in relation to the reporting of certain accidents to the police. Further information in this respect can be found at <http://www.legislation.gov.uk/ukpga/1988/52/contents>.

Policy – Objective 12

Accidents

Where a hackney carriage vehicle has been involved in an accident affecting the safety, performance or appearance, it is the responsibility of the proprietor to inform the Licensing Authority within 72 hours of the accident occurring.

The proprietor will be required to complete an Accident Damage Report Form detailing the events of the accident and any damage suffered to the vehicle. An Authorised Officer will inspect the vehicle to ascertain the damage and where appropriate (vehicle fitness has not been satisfied) suspend the vehicle licence until such time that the vehicle has been repaired and passed a compliance test at Sheffield City Council's testing station. A suspension notice will not be issued where an inspection is not possible.

Where a vehicle is damaged to such an extent that it can no longer be driven, the proprietor must inform the Licensing Authority as such. The proprietor will be required to provide the Licensing Authority with photographic evidence as to the vehicle's condition, specifically showing the parts of the vehicle that have been most severely damaged. The vehicle must be presented to Sheffield City Council's testing station, as soon as is practicable in order to assess its fitness following repairs – the appointment will be arranged by the Licensing Authority at a mutually agreeable time with the proprietor.

Where the vehicle is damaged to such an extent that it is categorised by an insurance company as an A, B, S or N insurance write off it will not be re-licenced, in line with the vehicle specification.

Part 19 - Transfer of Vehicle Licence

A vehicle proprietor may at any time transfer their interest, or part interest, in a vehicle to another person.

Policy – Objective 13

Transfer of vehicle licence

Where a proprietor wishes to relinquish their interest and transfer that interest to another person/licensee they must inform the Licensing Authority within 14 days of doing so, paying the appropriate fee.

In notifying the Licensing Authority, the proprietor must specify the name(s), date of birth and address of the person(s) to whom the vehicle has been transferred.

The proprietor must also provide a current insurance certificate or valid cover note relating to the vehicle and its intended use as a hackney carriage vehicle. Insurance must be in the name of the new owner(s). If new owner is not a licenced driver, the insurance certificate must state a named licenced driver.

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Part 20 - Fares

The Licensing Authority has the power to set fares for hackney carriage vehicles and does so under section 65 of the Local Government (Miscellaneous Provisions) Act 1976:

“(1)A district council may fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a “table of fares”) made or varied in accordance with the provisions of this section.”

A fares tariff is enforceable as a byelaw, and it is an offence for a driver to charge more than the metered fare.

The current table of fares must be displayed in the vehicle so that it is easily visible to all passengers. Licensees must, if requested by the passenger, provide written receipts for fares paid.

Policy – Objective 14

Table of Fares

The Licensing Authority will usually review hackney carriage fares periodically and in line with any policy review. Where requested, additional reviews will be undertaken at the discretion of the Licensing Committee.

In considering a review, the Licensing Committee will pay attention to the following pieces of information. This list is not exhaustive, but an example of what will be taken in account when making a decision:

- Any change in vehicle running costs since the last review
- Changes to the Consumer Index rate since the last review
- The Service Provider Index rate since the last review
- Any changes to the National Living Wage since the last review
- Any change to licensing fees since the last review
- Hackney Carriage fares in neighbouring authorities
- The cost of alternative transport – bus, tram, private hire etc.
- Any other information that may be deemed relevant

Any information presented must be from reputable sources and in an easy-to-read format.

The Licensing Committee will also consider information supplied by licensees, stakeholders, and other interested parties as part of the review process.

A notice of any variation to the maximum fare shall be advertised by the Licensing Authority.

Part 21 - Hackney Carriage (Taxi) Ranks

A unique feature of a hackney carriage vehicle is that it can legally rank up at a hackney carriage rank and ply for hire, waiting for a hirer to make a booking.

The Council creates hackney carriage ranks under the Local Government (Miscellaneous Provisions) Act 1976, section 63. Under the Act, the Council can appoint ranks for hackney carriage vehicles either on public highways or private land and the stands can be for either continual or part-time use.

There are a number of ranks within the district of Sheffield, and these are outlined in the table below. A list of current hackney carriage vehicle ranks can also be found on the Council's website: <http://www.sheffield.gov.uk/home/parking/taxi-ranks.html>

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Part 22 - Conditions

Attached to a hackney carriage vehicle licence is a set of mandatory conditions in accordance with Section 47 Local Government (Miscellaneous Provisions) Act 1976:

“A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary”.

The following mandatory conditions form part of all hackney carriage vehicle licences and should be observed at all times; failure to do so may result in the licence being referred directly to the Licensing Committee for review.

Following determination of an application by the Licensing Sub-Committee, additional conditions may be imposed.

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Mandatory Conditions

Definitions	
'Authorised Officer'	Any officer of the Council authorised in writing by the Chief Licensing Officer and Head of Licensing of the Council for the purposes of these conditions
'The Council'	Sheffield City Council
'Licence Plate'	The plate issued by the Council for the purpose of identifying the vehicle as a hackney carriage vehicle duly Licenced by the Council.
'Interior Licence Plate'	The plate issued by the Council for the purpose of identifying the vehicle as a private hire vehicle duly Licenced by the Council.
'Interior Driver Identification Plate'	The card which provides a photograph of a driver, driver licence number and the date of expiry of the licence. At all times it remains the property of the Council.
'Proprietor'	The person or persons or body named in this licence as the proprietor of the vehicle and includes a part proprietor.
'The Vehicle'	The hackney carriage hire vehicle in respect of which this licence is issued.

1. General Maintenance and standards

a.)	The proprietor or driver must ensure that the vehicle undergoes a daily safety check. As a minimum, this must be a visual check on the lights, tyres, mirrors, and seat belts. Where faults are discovered, they must be rectified immediately and in any case before the commencement of the next journey.
b.)	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.
c.)	The proprietor must notify the Council in writing if their vehicle has been fitted with an LPG system during the currency of the licence. The notification must be made within five working days, and include the provision of certification.

2. Identification Plate and Signs

a.)	The licence plate must be securely and permanently affixed to the rear of the vehicle at all times. It shall be displayed so as not to obscure the vehicle's registration mark and must be clearly visible by daylight.
b.)	The licensee must at all times display the interior driver identification in such a position within the vehicle so that it is easily identifiable by all passengers in the vehicle and in a position that is acceptable to the Council.
c.)	The licensee must at all times display the interior vehicle identification number in such a position within the vehicle so that it is easily identifiable by all passengers in the vehicle and in a position that is acceptable to the Council.
d.)	The proprietor shall not display or suffer or permit to be displayed on or from the vehicle any other signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems, or devices whatsoever, except as may be required by any statutory provisions (including byelaws) or required by these conditions.
e.)	The Council will permit a deviation from these conditions in certain circumstances. A request for deviation will need to be made in writing to the Council, with a decision made by the Licensing Committee.

Signage, licence plates and notices as referred to above will be issued or approved for use by the Council.

Signage, licence plates and notices must be fixed to the vehicle in accordance with the requirements set out by the Council, and in any case must be securely affixed at all times.

3. Cleanliness and Appearance of Vehicle

a.)	All relevant statutory requirements, in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986 must be fully complied with at all times.
b.)	The vehicle must be maintained in a safe and clean condition at all times. The Council can inspect a vehicle at any time it sees fit and at the request of an authorised officer or police constable, the licensee shall arrange for any reasonably necessary cleaning of the vehicle to be carried out.
c.)	Storage areas must be kept free from obstruction at all times in order to allow the safe storage of passenger luggage.
d.)	Bodywork must be maintained to a high standard, with no signs of corrosion, rust, inferior spray work or temporary repairs.
e.)	Seats must be in full working order, free of stains, tears, cigarette burns or repair, and not threadbare. Floor coverings must not be unduly worn and present no trip hazards. Household carpeting or similar is not acceptable and must not be used in any part of the vehicle. Headlining and side panel coverings must be free of ingrained grime, fractures and maintained to the manufacturer's original style.

f.)	<p>If the vehicle is involved in an accident, affecting the safety, performance or appearance, the proprietor/driver must inform the Council as soon as possible and in any case within 72 hours. An Accident Report Form, available from the Council, must be completed, detailing the circumstances of the accident and any damage to the vehicle.</p> <p>The vehicle must be presented to the Council for inspection by an authorised officer. If the vehicle cannot be presented to the Council for inspection due to damage caused, the proprietor must send photographic evidence as to the vehicle's condition. All repairs to the vehicle must be carried out without undue delay and once repaired may be subject to a compliance test at Sheffield City Council's testing station.</p>
4. Equipment and Fittings	
a.)	All fittings and auxiliary equipment must be kept tidy and safe and relevant statutory requirements fully complied with.
b.)	All audio equipment must be factory fitted. No additional amplifiers, speakers, or sub-woofers are to be fitted and connected to the vehicle.
c.)	Where a fire extinguisher is fitted, it must be of a type suitable for use on a motor vehicle and approved by the Council. It must be securely fitted in the driver's compartment and in easy reach of the driver and not obstruct or interfere with the safe operation of the vehicle. It must comply with requirements of BS EN3 1996 and have a minimum rating of 5a and 34b. It must not contain less than 0.9 litres AFFF foam or 1kg dry powder and must have a seal or gauge mechanism. The registration number of the vehicle must be permanently and legibly marked on the extinguisher.
5. Closed-Circuit Television (CCTV)	
Page 219	<p>A secure Closed-Circuit Television (CCTV) system approved by the Council shall be fitted to the vehicle prior to the grant of the licence and maintained in the vehicle thereafter for the duration of the licence to the satisfaction of the Council.</p> <p>The requirement will be effective immediately on the grant of a new licence (other than by way of renewal) or on the replacement of a licenced vehicle.</p>
6. Meter and Table of Fares	
a.)	A taximeter of an approved type must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.
b.)	The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental or deliberate alteration to the calibration of the meter.
c.)	A facility must be provided to display the table of fares in such a position that it is clearly visible to the passengers.
7. Advertisements	
	Advertisements may be displayed where they are in accordance with the Council's policy in relation to advertisements and where the Council has provided written approval for the advertisement.
8. Insurance	
a.)	At all times the proprietor shall have in place a policy of insurance in relation to the use of a hackney carriage vehicle that complies with the requirements of the Road Traffic Act 1988 Part VI.

b.)	The proprietor shall produce to the Council within five days of such request the certificate of insurance issued by an insurance company or broker in respect of the vehicle.
9. Seats and Passengers	
a.)	The proprietor shall not cause or permit to be conveyed in the vehicle a greater number of persons exclusive of the driver than the number of persons specified on the licence.
b.)	Once a vehicle has passed a compliance test, the seating layout must not be changed.
c.)	Where it is possible to change the seating layout, the proprietor must ensure that no more seats than are stated on the licence are fitted.
d.)	All passengers must have access to at least two side doors, one of which must be on the nearside of the vehicle.
10. Drivers	
a.)	<p>The proprietor must keep a written record showing the following particulars in respect of every driver (for hackney carriage purposes) of the hackney carriage vehicle detailed on this licence:</p> <ul style="list-style-type: none"> • The name, address and date of birth of the driver of the vehicle • The number and date of expiry of every licence issued in respect of the driver under Section 51 of the Local Government (Miscellaneous Provisions) Act 1976 and in force during such time as the driver is driving the vehicle • The date on which the driver commenced driving the vehicle • The date on which the driver ceased driving the vehicle <p>The proprietor must keep the records for a period of two years from the date on which the driver first commenced driving the vehicle. These records must be made available upon request to any police officer or authorised officer of the Council.</p>
b.)	Any person who drives a hackney carriage vehicle must have in place a <i>Hackney Carriage and Private Hire Driver's Licence</i> .
c.)	All drivers must be fully aware of the need to provide assistance to passengers, especially those with a disability.
d.)	<p>A driver must not fail or refuse to carry out a booking by or on behalf of a disabled person accompanied by an assistance dog, unless the driver has a medical exemption certificate as issued by the Council.</p> <p>Proprietors must ensure that all drivers of the hackney carriage are fully acquainted with the need to provide all reasonable assistance to passengers, especially those with a disability.</p>
11. Convictions	
	The proprietor or driver of a hackney carriage vehicle must notify the Council within 14 days of any conviction, binding over, caution, warning, reprimand for any matter imposed on them during the term of a licence.
12. Transfer of Licence	
	A proprietor, in transferring the hackney carriage vehicle to another person, must notify the Council within 14 days of doing so, stating the name and address of the person to whom the hackney carriage has been transferred.
13. Change of Address	
	The proprietor of a hackney carriage vehicle must notify the Council in writing of a change of address within 14 days of such change.

14. Operator	
a.)	Where a hackney carriage vehicle receives job bookings from a private hire operator, the proprietor or such driver of the vehicle must notify the Council of all such companies for which they are working and must immediately notify the Council if they cease to work for any company. The vehicle must display sole relevant door signage for each booking undertaken.
b.)	Equipment used for the purposes of receiving and accepting information related to bookings must be fitted securely and in a manner that does not obstruct the view of the driver through the windscreen. Wires used for connection of equipment must not be left in a dangerous manner.
15. Inspections	
a.)	The proprietor must permit an authorised officer or a police constable to inspect the vehicle at all reasonable times.
b.)	Where an authorised officer or police constable is not satisfied as to the condition of a vehicle for use as a hackney carriage, the proprietor must, after being notified in writing, present the vehicle for inspection at such time at Sheffield City Council's testing station.
c.)	If an authorised officer or police constable is not satisfied as to the condition of the vehicle for use as a hackney carriage upon completion of an inspection as stated above, the authorised officer may suspend the licence. The suspension will not be lifted until such time the vehicle has passed a compliance test at Sheffield City Council's testing station.
16. Information and Guidance	
a.)	The proprietor or driver of the vehicle must at all times carry within the driver's compartment of the vehicle the <i>Safe Loading and Unloading of Manual Wheelchair passengers in a hackney carriage 2010</i> and the <i>Safe loading and unloading of powered wheelchair passengers in a hackney carriage</i> guidance booklet as provided by the Council. The booklets should be made available for inspection on the request of an authorised officer, police constable or passenger on request.
b.)	The proprietor or driver of the vehicle must at all times carry within the driver's compartment of the vehicle a copy of the <i>Hackney Carriage Byelaws</i> as provided by the Council. The booklet should be made available for inspection on the request of an authorised officer, police constable or passenger on request.
17. Equalities Act 2010	
a.)	<p>The Council has a duty under the Equalities Act 2010 to exercise its functions, and have due regard to the need to:</p> <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; • Advance equality of opportunity between people who share a protected characteristic and those who do not; • Foster good relations between people who share a protected characteristic and those who do not. <p>In discharging the duty, the Council will take a serious view of any judgement under the Equality Act 2010 against any applicant for the grant, renewal or transfer of any licence as issued by the Council.</p>
b.)	Drivers of a hackney carriage vehicle must not refuse to carry out a booking by or on behalf of a disabled person accompanied by an assistance dog unless the driver has a medical exemption certificate in the approved manner or in the vehicle.

c.)

Drivers of a hackney carriage vehicle must not refuse to carry out a booking by or on behalf of disabled person in a wheelchair, fail to provide them with appropriate assistance, or to charge them extra unless the driver has a medical exemption certificate in the approved manner of the vehicle.

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Part 23 – Compliance and Enforcement

The primary aim of the Licensing Authority is public safety, and to provide a service that businesses and individuals can depend on for reasons of health, safety, welfare, equality, and consistency.

Therefore, the undertaking of compliance and enforcement checks on licenced private hire vehicles is essential in order to achieve this. Ultimately these checks are undertaken in order to ensure vehicles are fit for purpose, are complying with the law and licence conditions and to ensure the safety of passengers, pedestrians, and other road users.

The Licensing Authority ensures that licenced private hire vehicles are complying with statutory requirements and licensing conditions by undertaking regular enforcement and compliance checks, whether it be independently or with partners such as South Yorkshire Police and the Driver and Vehicle and Standards Agency (DVSA).

A broad range of tools and powers are available to the Licensing Authority should breaches of compliance be found. The following options, which will be discussed in more detail throughout this section include, but are not limited to:

- No Action
- Informal Warning
- Formal Warning
- Review
- Suspension
- Revocation
- Simple Caution
- Prosecution

Where appropriate and where there are causes for concern the Licensing Authority will pass on information to partner organisations such as the police and Sheffield City Council Transport Services.

Equally, the Licensing Authority will act on information received from those and other partner organisations and deal with complaints in line with the Licensing Authority's Complaints Procedure. A copy of the complaints procedure can be obtained by contacting the Licensing Authority.

Part 24 - Better Regulation Delivery Office: Regulators' Code, 2014

In undertaking enforcement duties, the Licensing Authority will pay particular attention to the Regulators Code, April 2014. This sets out the standards that the licensing authority should follow when undertaking compliance and enforcement checks. Therefore, the Licensing Authority will:

- carry out their activities in a way that supports those they regulate to comply and grow
- provide simple and straightforward ways to engage with those they regulate and hear their views
- base their regulatory framework activities on risk
- share information about compliance and risk
- ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- ensure that their approach to their regulatory activities is transparent

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Part 25 - Better Regulation Unit: Enforcement Concordat

Attention will also be paid to the principals of good enforcement as contained in the Enforcement Concordat and the Licensing Authority will ensure that when carrying out enforcement we are:

- **Open:** The Licensing Authority will provide information in plain language and will be transparent in the activities it undertakes. It will also be clear with customers on how the service operates.
- **Helpful:** The Licensing Authority will work with licensees to advise and assist with compliance. A courteous and efficient service will be provided by all staff and licensees will have a single point of contact and telephone number for further dealings. Applications will be dealt with promptly and where possible enforcement services will operate effectively to minimise overlaps and time delays.
- **Proportionate:** The Licensing Authority will minimise the costs of compliance for licensees by ensuring any action taken is proportionate to the risks involved; an account of the circumstances and attitude of licensee will be considered at all times.
- **Consistent:** The Licensing Authority will carry out all duties in a fair, equitable and consistent manner. Licensing officers will exercise judgement in all cases and arrangements will be put in place to promote consistency.

The Licensing Authority will also provide a well-publicised, effective and timely complaints procedure that is easily accessible to licensees and members of the public.

Any advice given by licensing officers on behalf of the Licensing Authority will be put clearly and simply at all times and confirmed in writing.

The Licensing Authority will also ensure that before formal action is taken as a result of enforcement or compliance checks, an opportunity to discuss the circumstances will be provided in order to resolve the points of difference. However, in circumstances where immediate action is necessary, such as health and safety or preventing evidence being destroyed, the Licensing Authority will be required to take a more formal approach. An explanation as to why such action was required will be given at the time and confirmed in writing in most cases within five days and, in all cases, within 10 working days.

Part 26 - Enforcement and Non-Compliance Options

In line with the Regulators' Code and Enforcement Concordat the Licensing Authority will choose the most appropriate form of enforcement under the circumstances. The Licensing Authority has at its disposal a range of enforcement and non-compliance options.

Where there have been several instances of non-compliance and at the discretion of the Licensing Authority, licensees (vehicle proprietors) may be referred to the Licensing Sub-Committee without further warning where a decision will be made as to the future of their private hire vehicle licence.

Stage 1 - No Action

A decision of no action may be taken where formal enforcement is deemed inappropriate under the circumstances. In such cases the offender, and where necessary, the complainant, will be informed of the reasons for the decision.

The Licensing Authority will look at all the evidence before making a determination on how to proceed following enforcement and compliance checks. It may be that evidence comes to light after the checks, indicating no action is required.

Stage 2 - Informal Warning/Words of Advice

Where there is a minor contravention and where the degree of risk from a given situation is minor, an informal warning may be deemed the most appropriate form of action.

An informal warning may come in the form of a verbal notice and recorded as such on the record. A culmination of verbal notices may result in a more serious form of action; this will be reviewed on a case-by-case basis.

This type of warning may be used where there is little or no impact on licensees (vehicle proprietors), service users and members of the public and where all other forms of enforcement action are viewed as inappropriate and/or disproportionate.

Stage 3 - Formal Warning

A formal warning is a tool that is available for more serious breaches of licence conditions. Each event is viewed on a case-by-case basis and enforcement officers will use their judgment as to whether to exercise the formal warning procedure.

A formal warning will be held on the licensees' record for a set period of time, not exceeding three years. Should the licensee be referred to the Licensing Sub-Committee while the warning is live, the Licensing Sub-Committee will be made aware of it.

Suspension of licence

Where there has been a serious breach of licence, non-compliance, or any other reasonable cause it may be deemed appropriate to issue a suspension notice.

The power to suspend a vehicle licence is contained in Section 60 of the Local Government (Miscellaneous Provisions) Act 1976. Further information on these suspensions can be obtained from the Acts themselves.

A suspension may be issued where the vehicle is deemed to be unfit for purpose, in terms of the mechanical condition, safety and/or comfort. A suspension notice may also be issued for 'any other reasonable cause'.

Upon the suspension of a licence the licence holder may appeal the decision to the Magistrates Court; there is no other recourse available.

Revocation

In circumstances of more serious breaches of conditions, such as the private hire vehicle being unfit for purpose, non-compliance with the provisions of the Act of 1847 or the Act of 1976 or for any other reasonable cause, a revocation of the licence may be deemed necessary.

The power to revoke a licence is retained by the Licensing Committee and will be implemented where there is considered to be an immediate and on-going risk to public safety.

If a decision is reached whereby the licence is revoked, they will have the opportunity to appeal the decision to Magistrates Court.

Refusal to Renew

Reasons for non-renewal of a licence may be due to information received at renewal stage; such as the private hire vehicle being unfit for purpose, non-compliance with the provisions of the Act of 1847 or the Act of 1976 or for any other reasonable cause.

In making a decision on whether to refuse to renew a licence the Licensing Sub-Committee will take into account information received from the Licensing Authority and any supporting documents that are supplied by the applicant.

If a decision is reached whereby the licensee is refused, they will have the opportunity to appeal the decision to Magistrates Court.

Caution

Where a serious breach of conditions or non-compliance has been evidenced, but where a prosecution would not be in the public interest, a formal caution may be issued.

Guidance as issued by the Health and Safety Executive provides practical advice and sets out certain preconditions that must be adhered to in order for a formal caution to be used:

- The offender making a clear and reliable admission of the offence before a simple caution may be offered
- A realistic prospect of conviction if the offender were to be prosecuted in line with the Code for Crown Prosecutors
- The offender agreeing to receive a simple caution
- A full explanation of the ramifications of accepting a caution

In addition, a formal caution may be issued where the offender has no previous history in relation to the offence and has done everything in their power to make amends. If a formal caution was offered and refused by the offender, the matter would then proceed to court. In any event, a decision to offer a caution will rest solely with the Licensing Authority.

A formal caution issued by the Licensing Authority will not be passed on to third party organisations automatically. However, if internal services or neighbouring authorities seek information on licensees, information will be discharged, subject to appropriate Data Protection Act provisions.

Prosecution

A prosecution will be implemented in cases where there has been a flagrant breach of licence conditions and where other options have been considered and deemed unsuitable, or where serious issues of public safety have arisen.

In order for a prosecution to be initiated there must be enough evidence to provide a realistic prospect of a conviction and it is in the public interest to do so. In determining whether a prosecution should be initiated the Code for Crown Prosecutors should be considered:

- Is there enough evidence against the defendant
- Is it in the public interest to bring the case to court

Part 27 - Consultation

In developing this policy, the Licensing Authority consulted widely and gave due consideration to the views of all those who responded to the consultation process.

The Licensing Authority is committed to consulting with as wide an audience as possible, regarding this and any future licensing policy or any amendments in accordance with this policy.

The Licensing Authority has conducted a full consultation of this policy by way of writing and/or emailing consultees, providing relevant information on the Council website.

The views of all consultees were considered and given proper weight when writing and / or reviewing this policy.

A list of consultees can be found below. This list is not exhaustive but is an example of those who have been consulted.

Licensees	Elected Members
Local Members of Parliament	Sheffield City Council Transport Services
Transport4All	Sheffield City Council Sheffield Safeguarding Children's Board
Sheffield City Council Highways Service	South Yorkshire Police
South Yorkshire Fire Service	Sheffield City Council's Equality Team
Neighbouring Local Authorities	Sheffield City Council's Public Health Service
Sheffield City Council's Parking Services	National Association of Licensing and Enforcement Officers
Institute of Licensing	Sheffield Disability Hub
Sheffield City Council Strategy and Policy Service	Campaign for Better Transport
Chambers of Commerce	Local Traders
Women's Groups	Pubwatch

Appendix A - Vehicle Types

The Authority invites applications for vehicles that are of a suitable type and fully comply with the vehicle specification. In this regard, as of 1st January 2025, only Zero Emission Capable vehicles will be accepted.

Euro Classifications

European emission standards define the acceptable limits for exhaust emissions of new vehicles sold in EU and EEA member states. The emission standards are defined in a series of European Union directives staging the progressive introduction of increasingly stringent standards. The highest standard at present is that of a Euro 6, which was first applied to new registrations as of 1st September 2015.

Emissions Standard	Applied From	Applied to new Registrations From
Euro 1	1 st July 1992	31 December 1992
Euro 2	1 st January 1996	1 st January 1997
Euro 3	1 st January 2000	1 st January 2001
Euro 4	1 st January 2005	1 st January 2006
Euro 5	1 st September 2009	1 st January 2011
Euro 6	1st September 2014	1st September 2015

Permitted Vehicle Types

The following vehicle types will be permitted as hackney carriage vehicles as of 1st January 2025.

Vehicle Type	Permitted	
	Yes	No
Battery Electric Vehicle	✓	
Range Extended Electric Vehicle	✓	
Plug-in Hybrid Electric Vehicle	✓	
Hybrid Electric Vehicle	✓	
Liquid Petroleum Gas Vehicle (LPG)	✓	
Hydrogen Vehicle	✓	
Diesel		✓
Petrol		✓

Appendix B

Sheffield City Council Licenced Hackney Carriage Taxi CCTV - Technical Specification and System Requirements

In order to be considered suitable for installation in a licensed Hackney Carriage vehicle, the system must meet the following requirements.

Reference	Specification	Details
1.0 Operational Technical Specifications		
1.1	100% solid state design or a proven vibration and shock resistant system	The system should not have any fan and the recording should be vibration and shock proof, i.e. <ul style="list-style-type: none"> Flash-based SSD (100% industrial grade) Hard disk with both mechanical anti-vibration and anti-shock mechanism and self-recovery and self-check file writing system
1.2	8 to 15 Volts DC	Operational between 8 and 15 volts DC
1.3	Reverse polarity protected	System to be protected against reverse voltage
1.4	Short circuit prevention	System to be protected against short circuits
1.5	Over voltage protection	System to be protected against high voltage transients likely to be encountered in the vehicle electrical system
1.6	Automotive Electromagnetic Compatibility Requirements	The in-vehicle hackney carriage camera system must be compliant with the Council Directives: <ul style="list-style-type: none"> 2004/108/EC on Electromagnetic Compatibility (CISPR 22/EN55022) 2004/104/EC on Radio Interference (sections 6.5, 6.6, 6.8 and 6.9) <p>The hackney carriage camera equipment should therefore be e-marked or CE-marked with confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles</p>
1.7	System activation (on/off) switch to be located in a position where it is not accessible from inside the vehicle (i.e. in the boot/engine compartment)	The system is required to be active at all times that the vehicle is being used as a licenced vehicle. This will allow the facility for the system to be deactivated during times when the vehicle is being used for private purposes (e.g. domestic use). The switch that deactivates the system must be located within the vehicles boot or engine compartment (i.e. it must only be possible to deactivate the system from outside of the vehicle)
1.8	First-in/first-out buffer recording principle	
1.9	Built-in, automatic logging of all access actions, including date and personnel names	
1.10	Security, duration and auto-clearing of log files	

1.11	Image export formats and media	Images must be exported in commercially available formats
1.12	Image protection during power disruption	Images must be preserved in the event of loss of power. Battery back-up will not be permitted
1.13	Unit must operate without the ignition being turned on	The Unit must have the ability to operate for at least 2 hours without power from the ignition
1.14	Image and audio data shall be recorded and stored in a unit separate from the camera head.	
1.15	GPS capability	System must be compatible to allow for GPS capability
1.16	The system must be capable of recording audio time synchronized to the recorded images	
1.17	The system shall not record audio except when audio is activated by means of an approved trigger	<p>The system should have the ability to start recording audio data by means of at least two trigger buttons (see also 1.26 below)</p> <p>One trigger button must be capable of being activated by the driver. Once the trigger is activated, the system will continue to record audio until the same trigger is activated again. The second activation of the trigger must result in the cessation of audio recording.</p> <p>The second trigger button must be capable of being activated by the passenger. Once the trigger is activated, the system will continue to record audio until the same trigger is activated again. The second activation of the trigger must result in the cessation of audio recording.</p> <p>Both audio activation triggers must be independent of each other – this means that audio recording can only be deactivated by means of the same trigger (driver or passenger) that was used to activate the audio recording.</p>
1.18	The audio playback, when triggered, shall be in 'real time' and synchronised with the images that are captured	
1.19	Digital sampling of the audio signal must exceed 8 KHz	
1.20	Digital resolution of the audio samples must exceed 10 bits	
1.21	The audio microphone shall be integrated within the camera head	
1.22	Audio data and image data must be stored together, not in separate files, and must be protected against unauthorised access or tampering.	
1.23	The system must support testing of the audio function for	

	installation and inspection purposes.	
1.24	The system must 'go to sleep' to reduce battery drain during prolonged idle time. It must be capable of immediate reactivation	
1.25	Images recorded by the system shall not be displayed within the vehicle	
1.26	The system must have at least two emergency activation triggers (panic buttons)	One of the triggers/panic buttons must be capable of being operated by the driver – this must be independent of the audio activation switch At least one other trigger/panic button must be capable of being operated by a passenger from any passenger seat in the vehicle. Once activated, this switch must trigger the recording of video and audio in accordance with section 6.1 below.
1.27	The system must include a visual indicator that will clearly show when audio recording is taking place. This indicator must be visible to all passengers within the vehicle.	This may take the form of an indicator LED built into the audio switch, or a remote LED that can clearly be seen by passengers.
2.0 Storage Capacity Technical Specifications		
2.1	Minimum of 28 days of recording capacity	The camera system must be capable of recording and storing a minimum of 28 days of images of HD1 (720/288) size or better
2.2	Images must be clear in all lighting conditions	System to provide clear images in bright sunshine, shade, dark, total darkness, and when strong backlight is present.
3.0 Camera Head Technical Specifications		
3.1	Camera installation non-obstructive	The camera and all system components shall be installed in a manner that does not interfere with the driver's vision or view of mirrors or otherwise normal operation of the vehicle.
3.2	Protected camera disconnect	The camera head shall be designed to disconnect for ease of removal and replacement by maintenance personnel
3.3	Special tools for adjustment/removal	To prevent inappropriate interference, only tools supplied to authorised fitters should be capable of carrying out adjustments or removal
3.4	Field of view to capture all passengers in the vehicle	The lens of the camera must be of a type that captures the driver and all passengers of the vehicle on the recorded image. The lens must be of a style not to create a 'fishbowl' effect
3.5	Images must be clear	System to provide clear images in all lighting conditions and allow different skin tones to be detected
3.6	Compatible for use in vehicles with a partition (shield)	The camera system must be adaptable to provide clear images when a vehicle is equipped with a shield. This may be accomplished with the use of multiple camera heads.

3.7	Multiple cameras	The unit shall be capable of supporting up to four cameras. Four cameras may be required to provide adequate coverage in larger vehicles and/or certain purpose built vehicles.
4.0 Storage Device (Recorder) –Technical Specifications		
4.1	Impact and shock resistance	The recorder shall be impact resistant, sufficient to withstand a typical car accident, or striking with a large, heavy object such as a suitcase.
4.2	Controller in concealed location	The storage unit shall be concealed from view and effectively inaccessible except by authorised personnel.
4.3	Download port provision	The recorder shall be equipped with a communication port for downloading by authorised personnel.
4.4	Download port shall be located in an easily accessible location such as a glove compartment	The recorder download port shall be located in the glove box if practicable, if not then in a location that does not require the removal of panels and is accessible
4.5	Download port cable length – 1 foot minimum	Download port shall be at least one foot in length for ease of download
4.6	Recorder to be securely affixed to the vehicle	
4.7	Log register camera system parameter modifications	
4.8	Log to register each user access	
4.9	Log to register each image download session	
4.10	Log to register modification/manipulation of download images	
4.11	Log to register exporting of download images	
4.12	Log to register exporting of download images	
4.13	Log file protected against unauthorised access	
4.14	Time/date stamp	All stored images must be time and date stamped
4.15	Vehicle ID number stamp	All stored images must have two fields for vehicle identification (VIN & number plate)
4.16	Controller non-modifiable ID code stamp	Each recorded image shall be automatically stamped with a unique and non-modifiable code that identifies the controller that was used to record the image
4.17	Controller (Storage Recorder)	Manufacturer to supply Sheffield City Council with a supply of specialised tools to allow for the removal of the controller and download of data when required.
5.0 Specifications for Video and Audio Recording Rate		
5.1	Video image recording on system activation (when audio is not activated)	The system shall record images at the rate of four images per second
5.2	Video image recording when audio is activated	The system shall record images at the rate of twenty five images per second during periods when audio recording is activated (either due to time requirement, or through activation by the driver trigger switch or passenger panic button)

5.3	When activated, audio recording must be in real time and synchronised with the video recording	
5.4	System to continue to record images (and audio when applicable) when engine is off	System must continue to record images (and audio when applicable) for 30 minutes after engine/ignition is switched off
6.0 Specification for activation via driver or passenger trigger/panic buttons		
6.1	The activation of a trigger button must provide for overwrite-protected image storage when activated by driver or passenger	The system must be fitted with at least two trigger buttons that once activated will trigger the protected recording of audio and video
6.2	Emergency image overwrite protection capability	Image sequences resulting from emergency activation shall be recorded in an area of memory which is protected from being overwritten
6.3	Overwrite capacity for at least 3 activations	
6.4	Overwrite protection self-clear on 96 hour timer	
7.0 Downloading Technical Specification		
7.1	Time to download complete memory not to exceed 30 minutes	Time to download to be accomplished in 30 minutes or less
7.2	Provision of necessary software, cables, security keys to Sheffield City Council Licensing Service	
7.3	Windows 10 compatible	
7.4	Downloaded images stored in non-volatile media	
7.5	Downloaded images stored in secure format	
7.6	Verifiable image authenticity	Each image shall be stamped with controller ID and vehicle ID and be tamperproof
7.7	Provision of technical support to Sheffield City Council Licensing Service when necessary	To assist in accessing system in case of damage to the vehicle or to the system in case of accident within 1 hour during normal working hours and within 8 hours otherwise
7.8	Wireless download prohibited	Unit must not allow for wireless downloads. Wireless diagnostic may be used. All wireless hardware to be disabled
7.9	Filter the specific images for events and times for the approximate time of the crime committed	
8.0 Requirements in Relation to System Information		
8.1	Provision of service log sheet with each unit shipped	The unit manufacturer shall have a service log shipped with the unit. The manufacturer shall also enclose detailed instructions for the drivers with each unit shipped. An installation manual shall also be furnished to authorised installers and fleet operators.
8.2	Serial number indication on service log	The unit will be marked with a serial number

8.3	Installation date indication on service log	The provision for the installer to indicate the installation date
8.4	Provision of the driver instruction card with each unit shipped	
8.5	Provision of installation manual to installers and fleet operators	
8.6	Clarity of operating instructions	The system shall be provided with clear and concise operation instructions that are written with due consideration to varying levels of literacy
8.7	Installation by authorised agents	The unit shall be installed by manufacturer's authorised agents, or other installers approved by the council (subject to agreement with the manufacturer)
8.8	Provision of authorised agents list to Sheffield City Council Licensing Service	The manufacturer shall provide a list of all authorised agents to Sheffield City Council Licensing Service
8.9	Documentation	The manufacturer must provide clear and concise operating instructions that are written in layman's terms – details on how the system records images
8.10	Image Protection	All captured images must be protected using encryption software that meets or exceeds the current FIPS 140-2 (level 2) standard or equivalent
9.0 System Requirements in Relation to Vehicle Inspection Facility - Inspections		
9.1	Provision of system status/health indicator	The driver shall have an indicator showing when the system is operational and when there is a malfunction
9.2	Mounting location of system status/health indicator to be seen by driver only	The indicators shall be mounted/installed for the driver's vision only.
9.3	Additional indicator requirement	Where a system is fitted with an indicator to show that the system is on, this indicator shall be separate to those listed above or of a different colour to avoid any possible confusion on the part of the drivers using the system
9.4	Designed and installed to be testable by Sheffield City Council Licensing Service, or persons acting on behalf of the Council, such as vehicle inspectors	The system shall be designed and installed such that the system may be easily tested by Sheffield City Council Licensing Service, to ensure that all features are operating and that images are being recorded as prescribed.
10. General System Requirements		
10.1	Vandal and tamper resistance	
10.2	Provision of statement of compliance	In addition to a formal test of all aspects of this requirement specification, a statement of compliance shall be provided and signed by an officer of the company
10.3	Reliability in operational and environmental conditions	The system shall provide reliable and full functionality in all operational and environmental conditions encountered in the operation of hackney carriages
10.4	Programmability of image timing parameters	It shall be possible to change timing and parameters without the requirement to change components

10.5	Training and Technical support and Equipment	Manufacturer must provide Sheffield City Council Licensing Service with a Training and Technical Manual. Supply a working unit to Sheffield City Council Licensing Service for testing purposes
10.6	Software and Hardware	Manufacturer to supply Sheffield City Council Licensing Service with supply of cables and software to be installed under the supervision of the Council's authorised staff
10.7	Agreement between the camera manufacturer and Sheffield City Council	Agreement to allow Sheffield City Council access to the relevant software from the manufacturer so that in the event the manufacturer goes out of business, Council will be able to support the system

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Appendix C

Sheffield City Council Tax and Private Hire Licensing Vehicle Compliance Inspection Standards

Section	Subject
1	Lighting and Signalling Equipment: 1.1 Warning Lamps 1.2 Electrical Wiring and Auxiliary Equipment 1.3 Additional Lamps
2	Steering and Suspension: 2.1 Steering and Suspension
3	Brakes: 3.1 Brakes
4	Tyres and Road Wheels: 4.1 Tyres – Condition 4.2 Tyres – Fitting
5	Seat Belts: 5.1 Seat Belts – Type Approval
6	Body and Structure 6.1 Body Alignment, Chassis and Sub-frames 6.2 Vehicle Body and Condition – Exterior of Body and Licence Plate 6.3 Vehicle Body and Condition – Interior of Body 6.4 Interior Signage 6.5 Doors and Seats 6.6 Bumper Bars
7	Fuel and Emissions: 7.1 Exhaust System 7.2 Fuel System – Pipes, Tanks and Cables 7.3 Exhaust Emissions – General 7.4 LPG Conversions

8	Drivers View of the Road 8.1 Mirrors 8.2 Windscreen – View Top the Front 8.3 Window Glass or Other Transparent Material 8.4 Window Tints 8.5 Wipers – Front and Rear
9	Additional Requirements 9.1 Speedometer and Odometer 9.2 Transmission 9.3 Engine and Transmission Mounting 9.4 Oil and Water Leaks 9.5 Luggage and Load Space 9.6 Engine Condition
10	Ancillary Equipment 10.1 Wheelchair Restraint and Access Equipment 10.2 Taxi Meter 10.3 Motion Locks (Hackney Carriage Only) 10.4 Electrically Operated Side Steps and Running Boards 10.5 Drivers Information Systems (Sat Navs, Data Heads etc.)

1.1 - Warning Lamps

Method of Inspection	Reason for Rejection
All warning lamps on dashboard to work to manufacturer's specification	
Headlamp main beam warning lamp to illuminate when main beam is switched on	Main beam warning lamp does not illuminate
Engine management lamp to operate with ignition on and go out when engine started	Engine management lamp not working or does not go out when engine started
Air bag warning lamp to operate when ignition is on and go out when engine is started	Air bag warning lamp not working or does not go out when engine started
Any brake warning lamp to operate with ignition is on and go out when engine started or parking brake released	Any brake warning lamp staying on when engine started and brakes released
Any other manufacturer's warning lamps to operate as the manufacturer intended	Any other manufacturer's warning lamp not working or staying illuminated when engine started. E.g. oil and charge lamps

1.2 - Electrical Wiring and Auxiliary Equipment

Method of Inspection	Reason for Rejection
This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.	
Check all electrical wiring for: <ul style="list-style-type: none"> • Condition • Security • Position • Signs of overheating • Heavy oil contamination 	Wiring: <ul style="list-style-type: none"> • Not adequately insulated • Not adequately secured • Positioned so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective • With clear evidence of overheating • Heavily contaminated with oil
Check battery and carrier for: <ul style="list-style-type: none"> • Security • Leaks 	Battery and Carrier: <ul style="list-style-type: none"> • A battery and/or carrier not secure and likely to become displaced • Battery Leaking
Check all switches for operation, security, illumination and symbol or signage.	Any switch not illuminated, insecure, faulty, no symbol or signage.
Check any auxiliary wiring is correctly fused	Any auxiliary wiring not fused.
Security cameras, when fitted, must be fitted correctly with appropriate signs. Proprietor must provide written consent when requested.	Camera not fitted correctly, signs missing or deteriorated. No consent for equipment.
Any multimedia equipment or systems must be fitted correctly, and driver/licensee must provide written consent when requested.	Equipment not fitted correctly. No written consent on request.

1.3 - Additional Lamps

Method of Inspection	Reason for Rejection
<p>With the ignition switched on, check: Reversing lamps</p> <ul style="list-style-type: none"> • That the reversing lamps emit a diffused white light when reverse gear is selected • The lamps extinguish when neutral gear is selected • The lamps are in good working order, are secure and carry an approval mark • The lamps do not flicker when lightly tapped by hand • Reversing warning alarms, if fitted, must operate 	<p>A reversing lamp:</p> <ul style="list-style-type: none"> • That fails to operate or does not emit a white diffused light • Fails to extinguish when neutral or forward gear is selected • Is not in good working order, are insecure or unapproved • Flickers when tapped lightly by hand • Not working correctly, i.e. should not work in the hours of darkness • Should have a failsafe on the side lights separate marked up switch
<p>Front Fog / Driving Lamps Check that:</p> <ul style="list-style-type: none"> • A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected • A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together • A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together • Check any auxiliary lamps fitted to washer jets, extra running lights or any standard manufacturer lighting for security and operation. 	<ul style="list-style-type: none"> • Lamps inoperative or operate other than in dipped beam mode • Lamps operate incorrectly • Lamps operate incorrectly • Any lamp insecure, deteriorated or not working.
<p>'For Hire' Roof Signs Check that:</p> <ul style="list-style-type: none"> • Correct style and type of sign fitted (according to Sheffield City Council vehicle specification). 	<p>Incorrect colour or details shown on sign.</p>
<p>Ensure that the sign is securely fastened to the vehicle.</p>	<p>Insecure sign.</p>
<p>Condition and security of wiring.</p>	<p>Wiring is not in good condition and is loose or chafed.</p>
<p>Functional test of signs for illumination.</p>	<p>Illumination not consistent across the sign, i.e. all light bulbs, LEDs illuminated when switched on.</p>

Roof lights must work through meter at all times and not be able to be switched off by a separate switch.	Any separate switch that switches of roof light fitted.
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2.1 – Steering and Suspension

Method of Inspection	Reason for Rejection
Check all steering, suspension and wheel bearing and all joints, bushes and linkages for presence, condition, operation and freedom of leaks.	
Check all steering and suspension ball joints and rubber covers for any play or deterioration.	Any steering or suspension ball joint (including covers/gaiters) showing signs of advanced wear/play, deterioration or splits.
Check all steering and suspension bushes for wear and splitting or deterioration.	Any steering or suspension bush showing signs of advanced wear/play, splits or deterioration.
Check all wheel bearings for any play.	Any wheel bearing showing advanced wear/play.
Check coil and leaf springs for any weakness causing vehicle to sit low or tilt to one side.	Any coil or leaf spring weak or showing advanced wear.
Check all shock absorbers for condition and leaks.	Any shock absorber leaking or weak in operation.
Check condition of any suspension hydraulic pipes for corrosion and deterioration.	Any suspension hydraulic pipe corroded or deteriorated.

3.1 Brakes

Method of Inspection	Reason for Rejection
Check all brake components for presence, security, operation, condition and freedom from leaks.	
Check condition of rigid brake pipes for condition, corrosion, security and chafing.	Any rigid brake pipe corroded so that when lightly scraped still shows signs of corrosion, or any pipe kinked or chafing.
Check condition of brake hoses and ferrules for any cracks, corrosion or any heat damage or deterioration.	Any brake hose cracked. Any ferrule corroded to an advanced state. Any heat damage or deterioration.
Check servo pipes for security, cracks, chafing or any deterioration to rubber.	Any servo pipe insecure, cracked, chafing or deteriorated.
Check brake cables for condition and any strands for fraying.	Any brake cable with broken strands or fraying.
Check brake pads for wear and condition.	Front brake pads less than 4mm. Rear brake pads less than 3mm.
Check brake discs for wear, including pits, scoring or corrosion.	Any brake disc showing advanced wear, pitting, scoring or advanced corrosion.
Check brake pad anti-slip provision for advanced wear.	Brake pedal pad worn smooth or deteriorated.
Check rear brakes on rolling road for any obviously out of balance application or low effort.	Any rear brake obviously out of balance or low effort.
Check security of brake master cylinder cap and all covers and seals for presence and security.	Any cap, seal or cover missing or insecure.

Section 4.1 – Tyres and Road Wheels

Method of Inspection	Reason for Rejection
<p>Tyres – Condition</p> <p>On all tyres, including spare wheel (if supplied), examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car and Light Commercial Vehicles (ISBN 0-09549239-0-1).</p> <p>Ensure that remoulded and re-tread tyres are not fitted.</p> <p>All tyres (including spare) must not be aged over 10 years.</p> <p>Note 1:</p> <p>Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel cage installed to manufactures and British Standards may be fitted to the underside of the vehicle.</p>	<p>Not in accordance with the MOT Inspection Manual for Car and Light Commercial Vehicles (ISBN 0-9549239-0-1).</p> <p>Tyres are remoulded or re-tread tyres.</p> <p>Tyres are older than 10 years.</p> <p>Note 2:</p> <p>Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed, and that space savers are a temporary 'get-you-home tyre'.</p>
<p>Special Notice – Stretched Limousines</p> <p>In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability. Most converted stretched limousines are converted from Ford Lincoln Town Cars, with a number of Cadillac variants also.</p> <p>In approved 'stretch' limousine conversions, the maximum weight is approximately 7,100lbs (3.2 tonnes) and care should be exercised when determining suitable tyre ratings. Generally speaking, a Ford Lincoln would require a tyre rating index of 109 T, which gives a load rating of 2,271lbs (1.03 tonnes) with a maximum speed of 118mph. The Cadillac would require a tyre rating index of 115 T, which gives a load rating of 2,679lbs (1.22 tonnes) with a maximum speed of 118mph.</p>	<p>Stretched Limousines</p> <p>More information guidance and the procurement of suitable tyres can be obtained from:</p> <p>Fleet Transport Association Hermes House 2 Manor Road Horsforth Leeds LS18 4DX</p> <p>Tel: 03717 11 22 22</p> <p>www.fta.co.uk</p>

Alternatively, contact National Limousine and Chauffeur Association at www.ncla.co.uk

Section 4.2 – Tyres and Road Wheels

Method of Inspection	Reason for Rejection
Tyres – Fitting	
Check all tyres, including spare (if supplied), for condition and deterioration.	
Tyres must have 2mm of tread across the whole width of the tyre.	Any tyre with tread less than 2mm.
Check tyre side walls for cracks and signs of being run flat.	Any tyre with excessive cracks or signs of being run flat.
All tyres to be of the same size all around the vehicle (exceptions where front and rear fitted different by manufacturer).	A tyre different size to any other on vehicle.
Check for presence of an appropriate jack and wheel brace and security.	No jack or wheel brace fitted or insecure.
Check spare tyre for correct fitment and inflation.	Spare tyre fitted incorrectly or not inflated.
Check that the spare tyre is not a rotational type.	A spare tyre that is a rotational type.
Check manufacture date of tyre	Tyre is older than the vehicle

Section 5.1 – Seat Belts – Type Approval

Method of Inspection	Reason for Rejection
Type Approval	
<p>All seats, including the drivers, shall be provided, where possible, with a lap and diagonal 3-point seat belt. Where this is not possible a 2-point lap seat belt appropriate to the tyre and position of the seat, as laid down in: European Directive 76/115 EEC (as amended by 90/629 EEC) and Regulation 46 and 47 of “The Road Vehicle (Construction and Use) Regulations 1986” whether or not those Directives or Regulations apply to that particular seat or the vehicle.</p>	<p>Seat belts do not comply with the Directives or Regulations as stated within Method of Inspection.</p>
Anchorage Points	
<p>All seat belts shall be fitted with the number of anchorage points appropriate to the type of seat belt. All anchorage points shall comply with M1 standards as laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) or EEC Regulation 14, whether or not those instruments apply to the particular anchorage or the vehicle.</p>	<p>Anchorage points do not comply with the Directives or Regulations as stated within Method of Inspection.</p>
Wheelchair Passengers	
<p>Wheelchair passengers shall be provided, where possible, with a 3-point seat belt, and where not possible, a 2-point lap belt appropriate to the position of the wheelchair as laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) and Regulations 46 and 47 of “The Road Vehicle (Construction and Use) Regulations 1986” whether or not those Directives or Regulations apply to that particular seat or the vehicle.</p>	<p>Seat belts for wheelchair passengers do not comply with the Directives or Regulations as stated within Method of Inspection.</p>
<p>All seat belts fitted shall comply with Regulation 47 of “The Road Vehicle (Construction and Use) Regulations 1986” and bear the designated mark required by that regulation, whether or not those regulations apply to that seat belt or the vehicle.</p>	<p>Seat belts do not comply with Regulation 47 of “The Road Vehicle (Construction and Use) Regulations 1986” and bear the designated mark.</p>

Section 6.1 – Body Alignment, Chassis and Sub-frames

Method of Inspection	Reason for Rejection
<p>Check all body, chassis and sub-frames for security, condition and alignment, paying particular attention to chassis legs; bulkheads; A, B and C posts; crumple zones and general vehicle alignment.</p> <p>Vehicles (new applications) that have been categorised by insurance companies as a Category A, B, S or N or write-offs will not be accepted as suitable for a licence.</p> <p>Vehicles that are already Licenced and sustain Category S or N insurance markers, and/or sustain significant accident damage will only be accepted for further use a hackney carriage or private hire vehicle providing:</p> <ul style="list-style-type: none"> • All work is carried out to a professional standard by a competent body shop • If requested (by the tester or the licensing department) a Chassis Alignment Check is carried out providing evidence that the vehicle is within the manufactures tolerances. • The tester is satisfied that the general vehicle structure has not been compromised, and that in the event of another accident the crumple zones and vehicle structure would perform as the manufacturer as intended 	<p>Signs of significant accident/structural damage.</p>

Section 6.2 – Vehicle Body and Condition - Exterior

Method of Inspection	Reason for Rejection
<p>Body Condition – Exterior</p> <p>Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p>	<p>An insecure or missing body panel, trim, step or accessory.</p> <p>Any sharp edge whatsoever which may cause injury.</p> <p>Heavy scuffing, abrasions or deformation to front and rear bumper.</p> <p>A single dent of more than 80mm in diameter, or more than 3 dents of not more than 20mm in any one panel.</p> <p>More than 4 scratches and/or abrasions of more than 50mm in length in any one panel.</p> <p>Dull, faded paintwork which has lost its gloss finish or paint mismatch to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle.</p> <p>Evidence of poor repairs and/or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle.</p> <p>Any paint work not finished to a professional standard.</p> <p>Obvious signs of rust/corrosion of any size, particularly those that are covered by advertising signs.</p>

	Lack of clearly displayed or omission of 'No Smoking' signs.
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Section 6.2 – Vehicle Body and Condition – Exterior (continued)

Method of Inspection	Reason for Rejection
Body Condition – Exterior	
Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.	
All repairs to vehicle structure and body to be a good quality and repaired by seam welding and a minimum amount of fillers to be used.	Any structural or body repair not seam welded or not to a good quality finish or excessive fillers used.
Check all jacking points for condition and damage and security of any pads fitted.	Any jacking point damaged or corroded. Any jacking pad missing.
Existing Licenced Vehicles	
Exterior licence plate and mounting bracket must be securely fixed to the body of the vehicle in accordance with the condition of the appropriate licence, with suitable nuts, bolts, rivets or screws, magnet and must have a tamper-proof device fitted.	Licence plate or bracket insecure. Tamper-proof device missing or damaged. Not fixed in accordance with licence conditions.
Licence plate must be displayed.	No plate displayed (without valid paperwork)
	Vehicles that are Licenced and have the vehicle plate suspended and held by third party will provide documented evidence or reason for suspension or plate removal. Licensee/driver to produce documentary evidence of failure to display plate correctly. If driver or licensee does not supply such evidence the vehicle is a fail.

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Section 6.3 – Vehicle Body and Condition – Interior

Method of Inspection	Reason for Rejection
Body Condition – Interior	
Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories.	Insecure and loose seat(s).
Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion or prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear.	Missing, dirty, soiled, stained, worn or insecure trim, carpets, headlining and mats.
Check all interior lights work, and operate correctly when doors open.	An inoperative interior light (all lights must illuminate if they are part of Sheffield City Council Licenced vehicle specification and/or standard equipment).
Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters).	A system which does not function correctly or any part is missing, including vents, controls and switches.
Examine all windows ensuring they allow lowering and rising easily.	An opening window that is inoperative or difficult to open and/or close mechanism broken/missing.
Examine interior door locks, grab handles/rails safety covers.	Missing, defective or loose door locks, child locks, protective covers, grab handles and rails. Grab handles/rails which are rigid to aid the blind and partially sighted, and are worn to excess.
Examine grills/partitions for security and condition.	A grill/partition which is insecure or has sharp edges which may cause injury to passengers or driver.
Examine electrical wiring for condition, security, including intercom systems and any ancillary systems.	Frayed, chafing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing.
Where hospitality equipment is fitted (e.g. fridges, cocktail cabinets) these must be checked for security of installation and safety.	Any hospitality equipment that is insecure or unsafe.

Examine the boot for access, contents, cleanliness and water ingress.	Unable to open, close and/or lock boot lid. Failure or boot lid support mechanism, defective seals, evidence of water ingress, dirty boot and/or carpets, loose items stored in boot i.e. spare wheel tools and equipment etc.
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Section 6.4 – Interior Signage

Method of Inspection	Reason for Rejection
Hackney Carriage Only	
All appropriate signs must be fixed securely for exit, window opening and other switches.	Any exit sign missing, any window operations signs missing, any intercom operations signs missing, any interior switch signs missing.
Current table of fares to be displayed.	Fares table missing, out of date, not easily read, obscured or incomplete.
Identification number to be displayed.	ID number missing, obscured or not easily read or incomplete.
Signage for the motion locks must be displayed.	Missing or deteriorated motion lock signage.
All Licenced Vehicles	
Any interior /exterior advertising must have written licensing consent available for inspection.	Consent not available or not given. Advertisement incomplete e.g. ripped, defaced or deteriorated.
No Smoking signs (minimum of two) to be displayed in a prominent position.	No Smoking signs missing, obscured, not easily read and/or incomplete. Must have at least two signs.
Where image recording equipment is fitted to the vehicle, approved signs must be displayed on entrance to vehicle and within the vehicle.	Image recording equipment but no signage displayed. Signs displayed are not to an approved standard as per specification. Signs not easily read, obscured, defaced and/or deteriorated.
Private Hire Only	
An interior licence plate must be permanently affixed to the interior glazed surface of the quarter light on the nearside rear door so that the particulars are clearly visible to all passengers in the vehicle.	Private Hire Vehicle ID missing or not displayed appropriately.
An interior licence plate must be permanently affixed to the glazed surface of the front windscreen so that the particulars are clearly visible from the outside of the vehicle.	Private Hire Vehicle ID missing or not displayed appropriately

Section 6.5 – Door and Seats

Method of Inspection	Reason for Rejection
Doors and Emergency Exits	
Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates.	A door or emergency exit does not latch securely in the closed position. A door or emergency exit cannot be opened from both the inside and outside of the vehicle from the relevant control in each case. Missing, loose, worn handles or striker plate.
Check markings describing the presence and method of opening emergency exits are readily visible on or adjacent to the exit and are legible.	Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect. Missing, loose or damaged trim/cover plate.
Check all seats are secure, clean and not unduly worn.	Seat cushions stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest, torn, slashed or badly stained seats are not acceptable.
Any seat covers fitted must be airbag compatible if required and securely fitted.	Seat covers not airbag compatible where required or is insecure. Seat covers stained, torn, holed or worn.
There must be reflective strips on both front and rear edges of sliding doors and on the rear of normally opening doors.	No reflective strips fitted to the door edges. Note: A lamp is only acceptable if it has a built in reflector for if the bulb fails.
Accessibility: wheelchair Vehicles WAV	
Door configurations for wheelchair accessible vehicle:	
Single rear door – must open to a minimum of 90 degrees and be capable of locking in place.	Door does not open to a full 90 degrees and cannot be secured in the open position.
Check all vehicles with sliding rear doors have a door open sign in the rear window, which must illuminate when either sliding door is opened and go out when door is closed.	Sign does not illuminate when sliding doors opened. Sign stays on when doors are closed.

Hackney Carriage Only	
All interior grab handles to be highlighted, including exit handles.	Grab handles and exit handles not highlighted.

Section 6.6 – Bumper Bars

Method of Inspection	Reason for Rejection
Examine the bumper bars and check:	
They are secure to their mountings.	A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs.
The mountings are secure to the vehicle.	A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected.
There is no evidence of damage.	Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint mismatch or fading which is significantly different to that of the rest of the paintwork.
Check the number plate for deterioration.	Number plates that are deteriorated.

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Section 7.1 – Exhaust System

Method of Inspection	Reason for Rejection
Examine the Exhaust System.	
Check for corrosion, leaks, alignment and mountings for cracks.	Any part of the exhaust system showing advanced corrosion, leaks, misalignment or any mounting cracked or deteriorated.
Where applicable, check for presence, security and adequacy of grease to hot exhausts.	A heat shield missing, insecure or inadequate.

Section 7.2 – Fuel System, Pipes, Tanks and Cables

Method of Inspection	Reason for Rejection
Examine fuel tank(s) for security and leaks.	Fuel tank insecure or leaking.
Check that fuel tank filler caps are: <ul style="list-style-type: none"> • Present • Of the correct type • Secure and seated properly to ensure correct function of sealing 	A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling. Note: Temporary/emergency fuel caps are not permitted
Examine pipes to see they are securely clipped to prevent damage by chafing and cracking, and are not in a position where they will be fouled by moving parts.	Damaged, chafed, insecure pipes, or pipes so positioned that there is a danger of them fouling moving parts.
Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system.	A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system.
Check fuel pipes for any signs of excessive corrosion.	Any fuel pipe excessively corroded.
Check throttle cables for operation and condition.	Any cable sticking or deteriorated.

Section 7.3 – Exhaust Emissions - General

Method of Inspection	Reason for Rejection
<p>The inspector/tester will be required to inform the presenter of the vehicle, the following:</p> <ul style="list-style-type: none">• That it is the responsibility of the presenter to inform the test station if he thinks the emission test will damage the vehicle• Keep your vehicle well maintained in accordance with the manufacturer's recommendations• Have the camshaft drive belt changed at the recommended intervals• Ensure the oil and water levels are filled to the correct level• Do not tamper with governor settings, seals etc.	<p>The tester must refuse to test your vehicle if he thinks that the smoke test may damage your engine.</p>

Section 7.4 – LPG Conversions

Method of Inspection	Reason for Rejection
Any vehicle that is converted to LPG must be done by a European Approved or British Government approved registered company and must have written evidence to state this when presented for test.	<p>No written proof of being converted by an approved convertor/company scheme.</p> <p>No written evidence of fuel system fitted having been serviced by an approved servicer or registered company within the appropriate timescales of test date.</p>
For each renewal of licence test thereafter the equipment must be serviced within on calendar month of test date.	
For intermediate or ad hoc tests thereafter the equipment must be serviced within one year of the test date.	

Section 8.1 – Mirrors

Method of Inspection	Reason for Rejection
The number and position of all mirrors must be checked: Check the condition of each mirror reflecting surface and whether a person sitting in the driver's seat can see clearly to the rear.	Mirror condition: <ul style="list-style-type: none">• A mirror deteriorated or broken• In such a position that a person sitting in the driver's seat cannot see clearly to the rear

Section 8.2 – Windscreen – View to the Front

Method of Inspection	Reason for Rejection
<p>Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle.</p>	<p>The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle.</p>
<p>Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers.</p>	

Section 8.3 – Window Glass or other Transparent Material

Method of Inspection	Reason for Rejection
Visually check the condition of all windscreens, internal screens, partitions; side, rear, roof and door windows for cracks, surface damage and discoloration.	A crack, surface damage or discoloration in glass or other transparent material that: <ul style="list-style-type: none"> • Impairs the driver's front, side or rear view of the road; or • Presents a danger to any person in the vehicle
Check presence and security of all windscreens, side, roof or rear windows, or internal screens or partitions.	A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.
Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.	Any external window or windscreen is obviously leaking.
Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions.	A guard rail or barrier at a window, internal screen or partition missing, insecure or damaged.
For all vehicles first used before 1 st January 1959, as far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass.	The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 st January 1959.
For all vehicles first used on or after 1 st January 1959, as far as it practicable, check that glass used for windscreens and all outside windows is safety glass or safety glazing.	Glass used for a windscreen or an outside window is obviously not safety glass.
Vehicles first used on or after the 1 st June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers set are made from safety glass displaying an acceptable safety mark.	For vehicles first used on or after 1 st June 1978, that windscreens and/or other windows wholly or partly on either side of the driver's seat that are not made from safety glass display an acceptable safety mark.
Note: Marking is not required for safety glass used on vehicles first used before 1 st June 1978.	

Section 8.4 – Window Tints

Method of Inspection	Reason for Rejection
Check all windows with approved measuring device for light ingress through windows.	
Front windscreen must allow 75% light ingress	Front window less than 75% light ingress.
Front side door glass – minimum 70% light ingress transmission	Front side door glass less than 70% light ingress
Remaining glass – minimum 60 % light ingress transmission	Remaining glass less than 60% light ingress
Note: The rear windows and rear screen, which in the opinion of the tester does not impact on seating area of the passenger, can have a higher density tint but must not allow less than 20% light ingress.	A vehicle that has rear or rear screen that are not in the passenger seating area, and does not allow at least 20% light ingress.

Section 8.5 – Wipers – Front and Rear

Method of Inspection	Reason for Rejection
Check operation of front wipers for working on two speeds and rear wash/wipe.	
Check front wipers work on speeds one and two.	Front wipers not working on either speed, one or two.
Check operation or rear wash/wipe.	Rear washer not working and/or rear wiper not working.
Check all wiper blades for splits and deterioration.	Any wiper blade split or deteriorated.
For all air operated wipers examine: <ul style="list-style-type: none"> • The condition of any visible piping • The function of the operating mechanism, and • The function of necessary valves to protect the braking system 	Air operated wipers: <ul style="list-style-type: none"> • Pipes inadequately clipped or supported • Incorrect function of the wipers or leaking components • Incorrect operation of protection valves
Note: Rear wash/wipe can be removed if not working, but must be completely removed, including motor, and blanked off.	

Section 9.1 – Speedometer/Odometer

Method of Inspection	Reason for Rejection
Check that a speedometer/odometer is fitted.	Speedometer or odometer not fitted.
Check the condition of the speedometer/odometer.	Speedometer or odometer not complete or clearly inoperative, or dial glass broken or missing.
Check that the speedometer and odometer can be illuminated.	The speedometer or odometer cannot be illuminated.

Section 9.2 – Transmission

Method of Inspection	Reason for Rejection
Examine transmission, check for:	
Missing or loose flange bolts.	A loose or missing flange bolt(s).
Cracked or insecure flanges.	A flange cracked, or loose on the transmission shaft.
Wear in shaft and/or wheel bearings.	Excessive wear in shaft bearing.
Security of bearing housings.	A bearing housing insecure to its fixing.
Cracks or fractures in bearing housings.	A cracked or fractured bearing housing.
Wear in universal joints.	Excessive wear in a universal joint.
Deterioration of flexible couplings.	Deterioration of a transmission shaft flexible coupling.
Distorted/damaged shafts.	A damaged, cracked or bent shaft.
Deterioration of bearing housing flexible mountings.	Deterioration of a flexible mounting of a bearing housing.
Clearance between transmission shafts and adjacent components.	Evidence of fouling between any transmission shaft and an adjacent component.
Front Wheel Drive	
<p>Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:</p> <ul style="list-style-type: none"> • Wear and security • Damage to flexible rubber of fabric universal joints • Security and oil contamination of flexible rubber or fabric universal joints • Condition, presence and security of constant velocity joint gaiters 	<ul style="list-style-type: none"> • Drive shaft, constant velocity or universal joint coupling worn or insecure • A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up • A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure • A drive shaft, constant velocity joint gaiter split, missing or insecurely mounted

Section 9.3 – Engine and Transmission Mountings

Method of Inspection	Reason for Rejection
<p>Examine condition of:</p> <ul style="list-style-type: none">• Mountings• Sub-frames <p>The security to chassis and check for:</p> <ul style="list-style-type: none">• Fractures• Looseness• Deterioration	<p>Any mounting or sub-frame</p> <ul style="list-style-type: none">• Loose• Fractured• Deteriorated• Inappropriate repair

Section 9.4 – Oil and Water Leaks

Method of Inspection	Reason for Rejection
Check vehicle for oil and water leaks from any assembly or component to the ground.	An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary.
<p>Check vehicle for oil and water leaks from any assembly or component that could be deposited on surrounding bodywork onto the exhaust system.</p> <p>Note: If necessary, the engine can be run at idle speed to confirm the existence of an oil leak.</p>	<p>Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would:</p> <ul style="list-style-type: none"> • Contaminate areas • Could potentially cause a health, safety or fire risk

Section 9.5 – Luggage and Load Space

Method of Inspection	Reason for Rejection
Luggage should be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. There must be an approved parcel shelf or pull out screen in the case of a hatch/back or estate car. A suitable grill or net is not acceptable.	Load restraint system, if required, not present at time of test. Load restraint system faulty or unserviceable. Parcel shelf or screen not fitted.

Section 9.6 – Engine and Transmission

Method of Inspection	Reason for Rejection
The engine readily starts and displays no evidence of serious mechanical defects.	Engine shows signs or serious mechanical defect.
Must be able to be switched off.	Engine cannot be started or switched off.
Hackney Carriage Only	No fuel cut off switch or sign fitted.
A fuel cut off switch and sign should be fitted at the front of the vehicle.	
Note: If the vehicle is fitted with an inertia switch, above not required.	
Check clutch for excessive noise or slip or difficulty to select gears.	Clutch excessively noisy or slipping or difficult to select gears.
Check gearbox for excessive noise.	Gearbox excessively noisy.
Check clutch pedal anti-slip for wear and deterioration.	Clutch anti-slip worn or deteriorated.
Check the automatic gearbox selector illumination.	Not illuminated.

Section 10.1 – Wheelchair Restraint and Access Equipment

Method of Inspection	Reason for Rejection
Wheelchair Restraint	
Where applicable, check condition and operation of wheelchair restraint.	A wheelchair restraint is defective, worn or missing.
A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces. The system and the devices used to secure a wheelchair to the vehicle shall comply with the relevant standards laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) whether or not those directives apply to those devices or the vehicle.	Wheelchair anchorage systems and devices do not conform to European Directives 76/115 EEC (as amended by 90/629 EEC).
Wheelchair Access and Equipment	
Check that appropriate ramps are fitted and are securely installed. Examine for damage, deformity, sharp edges and provision of anti-slip covering.	Ramps missing, incorrectly stored, damaged/deformed and/or anti-slip covering in poor condition.
Presenter of vehicle to demonstrate the satisfactory fitting and deployment of ramps.	Presenter fails to demonstrate satisfactory fitting and deployment of ramps.
All new hackney carriage applications shall be equipped with a manufactures user manual/guide on the ramp deployment, and safe loading and unloading and security of wheelchair passengers.	Does not have the user manual/guide.
Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy.	Unable to deploy ramps.
Wheelchair access equipment shall be fitted into the side access door of the vehicle. The side door shall be the door situated on the nearside of the vehicle, i.e. kerbside when stopped in a normal road.	Wheelchair access equipment which can only be fitted to the offside access door of the vehicle.

A locking mechanism shall be fitted that holds the access door in the open position whilst in use.	No evidence of a suitable locking mechanism to hold the door open.
Any wheelchair tracking must comply with European Standard UNECE Regulation 14 (EC Directive 76/115/EEC).	Unable to present a valid or current certificate for wheelchair tracking.
Further information on disabled persons transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) website: www.dptac.gov.uk	

Section 10.2 – Taxi Meter (Hackney Carriage Vehicles Only)

Method of Inspection	Reason for Rejection
<p>The taxi meter is to be measured on an approved single rolling road system. The test shall be carried out using the manufacture's operating instructions and all health and safety precautions must be observed. Front wheel drive vehicles must be tied down for the rolling road test.</p> <p>All relevant distances for the test are to be taken from the current table of fares at the time of test.</p>	Taxi meter out of calibration.
The meter is to be an approved type and fitted securely in the driver's compartment and in such a position that it is clearly visible to the passenger compartment.	Taxi meter not clearly visible to passengers. Taxi meter insecure.
The meter must have an approved form of seal to prevent non approved calibration of the meter.	No approved seal on the taxi meter.
A current table of fares must be clearly displayed to passengers. The table must be in good condition and not faded.	A current table of fares not clearly displayed, damaged or faded.
	<p>Note: Where vehicles are manufactured as to be unable to be tested on a single rolling road system, the vehicle will be taken for test on a measured distance with the calculation taken from the current table of fares.</p>

Section 10.3 – Motion Locks (Hackney Carriage Vehicles Only)

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Method of Inspection	Reason for Rejection
Whilst the vehicle is being tested on the single rolling road or a measured distance, check the operation of motion locks.	
The rear doors must lock from the inside only as soon as the vehicle moves away, and the warning lights must illuminate. When the vehicle stops the doors must unlock and the warning lights extinguish.	Motion locks do not lock the rear doors when the vehicle is in motion.
Check the motion lock overriding system (if fitted) that operates through the footbrake lighting system (brake lights), The rear doors should lock from the inside when the foot brake is depressed, unless the system is switched off (some systems can be manually switched off).	Motion locks that do not unlock the rear doors when the vehicle stops (unless the foot brake is depressed on vehicles fitted with the foot brake override system).
Note: Not all vehicles have the foot brake override system The only override system allowed is the 'foot brake override system' described above.	
Check for any switches fitted that disable the motion lock system, and make sure that motion locks always operate whilst the vehicle is in motion.	Any switch that turns off the motion locks whilst the vehicle is in motion.
Check for any switches fitted that will lock the rear doors and not allow passengers to exit the vehicle.	Any switch fitted to lock rear doors and not allow passengers to exit vehicle.
Check that the motion door lock warning lights operate correctly, and check warning notices are displayed and are not deteriorated.	Missing or defective motion lock warning lamp, signage missing or faded.

Section 10.4 – Fire Extinguisher

Method of Inspection	Reason for Rejection
If a fire extinguisher is present it must be securely fitted in the driver's compartment where it is within easy reach of the driver and does not interfere with the safe use operation of the vehicle.	Fire extinguisher not fixed, or not easily accessible to driver.
The fire extinguisher must comply with requirements of BS EN3 1996 and have minimum rating of 5a and 34b.	Does not comply with requirements.
The extinguisher must contain not less than 0.9 litres AFFF foam or 1kg dry powder and must have a seal or gauge mechanism.	Fire extinguisher is not of appropriate type or standards gauge or seal broken or showing empty.
The vehicle registration shall be permanently and legibly marked on the extinguisher.	Vehicle registration is missing or illegible.
NB: It is not a mandatory condition that a fire extinguisher is fitted within the vehicle.	

Section 10.5 – Electrically Operated Side Steps and Running Boards

Method of Inspection	Reason for Rejection
Check the condition, operation, security and cleanliness of the electrically operated side step.	Steps do not operate. Steps insecure or not in a clean condition. Step warning lights not operating when the steps are deployed.
Check the failsafe system connected to the handbrake lever.	Steps do not retract when the handbrake is released.
Check that the edges of the step are highlighted.	Steps not highlighted on all edges.
Note: No switches to be fitted that allow the step to be deployed when the handbrake is in the off position, or the step kept out when the vehicle is in motion.	Any switch fitted that allow steps to be left in the out position when the handbrake is released.
Running Boards	
If the vehicle is fitted with running boards, written evidence is to be provided for proof of fitment by the original body builder, and all measurements to be correct.	No written proof of fitment by the original body builder.
The step should have at least five inches of usable width on both sides of the vehicle, and should cover the length of the door aperture.	Does not have five inches of usable width on both sides of the vehicle. Length of the step does not cover the whole door aperture.
For vehicles fitted with running boards as standard this will be covered by the M1 Type Approval.	

Section 10.6 – Driver Information Systems

Method of Inspection	Reason for Rejection
Where information systems are fitted, e.g. data-heads, Sat-Navs, CCTV Systems and in-car entertainment.	
These must be checked for security of installation and safety.	Not securely fitted, unsafe operation, wiring loose, unsecured or potentially hazardous.
Must not interfere with driver's safe operation of the vehicle.	Interferes with the safe operation of the vehicle.
Must not hinder the forward vision of the driver.	Obstructs forward vision of the driver.

Definition of Motor Vehicles

Category	Definition
M	A motor vehicle with at least four wheels designed and constructed for the carriage of passengers.
M1	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat.
M2	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding five tonnes.
M3	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding five tonnes.

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Appendix D - Sheffield City Council Hackney Carriage Byelaws

Byelaws made under Section 68 of the Town Police Clauses Act 1847, and Section 171 of the Public Health Act 1875, by the Sheffield City Council with respect to hackney carriages in the City of Sheffield.

Interpretation

1. Throughout these byelaws the “Council” means the Sheffield City Council; “the district” means the whole of the City of Sheffield; and “authorised officer” means any officer or person authorised by the Council to inspect or supervise hackney carriages and the drivers thereof.

Hackney carriage to display number of licence

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be displayed on the outside and inside of the carriage by means of the plates supplied by the Council.
- (b) A proprietor or driver of a hackney carriage shall not:
 - (i) Wilfully or negligently cause or suffer any such number to be concealed from public view whilst the carriage is standing or plying for hire;
 - (ii) Cause or permit the carriage to stand or ply for hire with any such numbered plate so defaced that any figure or material particular is illegible.

Notices Etc. prohibited on hackney carriage

3. A proprietor or driver of a hackney carriage shall not place or suffer to be placed any printed, written, painted or other matter by way of advertisement or notice on any part of the carriage except with the consent of the Council.

Punctual attendance when previously hired

4. The proprietor or driver of a hackney carriage who has agreed or has 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 at such appointed time and place.

Conduct of drivers

5. The driver of a hackney carriage shall at all times when the carriage is standing or plying for hire be clean and respectable in his dress and person, shall behave in a civil and orderly manner and shall conduct himself with civility and propriety towards every person seeking to hire, or hiring, or being conveyed in the carriage, shall comply with every reasonable requirement of any person hiring the carriage, and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

Driver not to smoke whilst carriage is occupied by passengers

6. A driver of a hackney carriage shall not save with the express consent of the hirer, smoke at any time whilst the carriage is occupied by a passenger or passengers.

Driver not to permit any person or animal to ride outside hackney carriage

7. A driver of a hackney carriage shall not in any circumstances whilst driving or plying for hire permit or suffer any person or animal to ride upon any part of the outside of the carriage or beside or with the driver on the front of the carriage.

Canvassing prohibited

8. A proprietor or driver of a hackney carriage when standing or plying for hire shall not, by calling out, or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.

Provision and wearing of badges

9. A driver shall at all times when acting in accordance with the drivers' licence granted to him wear such badge, provided by the Council, in such position and manner as to be plainly and distinctly visible.

Carriage of personal luggage and animals

- 10.(a) The driver of hackney carriage so constructed or adapted for the conveyance of luggage shall, when requested by any person hiring the carriage, convey personal luggage in it or on it not exceeding in the aggregate 50kgs in weight, and shall not afford all reasonable assistance in loading and unloading any such luggage conveyed in or on the carriage and belonging to or in charge of any person hiring or being conveyed in the carriage;
- (b) Every such driver shall, when requested by the person hiring the carriage, afford all reasonable assistance in moving any such luggage to or from any gate, door or entrance at any house, station or place at which he may take up or set down any such person;
- (c) Nothing in this byelaw shall compel any driver to permit the carrying in or on the carriage of any article or animal which is of such bulk or amount or character that the carrying of it, or its placing in or on its removal from the carriage, would be likely to cause damage to the carriage or its fittings;
- (d) Personal luggage, where reasonably practicable, shall be conveyed within the vehicle rather than on the exterior of the vehicle;
- (e) In this byelaw the expression "personal luggage" includes a perambulator and a child's push-chair.

Number of persons to be carried in hackney carriage

11. The proprietor or driver of a hackney carriage shall not convey or permit to be conveyed therein a greater number of persons exclusive of the driver than the number of persons specified in the licence granted in respect of such hackney carriage

Occupation of stands

12. Every driver of a hackney carriage shall, when plying for hire in any street and actually hired;
- (a) Ensure that his hackney carriage does not cause any inconvenience or hazard to any other vehicle or pedestrian;
 - (b) When instructed to do so by a Police Officer or an authorised officer proceed with reasonable speed to one of the stands appointed by the Council;
 - (c) 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 so as to face in the same direction;
 - (d) From time to time when the carriage in front is driven off or moved forward to cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward;
 - (e) When the first carriage on the stand remain with the carriage and be ready to be hired at once by any person.

Fares and charges for hackney carriages

13. The proprietor or driver of a hackney carriage shall be entitled to take for the hire of the carriage the rate or fare prescribed by the Council from time to time the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage shall be hired by distance the proprietor or driver thereof shall not be entitled to take for the hire of the carriage a fare greater than that recorded on the face of the taximeter except where;

- (a) Specifically authorised to do so by the Council; and
- (b) Where the extra fare is notified to passengers by a notice supplied by the Council and affixed to the inside of the vehicle so as to be clearly visible to all passengers.

Drivers of hackney carriage not to demand more than authorised fare

14. The proprietor or driver of a hackney carriage shall not demand nor represent himself as entitled to take for a journey a greater sum than the amount authorised to be taken in accordance with byelaw 13.

Statement of fares to be exhibited in hackney carriage

15. (a) The proprietor of a hackney carriage shall:

- (i) Cause the table of fares supplied by the Council to be fixed on the inside of the carriage in such a position as to be easily read by a passenger;
 - (ii) Cause such table to be renewed as necessary;
 - (iii) Display any statement or notice that the Council consider necessary on the inside of the vehicle.
- (b) The proprietor or driver of a hackney carriage shall not wilfully or negligently cause or suffer the letters or figures in the table of fares or any other statement or notice that the Council require to be displayed to be concealed or rendered illegible at any time when the carriage is plying for hire or being used for hire.

Furnishing of hackney carriage

16. (a) The proprietor of a hackney carriage shall:
- (i) Provide sufficient means by which any person in the carriage may communicate with the driver;
 - (ii) Cause the roof covering to be kept watertight;
 - (iii) Provide necessary windows with means of opening and closing not less than one window on each side;
 - (iv) Cause the seats to be properly cushioned or covered;
 - (v) Cause the floor to be provided with proper carpet, mat or other suitable covering;
 - (vi) Cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (vii) Cause means to be provided for securing luggage;
 - (viii) Cause an efficient fire extinguisher of a make and type approved by the Council to be carried on the carriage in such a position as to be readily available for use and maintained in good working order at all times;
 - (ix) Provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- (b) A proprietor of a hackney carriage shall not install, without the consent of the Council in writing, any fitting (including a wireless transmitting or receiving set).

Search for and disposal of property accidentally left in hackney carriage

17. Every proprietor or driver of a hackney carriage shall:
- (a) Immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the carriage for any property which may have been accidentally left therein;
 - (b) If any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him;

- (i) Carry it as soon as possible and in any event within twenty four hours, if not sooner claimed by or on behalf of its owner, to the South Yorkshire Police Lost Property Office, Sheffield, and leave it in custody of the officer in charge on his giving receipt for it;
- (ii) Be entitled to receive from any person to whom the property shall be re0delivered an amount equal to 10p in the pound of its estimated value (or fare for the distance from the place of finding to the Lost Property Office aforesaid whichever be the greater) such amount not to exceed ten pounds.

Taximeters

18. The Proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached, and maintained in a manner approved by an authorised officer of the Council and so as to comply with the following requirements, that is to say:
- (a) The taximeter should be fitted with a key, flag or other device, the operation of which will bring the machinery of the taximeter into operation and cause the word "HIRED" to appear on the face of the taximeter.
 - (b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
 - (c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance or by time in pursuance of the table of fares fixed by the Council.
 - (d) 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.
 - (e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
 - (f) The taximeter and all fittings thereof shall be fixed 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.

Starting or stopping of taximeters

19. The driver of a hackney carriage provided with a taximeter shall:
- (a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter.
 - (b) As soon as the carriage is hired by distance or time and before the beginning of the journey, bring the machinery of the taximeter into action by operating the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring
 - (c) Cause the display of the taximeter to be kept properly illuminated throughout any part of the hiring which is during the hours of darkness, these being the time between half-an-hour

after sunset and half-an-hour before sunrise and also at any other time at the request of the hirer.

- (d) Immediately on completion of the hiring cause the taximeter to cease recording but so that the amount of the fare recorded shall remain displayed on the face of the taximeter to permit the hirer to have a reasonable opportunity of examining the same.

Hackney carriage to bear sign "For Hire" or "Taxi"

20. The proprietor of a hackney carriage shall cause the carriage to be fitted with a sign which bears the words "FOR HIRE" or "TAXI" in letters at least two inches in height and is fitted with the means whereby these words may be electrically illuminated; such sign shall be fitted in the centre at the front of the canopy of the carriage in such manner that the aforesaid words are clearly and distinctly visible and legible at all times when the sign, is illuminated.

Illumination of sign "FOR HIRE" or "TAXI"

21. The driver of a hackney carriage shall cause any sign bearing the words "FOR HIRE" or "TAXI" which is affixed on the carriage in accordance with the requirements of Byelaw No.20 to be electrically illuminated so as to be clearly visible both day and night at all times when the carriage is standing or plying for hire within the City, but not hired.
22. A proprietor 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 fittings thereof or the seals affixed thereto.

Provided that if a taximeter affixed to a hackney carriage is found to be defective or inaccurate, the proprietor of the carriage, or a person authorised by him, may break the seals of the taximeter for the purpose of effecting the necessary repairs. In such case the proprietor shall, within twenty-four hours give or cause to be given notice of the action to which he has taken in writing to an authorised officer of the Council, specifying the number of the licence of the carriage and the maker's name and number of the taximeter.

Provided also that nothing in this byelaw shall be deemed to authorise a hackney carriage to be used or continued in use as such after the seals on any taximeter with which the hackney carriage is provided have been broken as aforesaid and before the taximeter has again been certified to register correctly by an authorised officer of the Council.

Interior lighting of hackney carriage

23. The proprietor of a hackney carriage shall furnish the carriage with an efficient lamp so constructed and so affixed as to afford sufficient lighting for the interior of the carriage, and the driver of the carriage shall at all times, while standing plying or driving for hire, cause the lamp to be kept properly adjusted and ready for lighting, and shall, at the request of the hirer, cause it to be properly lighted during the hiring.

Driver to produce copy of byelaws

24. The driver of a hackney carriage who is standing, plying or driving for hire shall at any time when required by an authorised officer, or any police constable or any hirer produce a copy of these byelaws, clean and in good order for perusal and inspection by that authorised officer, constable or hirer.

Penalty

25. Every person who offends against any of the foregoing byelaws shall be liable on summary conviction for every such offence to a fine not exceeding £100, and, in the case of a continuing offence, to a further fine not exceeding £5.00 for each day during which the offence continues after conviction therefore.

Repeal

26. The byelaw with respect to hackney carriages made by the Council on the 16th day of February, 1978 and confirmed by one of Her Majesty's Principal Secretaries of State on the 1st day of April, 1978.

Provided that the repeal of the said byelaws shall not interfere with the prosecution of any offence committed before the said repeal against, or the recovery of a fine incurred under, the said byelaws.

Appendix G

SHEFFIELD CITY COUNCIL

**Hackney Carriage Vehicle Licence
Policy**

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Frequently Used Terms

The following terms are used frequently throughout this policy document.

'LGMPA'	Refers to the Local Government (Miscellaneous Provisions) Act 1976
'TPCA'	Refers to the Town Police Clauses Act 1847
'The Council'	Refers to Sheffield City Council.
'The Licensing Committee'	Refers to the Licensing Committee of Sheffield City Council.
'The Licensing Sub-Committee'	Refers to members of the Licensing Committee with sub-delegation of functions.
'The Licensing Authority'	Refers to Sheffield City Council, which carries out its function as the Licensing Authority under the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976 and other relevant legislation.
'Licensing Policy'	Refers to this document, Sheffield City Councils' Hackney Carriage Vehicle Policy
'Statutory Guidance'	Statutory Taxi and Private Hire Vehicle Standards

Part 1 - Introduction

Sheffield City Council is responsible for the regulation of hackney carriage vehicles in the district of Sheffield.

The policy builds on the experience and knowledge we have gained by administering and enforcing the legislation for many years, particularly when addressing issues that may impact on the safety and well-being of our residents, visitors to the city and those working in the city.

This policy, related procedures and processes, and the Statutory Taxi and Private Hire Vehicle Standards, which have been embedded within the policy, will guide the work of Sheffield City Council in the way in which it carries out its licensing functions.

The policy has effect from ^{1st March 2023} ~~(to be decided)~~ and will be applied to existing licences and new applications ~~received after the date that the policy is adopted by the Council.~~

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The Council reserves the right to overturn a decision that has previously been made. In addition, the Council will undertake periodic auditing of currently licensed vehicles to ensure that perverse or wrong decisions are discovered and corrected. Such audits will be conducted using this policy as the required standard.

The policy has been developed by Sheffield City Council after consulting with the public at large and those recommended in the Statutory Standards. In developing this policy, we have also taken into consideration other strategies, policies and guidance as referenced in Part 2.

This policy sets out the requirements and standards that individuals must adhere to. In exercising its discretion in carrying out its regulatory functions, the Council will have regard to this policy document. However, each application or enforcement action will be considered on its own merits.

The Council will review the policy at least every three years and informally re-evaluate it from time to time.

Part 2 - ~~Integrating~~ Strategies and Legislation

Due regard will be given to other such strategies, policies and guidance documents in the writing of this policy, in decision making processes, and all other work carried out within the scope of the licensing regime.

The policies and strategies referenced below are recognised as those that are integral in the current licensing regime and will help to define the context and content within:

- Rehabilitation of Offenders Act 1974
- Transport Act 1985, 1991 and 2000
- Human Rights Act 1988
- Crime and Disorder Act 1998
- The Office of Fair Trading "The Regulators of Licenced Taxi and PHV Services in the UK" 2003
- Road Traffic Act 2006
- Equality Act 2010
- The Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice – March 2010
- Anti-Social Behaviour, Crime and Policing Act 2014
- Guidance on the Rehabilitation of Offenders Act – March 2014
- Better Regulation Delivery Office – Regulators' Code 2014
- Policing and Crime Act 2017
- Taxi and Private Hire Licensing – Councillors' Handbook (England and Wales) 2017
- Access for Wheelchair users to Taxis and Private Hire Vehicles – Statutory Guidance 2017
- Safeguarding Children and Vulnerable Adult Policy
- Clean Air Sheffield
- A 10 Point Plan for Climate Action (Working Draft)
- Statutory Taxi & Private Hire Vehicle Standards 2020
- Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022
- Taxis and Private Hire Vehicles (Disabled Persons) Act 2022

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Part 3 – Equality, Diversity, and Inclusion

Sheffield is a diverse city, both ethnically and culturally. We value and celebrate the diversity that exists amongst both the citizens of Sheffield and our workforce. As a Council we want to ensure that everyone can fully participate in the social, cultural, political, and economic life of the city.

The Equality Act 2010

The Equality Act 2010 and Section 149, the Public Sector Equality Duty, places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment, and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy & maternity
- race
- religion or belief
- sex
- sexual orientation
- Marriage & Civil Partnership.

The Licensing Authority will have regard to the Equality Act 2010 and Sheffield City Council's Equality, Diversity and Inclusion Policy Statement 2017.

For further information, please see details at the following link:

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/organisations-and-businesses/businesses>

Equality Impact Assessment (EIA)

An EIA is how Sheffield City Council systematically assesses the potential effects that a proposed policy or project is likely to have on different groups within the city. Policies will affect different people in different ways, and it is possible that they have the potential to discriminate against certain groups, even if this is not an intention.

EIA's are carried out within the Licensing Service to consider the equality impacts of any proposed projects, new and revised policies, strategies and budget proposals.

An EIA has been carried out throughout the formulation of this policy.

Part 4 – Delegations

Sheffield City Council, acting as the Licensing Authority, has established a ~~Licensing Committee~~ ~~Waste and Street Scene Policy Committee consisting of 15 Councillors~~. The Licensing Committee has the authority, amongst other licensing matters, to discharge non-executive regulatory functions in respect of hackney carriage and private hire licensing and to formulate and review licensing policies in this regard.

The ~~Licensing Committee has further delegated its functions to a~~ Licensing Sub-Committee ~~is and are~~ responsible for determining individual cases.

In addition, the Chief Licensing Officer has ~~been further~~ delegated to appoint and authorise Officers to investigate and discharge statutory duties under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. Some of these authorised powers include, but are not limited to:

- Accepting applications
- Granting licences
- Suspending licences
- Issuing formal warnings and cautions
- Investigating and preparing prosecution files
- Investigating complaints

The table below sets out the agreed delegation of decisions and functions to the Licensing Committee, Sub-Committees and Officers.

Matter to be dealt with	Full Committee	Licensing Sub Committee	Officers
Refusal of licence		✓	
Revocation of licence		✓	
Suspension of licence		✓	✓
Review of licence		✓	
Formal Warnings		✓	✓
Investigation of offences and preparation of prosecution files			✓
Complaints		✓	✓

Rights of the Applicant

This policy does not preclude any person from making an application. Each application will be considered on its own individual merits in accordance with the Town Police Clauses Act 1847,

Local Government (Miscellaneous Provisions) Act 1976, associated [byelaws](#), and relevant integrating legislation.

Hearings

Where Officers are unable to determine an application, a hearing will be scheduled with the Licensing Sub-Committee to consider such an application.

Each application will be judged on its own individual merits.

An applicant may request a third party, such as a friend or trade representative, to make a written representation, and attend to present their case at a sub-committee hearing.

Every decision made by the Licensing Sub-Committee shall be followed with a written determination notice.

Appeals against Licensing Authority Decisions

There are rights of appeal against Council and Licensing Committee decisions:

- Most appeal applications must be made to Sheffield Magistrates Court, within 21 days of the determination.
- An appeal against a refusal to grant a Hackney Carriage proprietors' licence must be made directly to the Crown Court.

There is no right of appeal against a decision to suspend a vehicle licence under Section 68 of the '76 Act

Part 5 – Information Sharing

How Information is used

Personal data is processed under contract to which licensees are party by way of an application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data, including criminal records or health information, information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

All applications will be processed in accordance with:

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976
- Statutory Taxi and Private Hire Vehicle Standards

Who is information shared with?

Information on those organisations with which information is shared can be sought directly from the Licensing Authority.

As an example, those organisations with which information is shared is as follows:

- Driving and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service
- Home Office
- NR3 National Register of Taxi Licence Refusals and Revocations
- Department for Environment, Food and Rural Affairs (DEFRA)
- Other Local Authorities
- Other Council Services
- Any Other Service/Organisation as Referenced in the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976

We are required to maintain and publish Public Registers, which includes data of licence holders.

• We will also share data with the Cabinet Office for the purposes of a data matching exercise called the National Fraud Initiative. The purpose of the exercise is to detect fraud and error. The Council is legally required to participate in this exercise.

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How long will information be kept for?

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

In the event that your licence is revoked, or an application refused, information will be uploaded to the NR3 Register and the information kept for 25 years.

Your Rights

There are rights under Data Protection law. Further details about rights, contact details of our Data Protection Officer and your initial rights to make a complaint can be found on the Council's Data Protection webpage: www.sheffield.gov.uk/privacy.

Part 6 - Legislative Background

In regulating the hackney carriage trade, the Council shall adhere to the regulatory frameworks as set out in the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, local bylaws and any relevant integrating legislation and statutory guidance.

The legislative frameworks contained in these Acts, as well as the objectives set out in this policy will be used in relation to all issues pertaining to the regulation, administration and enforcement of hackney carriage vehicles.

Town Police Clauses Act 1847

The Town Police Clauses Act 1847 is the primary legislative framework used to regulate the hackney carriage vehicle trade.

Section 38 of the Town Police Clauses Act 1847 states:

- 38 *Every wheeled carriage, whatever may be its form or construction, used in standing or plying for hire in any street within the prescribed distance, and every carriage standing upon any street within the prescribed distance, having thereon any numbered plate required by this or the special Act to be fixed upon a hackney carriage, or having thereon any plate resembling or intended to resemble any such plate as aforesaid, shall be deemed to be a hackney carriage within the meaning of this Act; and in all proceedings at law or otherwise the term "hackney carriage" shall be sufficient to describe any such carriage:*

Provision always, that no stage coach used for the purpose of standing or plying for passengers to be carried for hire at separate fares, and duly Licenced for that purpose, and having thereon the proper numbered plates required by law to be placed on such stage coaches, shall be deemed to be a hackney carriage within the meaning of this Act.

Further information can be found at <http://www.legislation.gov.uk/ukpga/Vict/10-11/89>

Local Government (Miscellaneous Provisions) Act 1976

The Local Government (Miscellaneous Provisions) Act 1976 is also used to regulate the hackney carriage vehicle trade. It was adopted by Sheffield City Council at its meeting on Wednesday 1st March 1978.

Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 states:

- 47(1) *A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary*
- 47(2) *Without prejudice to the generality of the foregoing subsection, a district council may require any hackney carriage Licenced by them under the Act of 1847 to be such design or appearance or bear such distinguishing marks as shall clearly identify it as a hackney carriage.*
- 47(3) *Any person aggrieved by any conditions attached to such a licence may appeal to a magistrates' court.*

Further information can be found at <http://www.legislation.gov.uk/ukpga/1976/57>

Part 7 - Application Process

The Authority will licence hackney carriage vehicles that meet the requirements as set out in the vehicle specification, and that adhere to all other policy requirements.

Applying to licence a Hackney Carriage Vehicle

Before making an application, applicants are expected to have read this policy, specifically the vehicle specification, in order that they purchase a vehicle that is suitable and conforms to all necessary requirements.

Policy – Objective 1

Application Process

Applying for a licence generally involves three stages.

1. **Applying** - Completion of an application form by applicant
2. **Processing** - Receipt and handling of application by licensing officers
3. **Determining** - Deciding on the outcome of the application

Applying

The following information must be supplied when submitting an application:

- Application form, completed on the prescribed form as supplied by the Authority
- ~~Tax-Conditionally-Check~~
- Basic Disclosure
- The original V5C registration certificate (logbook), or the new keepers supplement of the V5C if the vehicle has been recently purchased
- The original certificate of insurance or, in the case of newly purchased vehicle, the insurance cover note
- Compliance Certificate as issued by Sheffield City Council's Testing Station
- The appropriate fee



Processing

The Authority will process the application on receipt and ensure its compliance with policy.



Determining

Where an application conforms to legislation, statutory guidance and this policy, a licence will be granted for a period not exceeding 12 months.

Where an application does not conform to legislation, statutory guidance and this policy, the individual will be informed.



Part 8 – Tax Conditionality Checks

Individuals are required to evidence that they have undertaken a tax check.

The Authority has taken direction from HM Revenue & Customs on the process of undertaking Tax Conditionality Checks.

Policy – Objective 2

Tax Conditionality Checks

Individuals and companies will be required to meet new rules on applying for a Hackney Carriage Vehicle Licence on or after 4th April 2022.

Individuals and companies who have not previously held a licence must confirm that they are aware their tax registration obligations, such as:

- PAYE information
- Registering for Self Assessment
- Corporation Tax information

Individuals and companies who make an application to renew a licence on or after 4th April 2022 will need to complete a tax check.

A tax check must be carried out by the individual—the Licensing Authority is unable to undertake on the individual's behalf.

The tax check asks questions about how an individual pays tax on income earned from the licensed trade.

As part of the renewal application process, individuals are required to provide the Licensing Authority with required information for a tax check to be carried out.

Failure to provide the required information will result in an incomplete application and the licence will not be renewed.

Part 9 - Disclosure and Barring Service (DBS) Checks

Vehicle proprietors, unlike drivers, are not eligible for standard or enhanced criminal record checks; the Authority will therefore accept a criminal conviction certificate (Basic Disclosure) from the Disclosure and Barring Service (DBS) to assess ~~the fit and properness requirement-~~

~~In assessing whether an individual is fit and proper the Authority will look at any and all convictions contained within the Basic Disclosure check.~~

~~In assessing fit and properness, the Authority will look at all convictions contained within the DBS Check and review against the Fit and Proper Threshold.~~

~~The fit and proper threshold is referenced within this section and pays Particular attention will be paid to:~~

- Crimes resulting in death
- Exploitation
- Offences involving violence
- Possession of a weapon
- Sex and indecency offences
- Dishonesty
- Drugs
- Discrimination

Policy – Objective 3

Basic Disclosure

An individual who is not already licensed as a driver is required to apply for a Basic Disclosure Certificate through the Disclosure and Barring Service (DBS).

The Basic Disclosure will disclose any unspent convictions recorded on the Police National Computer (PNC). The Authority will look at all convictions contained within ~~the certificate the DBS Check, and review against the Fit and Proper Threshold.~~

Where it is a company or a partnership applying for a licence, all named directors and partners within the company will be required to apply for a Basic Disclosure.

Where there is a change to the named directors and partners, the Licensing Authority must be informed of such, and must be provided with a Basic Disclosure within 24 hours.

All applicants, directors, and partners must apply for a Basic Disclosure on an annual basis.

Where a person has lived outside of the UK for a period not less than three continuous months, they will be required to supply a Certificate of Good Character. Up to date information in relation to this type of information can be found on the Home Office website.

Further information on applying for overseas criminal record information or 'Certificates of Good Character' can be found in Home Office Guidance.

Where an individual is aware that they have committed an offence overseas ~~which may be equivalent to those listed in the Fit and Proper Threshold~~, they should seek independent expert or legal advice to ensure they provide information that is truthful and accurate.

Part 9.2 Relevance of Convictions, Cautions, Reprimands and Warnings

In determining applications, the Authority will make a decision on a person's fit and properness, assessing, if any, convictions, cautions, reprimands, warnings, and any other relevant information provided by the police and other relevant authorities.

Particular attention will be paid to:

- The class of the offence
- The age of the offence
- The number and frequency of the offences
- The apparent seriousness of the offence, as determined using the Authority's Fit and Proper Threshold

~~In assessing whether an individual is fit and proper the Authority will look at any and all convictions contained within the DBS check. A criminal conviction is not a bar to obtaining a licence, but where offences are recorded, specifically those referenced in the Fit and Proper Threshold, the application will be determined by the Licensing Committee.~~

In reviewing offences, the Authority will pay particular attention to:

- Any term of imprisonment or custody
- Any conviction and/or caution for:
 - Crimes resulting in death
 - Exploitation
 - Offences involving violence
 - Possession of a weapon
 - Sex and indecency offences
 - Dishonesty
 - Drugs
 - Discrimination
- Any offence contrary to hackney carriage and private hire legislation.

Additional information held by the local police and which they deem to be reasonably relevant to the role of an operator, and any information or intelligence obtained from other credible sources to that which is already held on the applicants record, will be used by the Authority in assessing fit and properness.

In disclosing information, the police will look at the reasonable basis of credibility and that which is specifically related to the occupation in question. This may include unproven allegations or charges for which an applicant or licensee has been acquitted. The information may show that a person acted in a way that is incompatible with that of a licensee – not fit and proper.

Complaints, and other sources of information such as those from other council departments and which show a pattern of behaviour not befitting to that of a licensee, will be considered.

All available information will be considered in assessing fit and properness. Information that shows a tendency to behave in a way that does not constitute fit and properness will be made on the civil standard of proof, that being the balance of probabilities.

Part 9.3 Fit and Proper ~~Threshold~~

Legislation specifically includes offences including, dishonesty, indecency and violence as a factor when assessing a person's fit and properness.

The Authority will take into account those offences, as well as:

- Crimes Resulting in Death
- Exploitation
- Offences Involving Violence
- Possession of a Weapon
- Sex and Indecency Offences
- Dishonesty
- Drugs
- Discrimination

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~~Any convictions or unacceptable behaviour will have a negative impact and will weigh heavily against an individual.~~

~~Where an individual has one or more conviction recorded for any of the above offences, they will be automatically referred to the Licensing Committee and where this shows a pattern or tendency irrespective of the time since the conviction, the Authority will give serious consideration as to the fit and properness. Where a conviction is listed in the Fit and Proper Threshold, that individual will be automatically referred to the Licensing Committee.~~

~~The Fit and Proper Threshold sets out specific time periods for specific offences and the time periods that are expected to have elapsed following completion of the sentence.~~

~~The Authority will assess each case on its own merits, but the criteria set down in the Fit and Proper Threshold will be considered in the determination of a licence, and only in truly exceptional circumstances will the criteria be deviated from.~~

Relevant Convictions Fit and Proper Threshold

Relevant Convictions The Fit and Proper Threshold

Crimes Resulting in Death	Where an individual has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person, they will not be licenced.
Exploitation	Where an individual has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licenced. This includes, but is not limited to, slavery, child sex abuse, exploitation, grooming, psychological, emotional or financial abuse.
Offences Involving Violence	Where an individual has a conviction for an offence of violence, or connected with any offence of violence, a licence will not be granted until at least 5 years has elapsed since the completion of any sentence imposed.
Possession of a Weapon	Where an individual has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least 5 years has elapsed since the completion of any sentence imposed.
Sex and Indecency Offences	Where an individual has a conviction for any offence involving or connected with illegal sexual activity or any form of indecency, a licence will not be granted. In addition, a licence will not be granted to any individual who is currently on the Sex Offenders Register or on any barred list.
Dishonesty	Where an individual has a conviction for any offence of dishonesty, or any offence where dishonesty is an element of the offence, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.
Drugs	Where an individual has any conviction for, or related to, the supply of drugs, or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed. Where an individual has a conviction for possession of drugs, or related to the possession of drugs, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.
Discrimination	Where an individual has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.

Part 10 - Hackney Carriage Vehicle Specification

Hackney Carriage Vehicle Specification 2022

The vehicle specification is an aid to help guide applicants in choosing an appropriate vehicle type. Applications for vehicles that do not fully comply with the vehicle specification will be automatically referred to the Licensing Sub-Committee for determination.

Part 1	Definition
Part 2	General Construction
Part 3	Type of vehicle
Part 4	Age criteria
Part 5	Fuel Systems
Part 6	Body
Part 7	Driver's Compartment
Part 8	Passenger Compartment
Part 9	Doors
Part 10	Door Fittings
Part 11	Seats
Part 12	Facilities for the Disabled
Part 13	Windows
Part 14	Tyres
Part 15	Electrical Equipment
Part 16	Image and Sound Recording Equipment
Part 17	Radio Apparatus and Communication Systems
Part 18	Taxi Sign
Part 19	Taximeter
Part 20	Table of Fares
Part 21	Payment Facilities
Part 212	Licence Plates

[1.0 Definition](#)

[Vehicles must be constructed so as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a wheelchair in the passenger compartment, provided that the wheelchair is no larger than a DFT Reference wheelchair, as specified in the Public Service Accessibility Regulations 2000. Side and rear-loading type vehicles are permitted.](#)

[2.0 General Construction](#)

[At the time of its first registration, a vehicle must be covered by one of the following type approvals as a category M1 vehicle:](#)

- [• An EC Whole Vehicle Type Approval;](#)
- [• A UK Low Volume Type Approval;](#)
- [• A UK National Small Series Type Approval;](#)
- [• A Provisional GB Type Approval;](#)

- [A GB Whole Vehicle Type Approval;](#)
- [A GB Medium Series Type Approval*;](#)
- [A UK \(NI\) Small Series Type Approval;](#)
- [A GB Small Series Type Approval;](#)
- [A UK \(NI\) Type Approval.](#)

[In all cases, documentary evidence of compliance with one of the above approval regimes, will be required for licensing.](#)

[In addition, vehicle proprietors are reminded of their legal obligations to comply with the Road Vehicles \(Construction and Use\) Regulations 1986 \(as amended\) and the Road Vehicle Lighting Regulations 1989 \(as amended\) – both of which apply at all times to any vehicle used on a public road in the UK.](#)

[The vehicle must be righthand drive.](#)

[Where retrofit emissions technology is installed, such as liquefied petroleum gas, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme \(CVRAS\).](#)

[No vehicle first being licensed will have been written off in any category and will not be renewed if written off during its licensable period.](#)

[3.0 Type of vehicle](#)

[Vehicles will only be licensed if they satisfy the definition of a wheelchair accessible vehicle, as described in section 1, and the general vehicle details outlined in section 2.](#)

[Once licensed, the vehicle will appear on the council's approved list of designated vehicles, in accordance with the Taxis and Private Hire Vehicles \(Disabled Persons\) Act 2022.](#)

[4.0 Age criteria](#)

[The date of first registration will be used to determine the age of the vehicle.](#)

[Diesel and petrol vehicles must be at least Euro 6 compliant and under seven years of age when granted their first licence.](#)

[Zero Emission Capable vehicles must be under seven years of age when granted their first licence.](#)

[Licensable Period](#)

[Diesel and petrol vehicles will be licensed up to 15 years of age.](#)

[Zero Emission Capable vehicles will be licensed up to 20 years of age.](#)

[As of 1st January 2027, all newly licensed vehicles must be Zero Emission Capable \(ZEC\)](#)

Existing licensed vehicles will continue to be licensed for the periods stated above.

5.0 Fuel Systems

Retrofit Emissions Technology

If retrofit emissions technology is installed in a vehicle, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

Zero Emission Vehicles

A Zero Emission Capable (ZEC) vehicle refers to:

- Battery Electric Vehicles (BEVs), or 'pure electric' where the use of a battery is the only power source
- Plug-in Hybrid Electric Vehicles (PHEVs), which switch between a battery and an internal combustion engine (ICE)
- Hybrid Electric Vehicles (HEVs), or 'full hybrids' which do not plug into the electricity grid but recharge while driving
- Fuel Cell Electric Vehicles (FCEVs), which use onboard hydrogen fuel cells to generate electricity

6.0 Body

The body must be of a fixed head type.

Any wheelchair accessible Hackney carriage shall be so designed and constructed as to contain a partition separating the rear facing passenger the driver from any passenger(s) travelling in the vehicle. Where the passengers are forward facing there will be no requirement to fit a partition. Where such a partition is fitted as a preference by the proprietor, it will confirm to the technical specification set out in this condition.

The partition shall incorporate a means of communication with the driver and a means by which a fare may be paid without leaving the vehicle.

The partition shall extend the full width and height of the vehicle interior at the point where it is fitted.

The upper portion of the partition may be glazed, but without tint and, in any event, must allow the occupants of the rear seats to see the meter.

Where the vehicle is constructed so as to accommodate a disabled person in a wheelchair, and that wheelchair is loaded from the rear, there is no requirement to have a partition installed and the use of the front passenger seat is permitted.

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Where a partition is installed, use of the front passenger seat is not permitted.

Running boards are allowed where they are fitted by the manufacturer. All running boards must not increase the width of the vehicle at its widest part. The boards must of five inches in width, all of which must be available as a step.

7.0 Driver's Compartment

All vehicles must be fitted with an intercom system to permit the driver and passenger(s) to communicate verbally and must have appropriate signage in place in the passenger compartment to indicate such.

A suitable sliding window, or similar device shall be fitted in the glazed partition. Where a single piece glazed partition is fitted, a facility must be provided for making payment to the driver.

This may be an area behind the rearmost seat or the front seat passenger area with the seat permanently removed.

8.0 Passenger Compartment

General

The vertical distance between the highest part of the floor and the roof must not be less than 1.2 metres.

Suitable provision must be made for the seating of no more than 8 passengers

Doorways

The clear height of the wheelchair accessible doorway must not be less than 1.2 metres.

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least 75cm.

Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour contrasting with their immediate surroundings.

The outer edge of the floor at each entrance must be fitted with non-slip treads and have a band of colour across the entire width of the edge that shall contrast with the remainder of the tread and floor covering.

The top tread for any entrance must be at floor level of the passenger compartment and must not exceed 46cm above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 46cm and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment. The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have an inhibitor device to prevent the possibility of the vehicle being driven while the step is extended. Such features may include (but are not restricted to): devices linked either to the handbrake mechanism, ABS sensors or taximeter feed. The step must be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the immediate vehicle surroundings.

9.0 Doors

Hinged Doors

The door and doorway must be so constructed in order to allow an unrestricted opening across the doorway of at least 75mm.

Sliding Doors

The interior door handle must be clearly visible and easily accessible to passengers when the door is in the fully open position.

There must be reflective strips on the inside of both the front and rear edges of the door.

10.0 Door Fittings

An approved type of automatic door locking device must be fitted to passenger doors. When the vehicle is in motion, it must not be possible to open any passenger door by use of the interior handle. When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. However, the system may also incorporate features to prevent the use of the interior door handles of the passenger doors in other circumstances, such as the vehicle being stationary with the footbrake applied, or by use of the vehicle indicators to prevent egress from a passenger door on the side of the vehicle where traffic might be passing. The interior door handle must be clearly identified, to prevent it being mistaken for any other control.

11.0 Seats

Occasional seats must be at least 40cm. in width and the minimum distance from the back of the upholstery to the front edge of the seat must be 35.5cm.

Occasional seats must be so arranged as to rise automatically when not in use.

Where seats are placed facing each other, there must be a minimum space of 42.5cm between any part of the two seats.

Where all seats are placed facing the front of the vehicle, there must be a minimum a minimum space from the leading edge of the cushion, horizontally, of 66cm to the seat in front.

Where the rear seat is of the bench type, the overall width of the seat must not be less than 119cm at its narrowest point.

Where seat covers are used, they must be properly affixed to the seat so as not to become loose during use. They must be clean and devoid of damage of any kind.

12.0 Facilities for the Disabled

Every vehicle must be equipped in order that wheelchair passengers may be transported.

It shall be possible to board a reference wheelchair and once in the vehicle, manoeuvre the chair into the prescribed position for travelling in safety and without lifting any of the wheelchair's wheels from the floor.

Occupied wheelchairs must only be transported either forward or rearward facing.

The minimum headroom over the centre of the wheelchair space must be 1350mm.

The vehicle must be fitted with either a ramp or lift to assist wheelchair occupants.

The vehicle should be equipped with a manufacturer's user manual/guide on the safe boarding and alighting and security of wheelchair passengers.

Ramps

The ramp must provide a continuous surface at least 700mm wide and should not exceed 1900mm in length when deployed.

The ramp surface should be covered with non-slip material. Side edges of the ramp shall be provided with flanges at least 25mm high to prevent the wheelchair rolling off.

The edges of the ramp surface shall be marked in a high-contrast colour scheme.

The ramp shall have a minimum safe working load of 250kg

When in use the ramp must be securely located at the point of wheelchair entry.

Ramps must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the ramp obstructs an exit it must also be capable of being manually pushed or pulled out of the way from the inside

and outside when the door is open so as to leave the doorway clear for use in an emergency.

Lifts

Lift platforms shall be of sufficient size to accommodate an occupant in the reference wheelchair. The lift surface should be covered with non-slip material. Side edges of the lift platform shall be provided with flanges at least 25mm high to prevent the wheelchair rolling off. The rear edge shall incorporate a device at least 100mm high to prevent rolling off which becomes effective when the lift leaves the ground.

The edges of the lift surface shall be marked in a high contrast colour scheme.

If power operated, the lift shall have a manual means of operation in the event of a power failure.

Lifts must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the lift obstructs an exit it must also be capable of being manually pushed or pulled out of the way from the inside and outside when the door is open so as to leave the doorway clear for use in an emergency.

Any controls for the operation of a lift must be inhibited while the vehicle is in motion and may only be operated at the point where the boarding device is fitted either by the driver or by an individual under their supervision.

The lift shall have a minimum safe working load of 300kg.

Where a vehicle is fitted with a power operated lift, the proprietor of the vehicle shall produce to the council's vehicle inspector on each occasion that the vehicle is presented for testing by the council, a valid test certificate for such lift in accordance with the requirements of the Lifting Operations and Lifting Regulations 1998 (LOLER). These regulations require that the passenger lifts are tested and certified as fit by a competent person every six months.

Securing the Wheelchair

Requirements for a rearward-facing wheelchair

The wheelchair must be secured completely independently of the occupant.

The vehicle shall be fitted with a wheelchair tie down system situated symmetrically about the longitudinal centreline of the wheelchair space.

A tie down system shall incorporate at least two straps, with end fittings capable of attaching to the rear securement points on to the wheelchair. The attachment points shall be approximately symmetrically arranged about the longitudinal centreline of the wheelchair.

The tie-down system must be able to withstand a force of 8.2kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair.

Requirements for tie-downs in the case of a forward-facing wheelchair

The wheelchair must be secured completely independently of the occupant.

The vehicle shall be fitted with a 4-point tie-down wheelchair system situated symmetrically about the longitudinal centreline of the wheelchair space.

The tie-down equipment must satisfy the requirements of ISO 10542-1:2012 or any subsequent amendment.

The tie-down system anchorages in the vehicle structure must be able to withstand a force of 24.5kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair. Surrogate tie-down straps may be used for the test.

The tie-down system must be able to withstand a force of 8.2kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair.

Securing the Wheelchair Occupant

Requirements for a rearward-facing wheelchair

Any wheelchair occupant travelling rear facing should be afforded similar levels of protection to any other rear facing occupant in the same vehicle.

As a minimum, a three-point belt complying with UN ECE Regulation 16 or ISO 10542-1:2012 (or any subsequent amendment), shall be provided for each wheelchair occupant.

Requirements for occupant restraints in the case of a forward-facing wheelchair

Any wheelchair occupant travelling forward facing should be afforded similar levels of protection to any other forward-facing occupant in the same vehicle. As a minimum, a three-point belt complying with ISO 10542-1 : 2012 or any subsequent amendment, shall be provided for each wheelchair occupant. Provision should be made for the belt to be worn in contact with the wearer's pelvis rather than the arms or other rigid parts of the wheelchair.

13.0 Windows

Windows must be provided at the sides and rear area of the passenger compartment.

A window on either side of the passenger compartment must be capable of being opened by manual or electronic means by passengers when seated. The control for opening a window must be clearly marked.

Front windscreen and front side door glass must comply with Road Vehicles (Construction and Use) Regulations 1986, Section 32 in regard to the level of tints. Therefore, light transmission must meet the following criteria:

- Front windscreen - minimum 75% light transmission
- Front side door glass - minimum 70% light ingress transmission
- Remaining glass – Factory fitted as standard

Tinted films applied to any window, and any other aftermarket alterations are not permitted.

14.0 Tyres

Vehicles must adhere to the following in respect of wheels and tyres:

- The vehicle must be fitted with four road wheels
 - All tyres, including the spare (if supplied), must have at least 2.0mm tread depth throughout the continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre
 - All tyres fitted must be fit for purpose and free from any defects.
 - The vehicle must come equipped with a serviceable wheel brace and jack of suitable capacity for the maximum axle weight shown on the vehicle.
 - Remoulded or part worn tyres are not permitted
 - Tyres must not be more than 10-years old
-

15.0 Electrical Equipment

Any additional electrical installation to the original equipment must be adequately insulated and be protected by suitable fuses. It must meet the requirements of the relevant Automotive Electro Magnetic Compatibility (EMC) Directive, (or equivalent United Nations ECE regulation) as amended, and be marked accordingly.

16.0 Image and Sound Recording Equipment

See Image and Sound Recording Equipment requirements

17.0 Radio Apparatus and Communication Systems

Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are situated therein.

Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

18.0 Taxi Sign

A roof mounted "Taxi" sign of an approved pattern and of amber colour, which is clearly visible both by day and by night when the vehicle is available for hire, must be fitted.

19.0 Taximeter

A taximeter must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.

The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental, or deliberate alteration to the calibration of the meter.

20.0 Table of Fares

A facility must be provided to display of the table of fares in such a position that the full table of fares is clearly visible to the passengers.

21.0 Licence plates

Information bearing the licence number of the vehicle shall be displayed within the vehicle in such a position that it is clearly visible to the passengers.

Provision shall be made for the display of the exterior licence plate on the rear of the vehicle in an approved position.

IMPORTANT

As of 1st January 2025, all newly licensed vehicles must be Zero Emission-Capable (ZEC)

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Part 4—General Construction

A vehicle must comply in all respects with:

- Requirements of the Motor Vehicle (Type Approval) Regulations 1980
- Motor Vehicle (Type Approval) (Great Britain) Regulations 1984
- Road Vehicles (Construction and Use) Regulations 1986
- The Motor Vehicles (EC Type Approval) Regulations 1998
- European Community Whole Vehicle Type Approval (ECWVTA)

In addition, every vehicle must comply in all respects with British and European vehicle regulations and be 'type approved' to the requirements of M1 (low volume) category of European Whole Type Approval 2007/46/EC as last amended by 2019/543.

Vehicles that have not been 'type approved' to M1 categories must be presented with approved certification showing that the vehicle meets the requirements of M1 category.

Imported vehicles that do not meet the requirements set out above and have been approved under the British Single Vehicle Approval scheme (SVA), will not be accepted.

If a vehicle has been converted to run on liquefied petroleum gas (LPG), a certificate issued by a member of the LPG Association will be required by the Licensing Authority to confirm satisfactory installation, examination, and testing.

All vehicles must be so constructed as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a DFT reference wheelchair (specified in the Public Service Vehicle Accessibility Regulations 2000) in the passenger compartment.

No vehicle first being licensed will have been written off in any category and will not be renewed (if written off).

Part 2 – Age Limits

A newly licensed vehicle must be under five years old on the date the first licence is issued. The date of first registration will be used to determine the age of the vehicle, and it must be licensed for use within one month from the date of application.

The maximum age of a vehicle is indicated in the below table.

Date Effective	Euro 1, 2, 3, 4 and 5 Diesel Euro 1, 2 and 3 Petrol	Euro 6 Diesel Euro 4, 5 and 6 Petrol	Zero Emission Capable
1 st June 2022	15	15	20
1 st January 2023	14	15	20
1 st January 2024	13	15	20
1 st January 2025	12	15	20

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IMPORTANT

As of 1st January 2025, all newly licensed vehicles must be Zero Emission Capable (ZEC)
Existing licensed vehicles can be licensed for the periods shown in the above table

Zero Emission Capable Vehicle

A Zero Emission Capable (ZEC) vehicle refers to one that meets the following requirements:

- Must emit no more than 50g CO₂/km (at tailpipe) determined in accordance with the relevant European Drive Cycle and relevant EU and UN ECE Regulations
- Must be capable of being operated with no (zero) tailpipe exhaust emissions for a minimum range of 48 kilometres/30 miles)
- If it has an internal combustion engine, it must be petrol

A vehicle wishing to be licenced beyond the stated licensable period will need to comply with the *Exceptional Vehicle Criteria*, with applications referred directly to the Licensing Committee for determination.

Part 3—Fuel Systems and Exhaust Emission Standards

Where retrofit emissions technology is installed in a vehicle, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

As of January 2025, any new vehicle must be Zero-emission Capable (ZEC). A ZEC vehicle refers to one that meets the following requirements:

- Must emit no more than 50g CO₂/km (at tailpipe) determined in accordance with the relevant European Drive Cycle and relevant EU and UN ECE Regulations
- Must be capable of being operated with no (zero) tailpipe exhaust emissions for a minimum range of 48 kilometres/30 miles)
- If it has an internal combustion engine, it must be petrol

As of 1st January 2025, only applications for ZEC vehicles are permitted.

Part 4—Body

The body must be of a fixed head type with a partially glazed, full height partition separating the passenger(s) from the driver.

The overall width of the vehicle, excluding driving mirrors must not exceed two metres.

The overall length of the vehicle must not exceed five metres.

Running boards are allowed where they are fitted by the manufacturer and where the vehicle maintains European Whole Type Approval with such running boards attached. All running boards must conform to construction and use regulations, meaning boards must not increase the width of the vehicle at its widest part. The boards must be a minimum of five inches in width, all of which must be available as a step.

Part 5—Driver's Compartment

The driver's compartment must be so designed in order that the driver has adequate room, can easily reach, and quickly operate the controls and give hand signals on the offside of the vehicle.

Controls must be so placed as to allow reasonable access to the driver's seat and, when centrally placed, controls must be properly protected from contact with luggage.

A serviceable device for demisting the windscreen must be fitted.

All vehicles must be fitted with an intercom system to permit the driver and passenger(s) to communicate verbally and must have appropriate signage in place in the passenger compartment to indicate such.

A suitable sliding window, or similar device not exceeding 11.5cm, shall be fitted in the glazed partition.

Where a single piece glazed partition is fitted, a facility must be provided for making payment to the driver.

Space shall be provided in the nearside of the driver compartment for the carriage of luggage. Access to this luggage space shall be by way of the nearside front door. The nearside front door must be locked and only be capable of being unlocked, from either the inside or outside of the vehicle, by the driver.

Part 6 – Passenger Compartment

General

The vertical distance between the highest part of the floor and the roof must not be less than 1.2 metres.

Suitable provision must be made for the seating of not less than 4 and not more than 8 passengers.

There must be no steps within the passenger compartment.

Doorways

The clear height of the doorway must not be less than 1.2 metres.

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least 75cm.

Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour, different from the interior colour scheme of the vehicle.

The outer edge of the floor at each entrance must be fitted with non-slip treads and have a band of colour across the entire width of the edge that shall contrast with the remainder of the tread and floor covering.

The top tread for any entrance must be at floor level of the passenger compartment and must not exceed 46cm above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 46cm and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment. The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have a failsafe device linked to the handbrake mechanism to prevent the possibility of the vehicle being driven while the step is extended. The step must be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the vehicle.

Petrol, LPG or CNG tanks or pipes shall not be located in close proximity to any part of the electrical components of the steps.

Part 7—Doors

Hinged Doors

The minimum angle of the door when opened must be 90 degrees.

The door and doorway must be so constructed in order to allow an unrestricted opening across the doorway of at least 75mm.

Sliding Doors

The interior door handle must be clearly visible and easily accessible to passengers when the door is in the fully open position.

There must be approved reflective strips on both the front and rear edges of the door.

There must be a sign in an approved position clearly visible from the rear of the vehicle bearing the words "Door Open". This sign must be automatically linked to the passenger doors in order that when either door handle is activated to open the door sign is illuminated. The size of the sign shall not be less than 400 square centimetres and shall be so positioned so as not to impair rear vision.

Part 8—Door Fittings

An approved type of automatic door locking device must be fitted to passenger doors. When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. The interior door handle must be clearly identified, to prevent it being mistaken for any other control.

Part 9—Seats

~~Occasional seats must be at least 40cm. in width and the minimum distance from the back of the upholstery to the front edge of the seat must be 35.5cm.~~

~~Occasional seats must be so arranged as to rise automatically when not in use.~~

~~Occasional and fixed seating must not obstruct doorways when in use.~~

~~Where seats are placed facing each other, there must be a minimum space of 42.5cm between the two seats.~~

~~Where all seats are placed facing the front of the vehicle, there must be a minimum space of 66cm in front of each seat.~~

~~Where the rear seat is of the bench type, the overall width of the seat must not be less than 119cm.~~

~~A table means must be provided to assist persons to rise from the rear seat with particular attention to the needs of the elderly and disabled.~~

~~Where seat covers are used, they must be properly affixed to the seat so as not to become loose during use. They must be clean and devoid of damage any kind.~~

Part 10—Seat belts

~~All seats must be fitted with approved seatbelts, of the lap and diagonal type.~~

Part 11—Floor

~~The floor of the passenger compartment must be covered with non-slip material, which can easily be cleaned.~~

Part 12—Facilities for the Disabled

~~Every vehicle must be equipped in order that wheelchair passengers may be transported. Side and rear loading access is permissible.~~

~~Approved anchorages must be provided for the wheelchair and wheelchair disabled person. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and occupant must be independent of each other. Anchorages must also be provided for the safe stowage of a wheelchair when not in use, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints must be so designed so that they do not cause any danger to other passengers.~~

A ramp for the loading of a wheelchair and occupant must be available. An adequate locking device must be fitted to ensure that the ramp(s) do not slip or tilt when in use. The ramp must have a safety lip, be 70cm wide, as a minimum, and comprise a single non-slip surface. Provision must be made for the ramps to be stored safely when not in use.

The vehicle should be equipped with a manufacturer's user manual/guide on the safe loading and unloading and security of wheelchair passengers.

Part 13 – Windows

Windows must be provided at the sides and rear area of the passenger compartment.

A window on either side of the passenger compartment must be capable of being opened by manual or electronic means by passengers when seated. The control for opening a window must be clearly marked.

A serviceable device for demisting the rear window must be fitted.

Front windscreen and front side door glass must comply with Road Vehicles (Construction and Use) Regulations 1986, Section 32 in regard to the level of light transmission. Therefore, light transmission must meet the following criteria:

- Front windscreen – minimum 75% light transmission
- Side and rear window glass – minimum 70% light ingress transmission

Tinted films applied to any window, and any other aftermarket alterations are not permitted.

Where light ingress transmission does not comply, vehicles must be fitted with Image Recording Equipment – see section 11.

Part 14 – Steering

The vehicle must be right hand drive.

Part 15 – Tyres

Vehicles should adhere to the following in respect of wheels and tyres:

- The vehicle must be fitted with four road wheels
- All tyres, including the spare (if supplied), must have at least 2.0mm tread depth throughout the continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre

- All tyres fitted must be fit for purpose and free from any defects; this means:
 - Be compatible with the types fitted to the other wheels
 - Not have any lump, bulge or tear caused by separation or partial failure of the structure
 - Not have a cut or tear in excess of 25mm or 10% of the sectional width of the tyre, whichever is greater, and which is deep enough to reach the ply or cord
 - Not have any part of the ply or cord exposed
- Tyres must be correctly inflated to the vehicle/tyre manufacturer's recommendation
- A space-saver tyre must only be used in an emergency. Where a vehicle is presented for a test with a space-saver fitted it will fail the test
- Where a spare wheel is not supplied as standard by the manufacturer, the use of the manufacture's method of dealing with punctured tyres is permissible. The vehicle though must come equipped with a serviceable wheel brace and jack
- Remoulded or part worn tyres are not permitted
- Tyres must not be aged more than 10 years

Part 16—Interior Lighting

Adequate lighting must be provided for the driver and passenger(s). Separate lighting controls for both the passenger and the driver must be provided. In the case of the passenger compartment, an illuminated control switch must be fitted, marked, and in such a position that it is clearly visible to the passengers and is not easily confused with any other control.

Part 17—Electrical Equipment

Any additional electrical installation to the original equipment must be adequately insulated and be protected by suitable fuses. It must meet the requirements of the relevant Automotive Electro-Magnetic Compatibility (EMC) Directive, as amended, and be marked accordingly.

Part 18—Image and Sound Recording Equipment

See Image and Sound Recording Equipment requirements

Part 19—Radio Apparatus and Communication Systems

Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are situated therein.

Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

No other radio equipment, either in the driver or the passenger compartment, is permitted without the prior approval of the Licensing Authority.

Part 20—Heating and Ventilation

An adequate heating and ventilation system must be provided for the driver and the passengers and means provided for independent control by the driver and the passengers.

Part 21—Taxi Sign

A roof mounted "Taxi" sign of an approved pattern, which is clearly visible both by day and by night when the vehicle is available for hire, must be fitted.

Part 22—Taximeter

A taximeter of an approved type must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.

The taximeter shall be fitted with an approved form of sealing which will prevent non approved, accidental or deliberate alteration to the calibration of the meter.

Part 23—Table of Fares

Facility must be provided to display of the table of fares in such a position that the full table of fares is clearly visible to the passengers.

Part 24—Interior Licence Plate

Information bearing the licence number of the vehicle shall be displayed within the vehicle in such a position that it is clearly visible to the passengers.

Part 25—Exterior Licence Plate

Provision shall be made for the display of the exterior licence plate on the rear of the vehicle in an approved position.

~~Part 26—Condition~~

~~The vehicle must have no signs of accident damage, which affects the safety or appearance.~~

~~The paintwork must be of a professional finish and consistent with the colour scheme of the vehicle.~~

~~All parts of the passenger compartment must be clean and free from any damage, which may affect its suitability for the carriage of passengers.~~

~~Part 27—Maintenance~~

~~Vehicles, including all fittings, advertisements etc. must be maintained to approved standards. The vehicles must be kept clean and in good working order. Vehicles will at all times be subject to test and inspection. Should it be found that a vehicle is not being properly maintained or kept in good working order, a notice will be served on the licensee prohibiting the use of the vehicle until the defect(s) have been rectified.~~

~~Part 28—Auxiliary Equipment~~

~~Any auxiliary equipment that is fitted to a vehicle must not impede the driver, hinder their view, or obstruct, or cause hazard to passengers or other road users.~~

Part 11 - Image and Sound Recording Equipment

~~Consideration is being given for V/vehicles may be fitted with an approved image and sound recording system, capable of storing both audio recordings and visual images.~~

The importance of image recording equipment is widely understood in helping to protect the driver and the wider public, ~~ensuring that both parties act responsibly and respectfully.~~

Benefits

The benefits of CCTV include:

- Deterring and preventing the occurrence of crime
- Reducing fear of crime
- Assisting the Police in investigating incidents of crime
- Assisting insurance companies in investigating motor vehicle accidents
- Assisting the Licensing Authority in investigating complaints.

Downloads

Data will only be downloaded in the following circumstances:

- Where a crime has been reported involving the specific vehicle and the Police have formally requested data
- When a written complaint has been made to the Council regarding a specific vehicle/driver
- Where a data request is received from an applicant e.g. police or social services, that has a legitimate requirement to have access to the data requested to assist them in an investigation that involves a licenced vehicle or driver
- Subject Access Request compliant with the Data Protection Act

Retention

Data retained by the Council will only be retained for the following periods:

Reason	Retention Period
Cases leading to prosecution	10 years from date of trial
Formal Caution	3 years from date of caution
Written Warning or no formal action	3 years from date of decision
Subject Access Request	6 years from date of request

Policy – Objective 4

Closed-Circuit Television (CCTV)

A ~~hackney carriage~~ vehicle may be fitted with an approved CCTV system capable of storing both audio recordings and visual images.

For the purposes of this policy, a CCTV system will include any electronic recording device attached to the inside of the vehicle having the technical capability of capturing and retaining visual images and audio recording from inside or outside of the vehicle.

General Requirements

The system must be of an approved standard as designated by the Council and be operational at all times that the vehicle is being used for licensable purposes. Where the vehicle is being used for domestic purposes, there is no requirement for the equipment to be operational.

All CCTV equipment must conform to the Council's specification, and in any case adhere to Data Protection legislation. CCTV systems that do not meet the specification will not be approved for use ~~in such vehicles~~.

CCTV system installs will be inspected as part of the compliance test to ensure that they do not pose a risk to the safety of the driver or passengers, and to ensure that they have been safely and securely installed. Design, construction, and installation must be in such a way that materials present no danger the driver or passengers, including impact with the equipment or danger from the electrical components being breached through vandalism, misuse or wear and tear.

The installation and operation of CCTV must comply with the requirements of the Information Commissioner's Officers CCTV Code of Practice. Detailed information can be found on the Information Commissioner's Office website: www.ico.gov.uk.

All equipment must meet all requirements regarding safety, technical acceptability and operational/data integrity.

Signage

Signage must be strategically displayed in the vehicle, informing passengers that they may be recorded. Notices shall be placed on the security screen that separates the driver from the passenger.

The notices must include information informing that visual and audio recordings take place within the vehicle.

Camera Activation Methods

Video recording must be active at all times that the vehicle is being used for licensable purposes, without exception.

~~Activation methods may include meter initiation, doors opening and panic buttons. When none of these methods is triggered, the camera may go into idle.~~

Audio Recording Methods

~~Where installed, a~~Audio recording must be active in the following circumstances:

- Where an unaccompanied child or vulnerable adult is being transported in the vehicle
- Where the driver and the customer are involved in a dispute or the driver feels threatened by the behaviour of the passenger or any other such method that warrants audio recording

Activation of audio recording must be able to be triggered by the driver pressing a switch, and the recording will continue until such time that the switch is pressed again. No deactivation of the audio recording will be enabled by the passenger's audio switch – they will be independent of each other.

Activation of audio recording must be able to be triggered by the passenger pressing a switch, and the recording will continue until such time that the switch is pressed again. No deactivation of the audio recording will be enabled by the driver's audio switch – they will be independent of each other.

There must be an indicator located in the vehicle that is in clear and uninterrupted view of the passenger and that indicates that audio recording is taking place.

At the conclusion of a journey, when the passenger leaves the vehicle, audio recording must cease before another passenger enters and the journey commences. However, there should be a method of reactivating the audio recording should any of the above situations arise in relation to the new journey.

Automotive Electromagnetic Compatibility Requirements (EMC)

The CCTV system must not interfere with the safety, control, electrical, computer, navigation, satellite, or radio system located within the vehicle.

~~CCTV equipment must meet the requirements under the European Community Automotive Electromagnetic Compatibility Directive, in regard to Electronic Sub-Assembly (ESA):~~

CCTV equipment must be ~~e-marked or~~ CE-marked. ~~If CE-marked, the system must be suitable for use in motor vehicles.~~

Image Security

Captured images must remain secure at all times.

Captured images must be protected and designed to guard against the compromise of the stored data. The Information Commissioner's Office has published guidance on how to keep personal data (including personal data contained in CCTV images) secure: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

Registering with the Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights

The Data Protection (Charges and Information) Regulations 2018 requires every organisation that processes personal information to pay a fee to the Information Commissioner's Office (ICO), unless they are exempt. Therefore, all hackney carriage vehicle proprietors must register with the ICO and obtain documented evidence of such registration. Further information can be found on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Technical Specification and System Requirements

~~In order~~ To be considered suitable for installation, the CCTV system must meet stringent requirements. These requirements are set out in Appendix [AC](#).

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Part 12– Vehicle Inspections and Testing

Vehicles will be tested according to their age. Older vehicles will be tested more frequently than younger vehicles in order to ensure their fitness and suitability.

Policy – Objective 5

Vehicle Inspections and Testing

~~A newly licenced vehicle shall not be more than five years old on the date of issue of the first hackney carriage vehicle licence. The date of registration will be used to determine the age of the vehicle.~~

The vehicle must be licenced for use within one month from the date of application and within 14 days of it being tested.

Frequency of Tests

Vehicles must undergo and pass a vehicle compliance test at Sheffield City Council's Testing Station. ~~The compliance standards can be found at Appendix C.~~

New Vehicles

Applications for a new vehicle licence require the vehicle to undergo and pass a vehicle compliance test, even where the vehicle would not normally require an MOT test (less than three years of age).

Currently Licenced Vehicles

Licensed vehicles must undergo a compliance test no more than four weeks prior to the renewal of their licence.

The number and frequency of tests depends on the vehicle age as outlined below:

- Vehicle under five years of age – Every 12 months
- Vehicle over ~~nine~~five years of age – Every 6 months

Where a vehicle fails several consecutive tests, the Authority may require that vehicle to undergo further tests in its licenced period. Reasons for additional tests will be provided by the Authority. The expense of these tests will be borne by the licensee (up to a maximum a 3).

Testing Criteria

A compliance test goes above and beyond the criteria as used by the Ministry of Transport (MOT) test. Due to the nature of work that is undertaken by hackney carriage vehicles, it is important that all aspects of the vehicle are checked for mechanical safety and that it is aesthetically suitable.

Further information on the testing procedures and standards for MOT tests can be found by visiting: <https://www.gov.uk/government/publications/mot-inspection-manual-for-class-3-4-5-and-7-vehicles>

Information in regard to inspection and compliance standards can be found at Appendix C.

Testing Station

A licenced vehicle is required to undergo and pass a vehicle compliance test at Sheffield City Council's testing station. Compliance and MOT certificates provided by other testing stations will not be accepted.

The Sheffield City Council testing station carries out its functions in line with best practices from the Department for Transport (DFT), Drivers and Vehicles Standards Agency (DVSA), The Technical Officer Group of the Public Authority Transport Network and the current standards required by Sheffield City Council for its licenced vehicles.

Part 13 - Exceptional Vehicle Criteria

In circumstances where a vehicle is to be licenced beyond its permitted age, it will be considered as an 'exceptional vehicle'.

An exceptional vehicle is one that meets the exceptional vehicle criteria as set out below.

Policy – Objective 6

Exceptional Vehicle Criteria

Where a vehicle is to be licenced beyond its permitted age, the following criteria must be adhered to. Consideration will not be given to those vehicles that do not adhere to the criteria.

A vehicle will be considered in 'exceptional condition' where:

- It has never failed a vehicle compliance test
- It has never failed to attend a pre-arranged vehicle Compliance Test, unless in exceptional circumstances
- All bodywork is in A1 condition with no signs of rust, dents, scratches, stone chips or any other defects that may detract from the overall appearance
- The paint condition is in A1 condition, showing no signs of fading, discoloration or mismatching that may detract from the overall appearance
- The interior of the vehicle is in A1 condition, including carpets, mats and upholstery
- All luggage compartments are in A1 condition, clean and free from any signs of damage
- There is a complete service record, showing it has been properly serviced in line with manufacturer's guidelines. All receipts in relation to servicing must be available
- The vehicle has not been suspended at any time due to the mechanical and/or physical condition
- The vehicle is Zero Emission Capable (ZEC)

The decision to grant a licence beyond the normal term can only be taken by the Licensing Committee. The proprietor must be able to demonstrate that the vehicle meets all of the criteria as set out above, as well as exhibiting valid reasons why an extension should be granted.

Part 14 - Limitation

The Licensing Authority has discretionary powers to issue hackney carriage vehicle licences. The Licensing Authority can refuse to issue a licence where they would normally do so (where the applicant is suitable, and the vehicle meets specifications and any other conditions) if there is significant demand that has been met.

Policy – Objective 8

Limitation

The Licensing Authority does not operate a Limitation Policy.

Where the Licensing Authority wishes to implement a limitation on the number of vehicle licences, an Unmet Demand Survey will be undertaken at the initial stage and then every three years, as suggested as best practice by the Department for Transport:

“If a local authority does nonetheless take the view that a quantity restriction can be justified in principle, there remains the question of the level at which it should be set, bearing in mind the need to demonstrate that there is no significant unmet demand. This issue is usually addressed by means of a survey; it will be necessary for the local licensing authority to carry out a survey sufficiently frequently to be able to respond to any challenge to the satisfaction of a court. An interval of three years is commonly regarded as the maximum reasonable period between surveys.”

Part 15 - Access for Wheelchair Users

The Equality Act 2010 legally protects people from discrimination. The Act covers all provisions from the 1995 Disability Discrimination Act and includes new duties for licensees.

Sections 165 and 167 of the Equality Act 2010 came into force in April 2017, making it a criminal offence for drivers of 'designated vehicles' to refuse to carry passengers in wheelchairs, to fail to provide them with appropriate assistance or to charge them extra.

A 'designated vehicle' is such that it conforms to the Council's accessibility requirements, as outlined in the vehicle specification contained in this policy. Such vehicles should be able to carry passengers in their wheelchairs. Government recommends that vehicles must be capable of carrying some – but not necessarily all – types of occupied wheelchairs; it must be possible for a vehicle to carry a 'reference wheelchair' as defined in schedule 1 of the [Public Service Vehicle Accessibility Regulations 2000](#).

The Act sets out the requirements under two specific sections:

Section 167 of the Act provides the Council with the power to list all wheelchair accessible vehicles, these will be known as 'designated vehicles'. Due to the nature of the fleet in Sheffield, all Hackney Carriage vehicles are designated as such. The list of accessible vehicles can be viewed on the Council's Public Register.

Section 165 of the Act requires drivers of such designated vehicles to carry passengers in wheelchairs, assist passengers in wheelchairs and to not charge extra to passengers who travel in wheelchairs.

Policy – Objective 9

Access for Wheelchair Users

Vehicle Exemptions

The Council will publish a designated list of wheelchair accessible hackney carriage vehicles, as instructed by the Act. A vehicle will be included on the list whereby it conforms to such accessibility requirements as outlined in the vehicle specification – all such hackney carriage vehicles will be wheelchair accessible by default.

The Act enables vehicle owners to appeal against the decision of the Council to include their vehicle on the designated list. The appeal should be made to the Magistrate's Court and must be made within 28 days of the vehicle in question being included in the Council's published list.

Part 16 - Advertising

Advertising is permitted on both the inside and outside of a vehicle. All advertising will be subject to Licensing Authority approval and must adhere to the advertising policy.

Policy – Objective 10

Advertising

A request to advertise must be made to the Licensing Authority prior to any such advertisement being used.

The vehicle proprietor must provide to the Licensing Authority such details of the proposed advertisement in order to determine that it:

- does not promote, either directly or indirectly, smoking (including tobacco and/or vaping), alcohol, and gambling
- is not of a sexual, religious or political nature
- is not likely to cause offence.

The contract for the advertisement must comply with the following requirements:

- Advertisements should be submitted by the proprietor of the vehicle
- The contract for advertisement must have a facility to state the vehicle details and the termination of the contract
- The contract must contain a condition that the advertisement must be removed at the end of the contract term

Advertisements are permitted, as follows:

- As a door sign
- On the rear window (must use contra vision or similar technology)
- On the tip seats
- As half or full livery
- On a digital screen
- As illuminated exterior media

Where full livery advertisements are applied to the vehicle, the V5C Document (logbook) must be updated – colour of vehicle must state 'full livery'.

Any advertisements fitted to a vehicle must not obscure notices, signs or plates that form part of the vehicle licence conditions. Additionally, should any approved advertisement come to be in such a condition that, in the opinion of an Authorised Officer, it adversely affects the safety or the appearance of the vehicle then the vehicle licence will be suspended with immediate effect and until such time that the defect has been rectified.

Part 17 - Insurance

A licenced vehicles must have in place valid and appropriate insurance for the purposes of carrying passengers for hire and reward.

Policy – Objective 11

Vehicle Insurance

Hackney carriage vehicles are required to have in place valid and appropriate insurance, enabling them to operate legally.

As a minimum, the Licensing Authority requires:

- A valid insurance certificate or cover note confirming the persons insured to drive the vehicle and the purposes for which the vehicle can be used, i.e. *Social, domestic and pleasure including commuting by the insured to a permanent place of work. For the carriage of passengers of goods for hire and reward (hackney carriage/public hire) provided such use complies with the laws and regulations of the appropriate licensing authorities.*

The Licensing Authority will undertake monthly auditing to ensure insurance requirements are adhered to.

Part 18 - Accidents

Where a hackney carriage vehicle is involved in an accident or has been damaged by another such cause, it is the responsibility of the vehicle proprietor to report as such to the Licensing Authority. Section 50 (3) of the Local Government (Miscellaneous Provisions) Act 1976 states:

'...the proprietor of a Hackney Carriage or Private Hire Vehicle, Licenced by a district council shall report to them as soon as reasonably practicable, and in any case within seventy two hours of the occurrence thereof, any accident to such Hackney Carriage or Private Hire Vehicle causing damage materially affecting the safety, performance or appearance of the Hackney Carriage or Private Hire Vehicle or the comfort or convenience of persons carried therein.'

The statutory duty contained in the above legislation does not affect in any way the liability placed upon a person under Section 170 of the Road Traffic Act 1988 in relation to the reporting of certain accidents to the police. Further information in this respect can be found at <http://www.legislation.gov.uk/ukpga/1988/52/contents>.

Policy – Objective 12

Accidents

Where a hackney carriage vehicle has been involved in an accident affecting the safety, performance or appearance, it is the responsibility of the proprietor to inform the Licensing Authority within 72 hours of the accident occurring.

The proprietor will be required to complete an Accident Damage Report Form detailing the events of the accident and any damage suffered to the vehicle. An Authorised Officer will inspect the vehicle to ascertain the damage and where appropriate (vehicle fitness has not been satisfied) suspend the vehicle licence until such time that the vehicle has been repaired and passed a compliance test at Sheffield City Council's testing station. A suspension notice will not be issued where an inspection is not possible.

Where a vehicle is damaged to such an extent that it can no longer be driven, the proprietor must inform the Licensing Authority as such. The proprietor will be required to provide the Licensing Authority with photographic evidence as to the vehicle's condition, specifically showing the parts of the vehicle that have been most severely damaged. The vehicle must be presented to Sheffield City Council's testing station, as soon as is practicable in order to assess its fitness following repairs – the appointment will be arranged by the Licensing Authority at a mutually agreeable time with the proprietor.

Where the vehicle is damaged to such an extent that it is categorised by an insurance company as an A, B, S or N insurance write off it will not be re-licenced, in line with the vehicle specification.

Part 19 - Transfer of Vehicle Licence

A vehicle proprietor may at any time transfer their interest, or part interest, in a vehicle to another person.

Policy – Objective 13

Transfer of vehicle licence

Where a proprietor wishes to relinquish their interest and transfer that interest to another person/licensee they must inform the Licensing Authority within 14 days of doing so, paying the appropriate fee.

In notifying the Licensing Authority, the proprietor must specify the name(s), date of birth and address of the person(s) to whom the vehicle has been transferred.

The proprietor must also provide a current insurance certificate or valid cover note relating to the vehicle and its intended use as a hackney carriage vehicle. Insurance must be in the name of the new owner(s). If new owner is not a licenced driver, the insurance certificate must state a named licenced driver.

Part 20 - Fares

The Licensing Authority has the power to set fares for hackney carriage vehicles and does so under section 65 of the Local Government (Miscellaneous Provisions) Act 1976:

“(1)A district council may fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a “table of fares”) made or varied in accordance with the provisions of this section.”

A fares tariff is enforceable as a byelaw, and it is an offence for a driver to charge more than the metered fare.

The current table of fares must be displayed in the vehicle so that it is easily visible to all passengers. Licensees must, if requested by the passenger, provide written receipts for fares paid.

Policy – Objective 14

Table of Fares

The Licensing Authority will usually review hackney carriage fares periodically and in line with any policy review. Where requested, additional reviews will be undertaken at the discretion of the Licensing Committee.

In considering a review, the Licensing Committee will pay attention to the following pieces of information. This list is not exhaustive, but an example of what will be taken in account when making a decision:

- Any change in vehicle running costs since the last review
- Changes to the Consumer Index rate since the last review
- The Service Provider Index rate since the last review
- Any changes to the National Living Wage since the last review
- Any change to licensing fees since the last review
- Hackney Carriage fares in neighbouring authorities
- The cost of alternative transport – bus, tram, private hire etc.
- Any other information that may be deemed relevant

Any information presented must be from reputable sources and in an easy-to-read format.

The Licensing Committee will also consider information supplied by licensees, stakeholders, and other interested parties as part of the review process.

A notice of any variation to the maximum fare shall be advertised by the Licensing Authority.

Part 21 - Hackney Carriage (Taxi) Ranks

A unique feature of a hackney carriage vehicle is that it can legally rank up at a hackney carriage rank and ply for hire, waiting for a hirer to make a booking.

The Council creates hackney carriage ranks under the Local Government (Miscellaneous Provisions) Act 1976, section 63. Under the Act, the Council can appoint ranks for hackney carriage vehicles either on public highways or private land and the stands can be for either continual or part-time use.

There are a number of ranks within the district of Sheffield, and these are outlined in the table below. A list of current hackney carriage vehicle ranks can also be found on the Council's website: <http://www.sheffield.gov.uk/home/parking/taxi-ranks.html>

Part 22 - Conditions

Attached to a hackney carriage vehicle licence is a set of mandatory conditions in accordance with Section 47 Local Government (Miscellaneous Provisions) Act 1976:

“A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary”.

The following mandatory conditions form part of all hackney carriage vehicle licences and should be observed at all times; failure to do so may result in the licence being referred directly to the Licensing Committee for review.

Following determination of an application by the Licensing Sub-Committee, additional conditions may be imposed.

Mandatory Conditions

Definitions	
‘Authorised Officer’	Any officer of the Council authorised in writing by the Chief Licensing Officer and Head of Licensing of the Council for the purposes of these conditions
‘The Council’	Sheffield City Council
‘Licence Plate’	The plate issued by the Council for the purpose of identifying the vehicle as a hackney carriage vehicle duly Licenced by the Council.
‘Interior Licence Plate’	The plate issued by the Council for the purpose of identifying the vehicle as a private hire vehicle duly Licenced by the Council.
‘Interior Driver Identification Plate’	The card which provides a photograph of a driver, driver licence number and the date of expiry of the licence. At all times it remains the property of the Council.
‘Proprietor’	The person or persons or body named in this licence as the proprietor of the vehicle and includes a part proprietor.
‘The Vehicle’	The hackney carriage hire vehicle in respect of which this licence is issued.

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1. General Maintenance and standards

a.)	The proprietor or driver must ensure that the vehicle undergoes a daily safety check. As a minimum, this must be a visual check on the lights, tyres, mirrors, and seat belts. Where faults are discovered, they must be rectified immediately and in any case before the commencement of the next journey.
b.)	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.
c.)	The proprietor must notify the Council in writing if their vehicle has been fitted with an LPG system during the currency of the licence. The notification must be made within five working days, and include the provision of certification.

2. Identification Plate and Signs

a.)	The licence plate must be securely and permanently affixed to the rear of the vehicle at all times. It shall be displayed so as not to obscure the vehicle's registration mark and must be clearly visible by daylight.
b.)	The licensee must at all times display the interior driver identification in such a position within the vehicle so that it is easily identifiable by all passengers in the vehicle and in a position that is acceptable to the Council.
c.)	The licensee must at all times display the interior vehicle identification number in such a position within the vehicle so that it is easily identifiable by all passengers in the vehicle and in a position that is acceptable to the Council.
d.)	The proprietor shall not display or suffer or permit to be displayed on or from the vehicle any other signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems, or devices whatsoever, except as may be required by any statutory provisions (including byelaws) or required by these conditions.
e.)	The Council will permit a deviation from these conditions in certain circumstances. A request for deviation will need to be made in writing to the Council, with a decision made by the Licensing Committee.

Signage, licence plates and notices as referred to above will be issued or approved for use by the Council.

Signage, licence plates and notices must be fixed to the vehicle in accordance with the requirements set out by the Council, and in any case must be securely affixed at all times.

3. Cleanliness and Appearance of Vehicle

a.)	All relevant statutory requirements, in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986 must be fully complied with at all times.
b.)	The vehicle must be maintained in a safe and clean condition at all times. The Council can inspect a vehicle at any time it sees fit and at the request of an authorised officer or police constable, the licensee shall arrange for any reasonably necessary cleaning of the vehicle to be carried out.
c.)	Storage areas must be kept free from obstruction at all times in order to allow the safe storage of passenger luggage.
d.)	Bodywork must be maintained to a high standard, with no signs of corrosion, rust, inferior spray work or temporary repairs.
e.)	Seats must be in full working order, free of stains, tears, cigarette burns or repair, and not threadbare. Floor coverings must not be unduly worn and present no trip hazards. Household carpeting or similar is not acceptable and must not be used in any part of the vehicle. Headlining and side panel coverings must be free of ingrained grime, fractures and maintained to the manufacturer's original style.

f.)	<p>If the vehicle is involved in an accident, affecting the safety, performance or appearance, the proprietor/driver must inform the Council as soon as possible and in any case within 72 hours. An Accident Report Form, available from the Council, must be completed, detailing the circumstances of the accident and any damage to the vehicle.</p> <p>The vehicle must be presented to the Council for inspection by an authorised officer. If the vehicle cannot be presented to the Council for inspection due to damage caused, the proprietor must send photographic evidence as to the vehicle's condition. All repairs to the vehicle must be carried out without undue delay and once repaired may be subject to a compliance test at Sheffield City Council's testing station.</p>
4. Equipment and Fittings	
a.)	All fittings and auxiliary equipment must be kept tidy and safe and relevant statutory requirements fully complied with.
b.)	All audio equipment must be factory fitted. No additional amplifiers, speakers, or sub-woofers are to be fitted and connected to the vehicle.
c.)	Where a fire extinguisher is fitted, it must be of a type suitable for use on a motor vehicle and approved by the Council. It must be securely fitted in the driver's compartment and in easy reach of the driver and not obstruct or interfere with the safe operation of the vehicle. It must comply with requirements of BS EN3 1996 and have a minimum rating of 5a and 34b. It must not contain less than 0.9 litres AFFF foam or 1kg dry powder and must have a seal or gauge mechanism. The registration number of the vehicle must be permanently and legibly marked on the extinguisher.
5. Closed-Circuit Television (CCTV)	
Page 339	<p>A secure Closed-Circuit Television (CCTV) system approved by the Council shall be fitted to the vehicle prior to the grant of the licence and maintained in the vehicle thereafter for the duration of the licence to the satisfaction of the Council.</p> <p>The requirement will be effective immediately on the grant of a new licence (other than by way of renewal) or on the replacement of a licenced vehicle.</p>
6. Meter and Table of Fares	
a.)	A taximeter of an approved type must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.
b.)	The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental or deliberate alteration to the calibration of the meter.
c.)	A facility must be provided to display the table of fares in such a position that it is clearly visible to the passengers.
d.)	<p><u>The vehicle must have a functioning cashless payment facility available for passengers to pay any fare due. This facility must be connected and working at all times to ensure customers are able to pay by card. Proprietors must issue a receipt if requested.</u></p> <p><u>Additional costs as a result of cashless payments must not be passed onto the passenger.</u></p>

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Where a fault in the cashless payment system is identified, the proprietor must notify the Licensing Service within 24 hours and make provisions for a replacement system as soon as practicable.

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7. Advertisements

Advertisements may be displayed where they are in accordance with the Council's policy in relation to advertisements and where the Council has provided written approval for the advertisement.

8. Insurance

- a.) At all times the proprietor shall have in place a policy of insurance in relation to the use of a hackney carriage vehicle that complies with the requirements of the Road Traffic Act 1988 Part VI.
- b.) The proprietor shall produce to the Council within five days of such request the certificate of insurance issued by an insurance company or broker in respect of the vehicle.

9. Seats and Passengers

- a.) The proprietor shall not cause or permit to be conveyed in the vehicle a greater number of persons exclusive of the driver than the number of persons specified on the licence.
- b.) Once a vehicle has passed a compliance test, the seating layout must not be changed.
- c.) Where it is possible to change the seating layout, the proprietor must ensure that no more seats than are stated on the licence are fitted.
- d.) All passengers must have access to at least two side doors, one of which must be on the nearside of the vehicle.

10. Drivers

- a.) The proprietor must keep a written record showing the following particulars in respect of every driver (for hackney carriage purposes) of the hackney carriage vehicle detailed on this licence:
- The name, address and date of birth of the driver of the vehicle
 - The number and date of expiry of every licence issued in respect of the driver under Section 51 of the Local Government (Miscellaneous Provisions) Act 1976 and in force during such time as the driver is driving the vehicle
 - The date on which the driver commenced driving the vehicle
 - The date on which the driver ceased driving the vehicle
- The proprietor must keep the records for a period of two years from the date on which the driver first commenced driving the vehicle. These records must be made available upon request to any police officer or authorised officer of the Council.
- b.) Any person who drives a hackney carriage vehicle must have in place a *Hackney Carriage and Private Hire Driver's Licence*.
- c.) All drivers must be fully aware of the need to provide assistance to passengers, especially those with a disability.

d.)	A driver must not fail or refuse to carry out a booking by or on behalf of a disabled person accompanied by an assistance dog, unless the driver has a medical exemption certificate as issued by the Council. Proprietors must ensure that all drivers of the hackney carriage are fully acquainted with the need to provide all reasonable assistance to passengers, especially those with a disability.
11. Convictions	
	The proprietor or driver of a hackney carriage vehicle must notify the Council within 14 days of any conviction, binding over, caution, warning, reprimand for any matter imposed on them during the term of a licence.
12. Transfer of Licence	
	A proprietor, in transferring the hackney carriage vehicle to another person, must notify the Council within 14 days of doing so, stating the name and address of the person to whom the hackney carriage has been transferred.
13. Change of Address	
	The proprietor of a hackney carriage vehicle must notify the Council in writing of a change of address within 14 days of such change.
14. Operator	
a.)	Where a hackney carriage vehicle receives job bookings from a private hire operator, the proprietor or such driver of the vehicle must notify the Council of all such companies for which they are working and must immediately notify the Council if they cease to work for any company. The vehicle must display sole relevant door signage for each booking undertaken.
b.)	Equipment used for the purposes of receiving and accepting information related to bookings must be fitted securely and in a manner that does not obstruct the view of the driver through the windscreen. Wires used for connection of equipment must not be left in a dangerous manner.
15. Inspections	
a.)	The proprietor must permit an authorised officer or a police constable to inspect the vehicle at all reasonable times.
b.)	Where an authorised officer or police constable is not satisfied as to the condition of a vehicle for use as a hackney carriage, the proprietor must, after being notified in writing, present the vehicle for inspection at such time at Sheffield City Council's testing station.
c.)	If an authorised officer or police constable is not satisfied as to the condition of the vehicle for use as a hackney carriage upon completion of an inspection as stated above, the authorised officer may suspend the licence. The suspension will not be lifted until such time the vehicle has passed a compliance test at Sheffield City Council's testing station.
16. Information and Guidance	
a.)	The proprietor or driver of the vehicle must at all times carry within the driver's compartment of the vehicle the <i>Safe Loading and Unloading of Manual Wheelchair passengers in a hackney carriage 2010</i> and the <i>Safe loading and unloading of powered wheelchair passengers in a hackney carriage</i> guidance booklet as provided by the Council. The booklets should be made available for inspection on the request of an authorised officer, police constable or passenger on request.
b.)	The proprietor or driver of the vehicle must at all times carry within the driver's compartment of the vehicle a copy of the <i>Hackney Carriage Byelaws</i> as provided by the Council. The booklet should be made available for inspection on the request of an authorised officer, police constable or passenger on request.

17. Equalities Act 2010

a.)	<p>The Council has a duty under the Equalities Act 2010 to exercise its functions, and have due regard to the need to:</p> <ul style="list-style-type: none">• Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;• Advance equality of opportunity between people who share a protected characteristic and those who do not;• Foster good relations between people who share a protected characteristic and those who do not. <p>In discharging the duty, the Council will take a serious view of any judgement under the Equality Act 2010 against any applicant for the grant, renewal or transfer of any licence as issued by the Council.</p>
b.)	<p>Drivers of a hackney carriage vehicle must not refuse to carry out a booking by or on behalf of a disabled person accompanied by an assistance dog unless the driver has a medical exemption certificate in the approved manner or in the vehicle.</p>
c.)	<p>Drivers of a hackney carriage vehicle must not refuse to carry out a booking by or on behalf of disabled person in a wheelchair, fail to provide them with appropriate assistance, or to charge them extra unless the driver has a medical exemption certificate in the approved manner of the vehicle.</p>

Part 23 – Compliance and Enforcement

The primary aim of the Licensing Authority is public safety, and to provide a service that businesses and individuals can depend on for reasons of health, safety, welfare, equality, and consistency.

Therefore, the undertaking of compliance and enforcement checks on licenced private hire vehicles is essential in order to achieve this. Ultimately these checks are undertaken in order to ensure vehicles are fit for purpose, are complying with the law and licence conditions and to ensure the safety of passengers, pedestrians, and other road users.

The Licensing Authority ensures that licenced private hire vehicles are complying with statutory requirements and licensing conditions by undertaking regular enforcement and compliance checks, whether it be independently or with partners such as South Yorkshire Police and the Driver and Vehicle and Standards Agency (DVSA).

A broad range of tools and powers are available to the Licensing Authority should breaches of compliance be found. The following options, which will be discussed in more detail throughout this section include, but are not limited to:

- No Action
- Informal Warning
- Formal Warning
- Review
- Suspension
- Revocation
- Simple Caution
- Prosecution

Where appropriate and where there are causes for concern the Licensing Authority will pass on information to partner organisations such as the police and Sheffield City Council Transport Services.

Equally, the Licensing Authority will act on information received from those and other partner organisations and deal with complaints in line with the Licensing Authority's Complaints Procedure. A copy of the complaints procedure can be obtained by contacting the Licensing Authority.

Part 24 - Better Regulation Delivery Office: Regulators' Code, 2014

In undertaking enforcement duties, the Licensing Authority will pay particular attention to the Regulators Code, April 2014. This sets out the standards that the licensing authority should follow when undertaking compliance and enforcement checks. Therefore, the Licensing Authority will:

- carry out their activities in a way that supports those they regulate to comply and grow
- provide simple and straightforward ways to engage with those they regulate and hear their views
- base their regulatory framework activities on risk
- share information about compliance and risk
- ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- ensure that their approach to their regulatory activities is transparent

Part 25 - Better Regulation Unit: Enforcement Concordat

Attention will also be paid to the principals of good enforcement as contained in the Enforcement Concordat and the Licensing Authority will ensure that when carrying out enforcement we are:

- **Open:** The Licensing Authority will provide information in plain language and will be transparent in the activities it undertakes. It will also be clear with customers on how the service operates.
- **Helpful:** The Licensing Authority will work with licensees to advise and assist with compliance. A courteous and efficient service will be provided by all staff and licensees will have a single point of contact and telephone number for further dealings. Applications will be dealt with promptly and where possible enforcement services will operate effectively to minimise overlaps and time delays.
- **Proportionate:** The Licensing Authority will minimise the costs of compliance for licensees by ensuring any action taken is proportionate to the risks involved; an account of the circumstances and attitude of licensee will be considered at all times.
- **Consistent:** The Licensing Authority will carry out all duties in a fair, equitable and consistent manner. Licensing officers will exercise judgement in all cases and arrangements will be put in place to promote consistency.

The Licensing Authority will also provide a well-publicised, effective and timely complaints procedure that is easily accessible to licensees and members of the public.

Any advice given by licensing officers on behalf of the Licensing Authority will be put clearly and simply at all times and confirmed in writing.

The Licensing Authority will also ensure that before formal action is taken as a result of enforcement or compliance checks, an opportunity to discuss the circumstances will be provided in order to resolve the points of difference. However, in circumstances where immediate action is necessary, such as health and safety or preventing evidence being destroyed, the Licensing Authority will be required to take a more formal approach. An explanation as to why such action was required will be given at the time and confirmed in writing in most cases within five days and, in all cases, within 10 working days.

Part 26 - Enforcement and Non-Compliance Options

In line with the Regulators' Code and Enforcement Concordat the Licensing Authority will choose the most appropriate form of enforcement under the circumstances. The Licensing Authority has at its disposal a range of enforcement and non-compliance options.

Where there have been several instances of non-compliance and at the discretion of the Licensing Authority, licensees (vehicle proprietors) may be referred to the Licensing Sub-Committee without further warning where a decision will be made as to the future of their private hire vehicle licence.

Stage 1 - No Action

A decision of no action may be taken where formal enforcement is deemed inappropriate under the circumstances. In such cases the offender, and where necessary, the complainant, will be informed of the reasons for the decision.

The Licensing Authority will look at all the evidence before making a determination on how to proceed following enforcement and compliance checks. It may be that evidence comes to light after the checks, indicating no action is required.

Stage 2 - Informal Warning/Words of Advice

Where there is a minor contravention and where the degree of risk from a given situation is minor, an informal warning may be deemed the most appropriate form of action.

An informal warning may come in the form of a verbal notice and recorded as such on the record. A culmination of verbal notices may result in a more serious form of action; this will be reviewed on a case-by-case basis.

This type of warning may be used where there is little or no impact on licensees (vehicle proprietors), service users and members of the public and where all other forms of enforcement action are viewed as inappropriate and/or disproportionate.

Stage 3 - Formal Warning

A formal warning is a tool that is available for more serious breaches of licence conditions. Each event is viewed on a case-by-case basis and enforcement officers will use their judgment as to whether to exercise the formal warning procedure.

A formal warning will be held on the licensees' record for a set period of time, not exceeding three years. Should the licensee be referred to the Licensing Sub-Committee while the warning is live, the Licensing Sub-Committee will be made aware of it.

Suspension of licence

Where there has been a serious breach of licence, non-compliance, or any other reasonable cause it may be deemed appropriate to issue a suspension notice.

The power to suspend a vehicle licence is contained in Section 60 of the Local Government (Miscellaneous Provisions) Act 1976. Further information on these suspensions can be obtained from the Acts themselves.

A suspension may be issued where the vehicle is deemed to be unfit for purpose, in terms of the mechanical condition, safety and/or comfort. A suspension notice may also be issued for 'any other reasonable cause'.

Upon the suspension of a licence the licence holder may appeal the decision to the Magistrates Court; there is no other recourse available.

Revocation

In circumstances of more serious breaches of conditions, such as the private hire vehicle being unfit for purpose, non-compliance with the provisions of the Act of 1847 or the Act of 1976 or for any other reasonable cause, a revocation of the licence may be deemed necessary.

The power to revoke a licence is retained by the Licensing Committee and will be implemented where there is considered to be an immediate and on-going risk to public safety.

If a decision is reached whereby the licence is revoked, they will have the opportunity to appeal the decision to Magistrates Court.

Refusal to Renew

Reasons for non-renewal of a licence may be due to information received at renewal stage; such as the private hire vehicle being unfit for purpose, non-compliance with the provisions of the Act of 1847 or the Act of 1976 or for any other reasonable cause.

In making a decision on whether to refuse to renew a licence the Licensing Sub-Committee will take into account information received from the Licensing Authority and any supporting documents that are supplied by the applicant.

If a decision is reached whereby the licensee is refused, they will have the opportunity to appeal the decision to Magistrates Court.

Caution

Where a serious breach of conditions or non-compliance has been evidenced, but where a prosecution would not be in the public interest, a formal caution may be issued.

Guidance as issued by the Health and Safety Executive provides practical advice and sets out certain preconditions that must be adhered to in order for a formal caution to be used:

- The offender making a clear and reliable admission of the offence before a simple caution may be offered
- A realistic prospect of conviction if the offender were to be prosecuted in line with the Code for Crown Prosecutors
- The offender agreeing to receive a simple caution
- A full explanation of the ramifications of accepting a caution

In addition, a formal caution may be issued where the offender has no previous history in relation to the offence and has done everything in their power to make amends. If a formal caution was offered and refused by the offender, the matter would then proceed to court. In any event, a decision to offer a caution will rest solely with the Licensing Authority.

A formal caution issued by the Licensing Authority will not be passed on to third party organisations automatically. However, if internal services or neighbouring authorities seek information on licensees, information will be discharged, subject to appropriate Data Protection Act provisions.

Prosecution

A prosecution will be implemented in cases where there has been a flagrant breach of licence conditions and where other options have been considered and deemed unsuitable, or where serious issues of public safety have arisen.

In order for a prosecution to be initiated there must be enough evidence to provide a realistic prospect of a conviction and it is the public interest to do so. In determining whether a prosecution should be initiated the Code for Crown Prosecutors should be considered:

- Is there enough evidence against the defendant
- Is it in the public interest to bring the case to court

Part 27 - Consultation

In developing this policy, the Licensing Authority consulted widely and gave due consideration to the views of all those who responded to the consultation process.

The Licensing Authority is committed to consulting with as wide an audience as possible, regarding this and any future licensing policy or any amendments in accordance with this policy.

The Licensing Authority has conducted a full consultation of this policy by way of writing and/or emailing consultees, providing relevant information on the Council website.

The views of all consultees were considered and given proper weight when writing and / or reviewing this policy.

A list of consultees can be found below. This list is not exhaustive but is an example of those who have been consulted.

Licensees	Elected Members
Local Members of Parliament	Sheffield City Council Transport Services
Transport4All	Sheffield City Council Sheffield Safeguarding Children's Board
Sheffield City Council Highways Service	South Yorkshire Police
South Yorkshire Fire Service	Sheffield City Council's Equality Team
Neighbouring Local Authorities	Sheffield City Council's Public Health Service
Sheffield City Council's Parking Services	National Association of Licensing and Enforcement Officers
Institute of Licensing	Sheffield Disability Hub
Sheffield City Council Strategy and Policy Service	Campaign for Better Transport
Chambers of Commerce	Local Traders
Women's Groups	Pubwatch

Appendix A – Vehicle Types

The Authority invites applications for vehicles that are of a suitable type and fully comply with the vehicle specification. In this regard, as of 1st January 2025, only Zero Emission Capable vehicles will be accepted.

Euro-Classifications

European emission standards define the acceptable limits for exhaust emissions of new vehicles sold in EU and EEA member states. The emission standards are defined in a series of European Union directives staging the progressive introduction of increasingly stringent standards. The highest standard at present is that of a Euro 6, which was first applied to new registrations as of 1st September 2015.

Emissions Standard	Applied From	Applied to new Registrations From
Euro-1	1 st July 1992	31 December 1992
Euro-2	1 st January 1996	1 st January 1997
Euro-3	1 st January 2000	1 st January 2001
Euro-4	1 st January 2005	1 st January 2006
Euro-5	1 st September 2009	1 st January 2011
Euro-6	1 st September 2014	1 st September 2015

Permitted Vehicle Types

The following vehicle types will be permitted as hackney carriage vehicles as of 1st January 2025.

Vehicle Type	Permitted	
	Yes	No
Battery Electric Vehicle	✓	
Range-Extended Electric Vehicle	✓	
Plug-in Hybrid Electric Vehicle	✓	
Hybrid Electric Vehicle	✓	
Liquid Petroleum Gas Vehicle (LPG)	✓	
Hydrogen Vehicle	✓	
Diesel		✓
Petrol		✓

Appendix AB

Sheffield City Council Licenced Hackney Carriage Taxi CCTV - Technical Specification and System Requirements

In order to be considered suitable for installation in a licensed Hackney Carriage vehicle, the system must meet the following requirements.

Reference	Specification	Details
1.0 Operational Technical Specifications		
1.1	100% solid state design or a proven vibration and shock resistant system	The system should not have any fan and the recording should be vibration and shock proof, i.e. <ul style="list-style-type: none"> Flash-based SSD (100% industrial grade) Hard disk with both mechanical anti-vibration and anti-shock mechanism and self-recovery and self-check file writing system SD cards will be accepted
1.2	8 to 3645 Volts DC	Operational between 8 and 3645 volts DC
1.3	Reverse polarity protected	System to be protected against reverse voltage
1.4	Short circuit prevention	System to be protected against short circuits
1.5	Over voltage protection	System to be protected against high voltage transients likely to be encountered in the vehicle electrical system
1.6	Automotive Electromagnetic Compatibility Requirements	<p>The in-vehicle hackney carriage camera system must be compliant with the Council Directives:</p> <ul style="list-style-type: none"> 2004/108/EC on Electromagnetic Compatibility (CISPR 22/EN55022) 2004/104/EC on Radio Interference (sections 6.5, 6.6, 6.8 and 6.9) <p>The hackney carriage camera equipment should therefore be e-marked or CE-marked with confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles</p>
1.7	System override activation (on/off) switch to be located in a position where it is not accessible from inside the vehicle (i.e. in the boot/engine compartment). The override switch must be illuminated when switched on.	The system is required to be active at all times that the vehicle is being used as a licenced vehicle. This will allow the facility for the system to be deactivated during times when the vehicle is being used for private purposes (e.g. domestic use) . The switch that deactivates the system must be located within the vehicles boot or engine compartment (i.e. it must only be possible to deactivate the system from outside of the vehicle)
1.8	First-in/first-out buffer recording principle	The system must automatically overwrite to create a constant cycle recording
1.9	Access Record Built-in, automatic logging of all access actions, including date and personnel names	A service log must be kept and maintained by the approved installer and the local authority

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1.10	Security, duration and auto-clearing of log files	
1.11	Image export formats and media	Images must be <u>encrypted to a minimum of FIPS 140/2</u> exported in commercially available formats
1.12	Image protection during power disruption	Images must be preserved in the event of loss of power. Battery back-up will not be permitted
1.13	Unit must operate without the ignition being turned on	The Unit must have the ability to operate for at least <u>12 hours</u> without power from the ignition. <u>The device must be hardwired to both constant and ignition supply</u>
1.14	Image and audio data shall be recorded and stored in a unit separate from the camera head.	<u>Self-contained storage cards within the camera head will not be accepted.</u>
1.15	GPS capability	System must have <u>be compatible to allow for</u> GPS capability
1.16-16	The system must be capable of recording audio time synchronized to the recorded images. The system shall not record audio except when audio recording is activated by means of an approved trigger switch	<u>The system should have the ability to start recording audio data by means of a trigger switch.</u>
1.17	The system shall not record audio except when audio is activated by means of an approved trigger. The system must be capable of recording audio time synchronised to the recorded images	<p><u>If activated, the audio must record within the video file.</u></p> <p>The system should have the ability to start recording audio data by means of at least two trigger buttons. <u>(see also 1.26 below)</u></p> <p>One trigger button must be capable of being activated by the driver. <u>Once the trigger is activated, the system will continue to record audio until the same trigger is activated again. The second activation of the trigger must result in the cessation of audio recording.</u></p> <p><u>The second trigger button must be capable of being activated by the passenger. Once the trigger is activated, the system will continue to record audio until the same trigger is activated again. The second activation of the trigger must result in the cessation of audio recording.</u></p> <p><u>Both audio activation triggers must be independent of each other — this means that audio recording can only be deactivated by means of the same trigger (driver or passenger) that was used to activate the audio recording.</u></p> <p><u>A separate independent trigger button must be located on each passenger row of seating within the vehicle and be capable of being activated by any passenger occupying that row.</u></p>
1.18	The audio playback, when triggered, shall be in 'real time' and synchronised with the images that are captured	<u>All audio files must be simply added to the video files as a voiceover, not in separate files</u>

1.19	Digital sampling of the audio signal must exceed 8 KHz	
1.20	Digital resolution of the audio samples must exceed 10 bits	
1.24	The audio microphone shall be integrated within the camera head	
1.22	Audio data and image data must be stored together, not in separate files, and must be protected against unauthorised access or tampering.	
1.23	The system must support testing of the audio function for installation and inspection purposes.	
1.24	The system must 'go to sleep' to reduce battery drain during prolonged idle time. It must be capable of immediate reactivation	
1.25	Images recorded by the system shall not be displayed within the vehicle	<u>Any monitors may only display live images as clearly visible by having a glance around as per ICO specifications, it must not display recorded images.</u>
1.26	The system must have at least two <u>trigger switches for audio activation/emergency activation triggers (panic buttons)</u>	<p><u>If activated, the audio must record within the video file.</u></p> <p><u>The system should have the ability to start recording audio data by means of at least two trigger buttons.</u></p> <p><u>One trigger button must be capable of being activated by the driver.</u></p> <p><u>A separate independent trigger button must be located on each passenger row of seating within the vehicle and be capable of being activated by any passenger occupying that row.</u></p> <p><u>One of the triggers/panic buttons must be capable of being operated by the driver—this must be independent of the audio activation switch</u></p> <p><u>At least one other trigger/panic button must be capable of being operated by a passenger from any passenger seat in the vehicle. Once activated, this switch must trigger the recording of video and audio in accordance with section 6.4 below.</u></p>
1.27	The system must include a visual indicator that will clearly show when audio recording is taking place. This indicator must be visible to all passengers within the vehicle.	This may take the form of an indicator LED built into the audio switch, or a remote LED that can clearly be seen by passengers.

2.0 Storage Capacity Technical Specifications

2.1	Minimum of 28 days <u>i.e. (28x24 hours)</u> of recording capacity	The camera system must be capable of recording and storing a minimum of 28 days of images of HD1 (720/288) size or better
2.2	Images must be clear in all lighting conditions	System to provide clear images in bright sunshine, shade, dark, total darkness, and when strong backlight is present <u>without the need for additional components-</u>
3.0 Camera Head Technical Specifications		
3.1	Camera installation non-obstructive	The camera and all system components shall be installed in a manner that does not interfere with the driver's vision or view of mirrors or otherwise normal operation of the vehicle.
3.2	Protected camera disconnect	The camera head shall be designed to disconnect for ease of removal and replacement by maintenance personnel
3.3	Special tools for adjustment/removal	To prevent inappropriate interference, only tools supplied to authorised fitters should be capable of carrying out adjustments or removal
3.4	Field of view to capture all passengers in the vehicle	The lens of the camera must be of a type that captures the driver and all passengers of the vehicle on the recorded image. The lens must be of a style not to create a 'fishbowl' effect
3.5	Images must be clear	System to provide clear images in all lighting conditions and allow different skin tones to be detected
3.6	Compatible for use in vehicles with a partition (shield)	The camera system must be adaptable to provide clear images when a vehicle is equipped with a shield. This may be accomplished with the use of multiple camera heads.
3.7	Multiple cameras	The unit shall be capable of supporting up to four cameras. Four cameras may be required to provide adequate coverage in larger vehicles and/or certain purpose built vehicles.
4.0 Storage Device (Recorder) –Technical Specifications		
4.1	Impact and shock resistance	The recorder shall be impact resistant, sufficient to withstand a typical car accident, or striking with a large, heavy object such as a suitcase.
4.2	Controller in concealed location	The storage unit shall be concealed from view and effectively inaccessible except by authorised personnel.
4.3	Download port provision	The recorder shall be equipped with a communication port <u>within the hard drive housing for downloading by an authorised officer for downloading by authorised personnel.</u>
4.4	Download port shall be located in an easily accessible location such as a glove compartment	The recorder download port shall be located in the glove box if practicable, if not then in a location that does not require the removal of panels and is accessible
4.5	Download port cable length – <u>300 millimetres 4 feet</u> minimum	<u>When required, any dD</u> ownload port shall be at least one foot in length for ease of download
4.6	Recorder to be securely affixed to the vehicle	
4.7	Log register camera system parameter modifications	
4.8	Log to register each user access	

4.9	Log to register each image download session	
4.10	Log to register modification/manipulation of download images	
4.11	Log to register exporting of download images	
4.12	Log to register exporting of download images	
4.13	Log file protected against unauthorised access	
4.14	Time/date stamp	All stored images must be time and date stamped
4.15	Vehicle ID number stamp	All stored images must have <u>vehicle identification (VIN & or number plate)</u> two fields for vehicle identification (VIN & number plate)
4.16	Controller non-modifiable ID code stamp	Each recorded image shall be automatically stamped with a unique and non-modifiable code that identifies the controller that was used to record the image
4.17	Controller (Storage Recorder)	Manufacturer to supply Sheffield City Council with a supply of specialised tools to allow for the removal of the controller and download of data when required.

5.0 Specifications for Video and Audio Recording Rate

5.1	Video image recording on system activation (when audio is not activated)	The system shall record images at <u>a minimum rate of twenty five images per second</u> the rate of four images per second
5.2	Video image recording when audio is activated	The system shall record images at the rate of <u>twenty-five images per second</u> during periods when audio recording is activated (either due to time requirement, or through activation by the driver trigger switch or passenger <u>audio/panic</u> button)
5.3	When activated, audio recording must be in real time and synchronised with the video recording	<u>When activated, audio recording must be in real time and synchronised with the video recording</u>
5.4	System to continue to record images (and audio when applicable) when engine is off	System must continue to record images (and audio when applicable) for <u>1 hour</u> 30 minutes after engine/ignition is switched off

6.0 Specification for activation via driver or passenger trigger audio/panic buttons

6.1	The activation of a trigger button <u>when activated by driver or passenger must provide for overwrite protected image storage when activated by driver or passenger</u>	The system must be fitted with at least two trigger buttons that once activated will trigger the <u>protected</u> recording of audio and video
6.2	<u>Emergency image overwrite protection capability</u>	<u>Image sequences resulting from emergency activation shall be recorded in an area of memory which is protected from being overwritten</u>
6.3	<u>Overwrite capacity for at least 3 activations</u>	
6.4	<u>Overwrite protection self-clear on 06 hour timer</u>	

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7.0 Downloading Technical Specification

7.1	Time to download complete memory not to exceed 30 minutes	Time to download to be accomplished in 30 minutes or less
7.2	Provision of necessary software, cables, security keys to Sheffield City Council Licensing Service	
7.3	Windows 40 compatible	<u>Once downloaded and converted</u>
7.4	Downloaded images stored in non-volatile media	
7.5	Downloaded images stored in secure format	
7.6	Verifiable image authenticity	Each image shall be <u>watermarked with vehicle ID, and time and date, and be tamperproof, stamped with controller ID and vehicle ID and be tamperproof</u>
7.7	Provision of technical support to Sheffield City Council Licensing Service when necessary	To assist in accessing system in case of damage to the vehicle or to the system in case of accident within <u>a reasonable time frame 1-hour during normal working hours and within 8 hours otherwise</u>
7.8	Wireless download prohibited	Unit must not allow for wireless downloads. Wireless diagnostic may be used. All wireless hardware to be disabled
7.9	Filter the specific images for events and times for the approximate time of the crime committed	<u>The playback software must list the files in date and time slot order for ease of location of required file.</u>
8.0 Requirements in Relation to System Information		
8.1	Provision of service log sheet with each unit shipped	The unit manufacturer shall have a service log, shipped with the unit. The manufacturer shall also enclose detailed instructions for the drivers with each unit shipped. An installation manual shall also be furnished to authorised installers and fleet operators.
8.2	Serial number indication on service log	The unit will be marked with a serial number
8.3	Installation date indication on service log	<u>A certificate of installation must be provided which will indicate the installation date</u> The provision for the installer to indicate the installation date
8.4	<u>Clarity of operating instructions</u> Provision of the driver instruction card with each unit shipped	The system shall be provided with clear and concise operation instructions which are written or presented with due consideration to varying levels of literacy.
8.5	<u>Installation by authorised agents</u> Provision of installation manual to installers and fleet operators	<u>The unit shall only be installed by manufacturer's authorised agents</u>
8.6	<u>Provision of authorised agents list to the Council Licensing Service</u> Clarity of operating instructions	The <u>manufacturer or supplier shall provide a list of all authorised agents to the Council Licensing Service.</u> system shall be provided with clear and concise operation instructions that are written with due consideration to varying levels of literacy
8.7	<u>Documentation</u> Installation by authorised agents	The manufacturer must provide clear and concise operating instructions which are written or presented in layman's terms The unit shall be

		installed by manufacturer's authorised agents, or other installers approved by the council (subject to agreement with the manufacturer)
8.8	Image Protection Provision of authorised agents list to Sheffield City Council Licensing Service	All captured images must be protected using encryption software that meets or exceeds the current FIPS 14-2 (level 2) standard or equivalent. The manufacturer shall provide a list of all authorised agents to Sheffield City Council Licensing Service
8.9	Documentation	The manufacturer must provide clear and concise operating instructions that are written in layman's terms — details on how the system records images
8.10	Image Protection	All captured images must be protected using encryption software that meets or exceeds the current FIPS 140-2 (level 2) standard or equivalent
9.0 System Requirements in Relation to Vehicle Inspection Facility - Inspections		
9.1	Provision of system status/health indicator	The driver shall have an indicator showing when the system is operational and when there is a malfunction. This shall include the images as shown to verify the status of each camera.
9.2	Mounting location of system status/health indicator to be seen by driver only	The indicators shall be mounted <u>in such a way so as to allow for ease of view</u> installed for the driver's vision only.
9.3	Additional indicator requirement	Where a system is fitted with an indicator to show that the system is on, this indicator shall be separate to those listed above or of a different colour to avoid any possible confusion on the part of the drivers using the system
9.4	Designed and or installed to be testable by Sheffield City Council Licensing Service, or persons acting on behalf of the Council, such as vehicle inspectors	The system shall be designed and installed such that the system may be easily tested by Sheffield City Council Licensing Service. to ensure that all features are operating and that images are being recorded as prescribed.
10. General System Requirements		
10.1	Vandal and tamper resistance	All component parts must be securely mounted, <u>hard wired and small and discreet enough to remove the risk of tampering.</u>
10.2	Provision of statement of compliance	In addition to a formal test of all aspects of this requirement specification, a statement of compliance shall be provided and signed by an officer of the company
10.3	Reliability in operational and environmental conditions	The system shall provide reliable and full functionality in all operational and environmental conditions encountered in the operation of <u>licensed vehicles, hackney carriages</u>
10.4	Programmability of image timing parameters	It shall be possible to change timing and parameters without the requirement to change components
10.5	Training and Technical support and Equipment	Manufacturer must provide Sheffield City Council Licensing Service with a Training and Technical <u>Support</u> Manual. Supply a working unit to Sheffield City Council Licensing Service for testing purposes

10.6	Software and Hardware	Manufacturer to supply Sheffield City Council Licensing Service with- supply of cables and software to be installed under the supervision of the Council's authorised staff
10.7	Agreement between the camera manufacturer and Sheffield City Council	Agreement to allow Sheffield City Council access to the relevant software from the supplier manufacturer so that in the event the manufacturer goes out of business, Council will be able to support the system

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Appendix C

Sheffield City Council Taxi and Private Hire Licensing Vehicle Compliance Inspection Standards

Section	Subject
1	Lighting and Signalling Equipment: 1.1 Warning Lamps 1.2 Electrical Wiring and Auxiliary Equipment 1.3 Additional Lamps
2	Steering and Suspension: 2.1 Steering and Suspension
3	Brakes: 3.1 Brakes
4	Tyres and Road Wheels: 4.1 Tyres—Condition 4.2 Tyres—Fitting
5	Seat Belts: 5.1 Seat Belts—Type Approval
6	Body and Structure 6.1 Body Alignment, Chassis and Sub-frames 6.2 Vehicle Body and Condition—Exterior of Body and Licence Plate 6.3 Vehicle Body and Condition—Interior of Body 6.4 Interior Signage 6.5 Doors and Seats 6.6 Bumper Bars
7	Fuel and Emissions: 7.1 Exhaust System 7.2 Fuel System—Pipes, Tanks and Cables 7.3 Exhaust Emissions—General 7.4 LPG Conversions

8	<p>Drivers View of the Road</p> <p>8.1 Mirrors</p> <p>8.2 Windscreen—View Top the Front</p> <p>8.3 Window Glass or Other Transparent Material</p> <p>8.4 Window Tints</p> <p>8.5 Wipers—Front and Rear</p>
9	<p>Additional Requirements</p> <p>9.1 Speedometer and Odometer</p> <p>9.2 Transmission</p> <p>9.3 Engine and Transmission Mounting</p> <p>9.4 Oil and Water Leaks</p> <p>9.5 Luggage and Load Space</p> <p>9.6 Engine Condition</p>
10	<p>Ancillary Equipment</p> <p>10.1 Wheelchair Restraint and Access Equipment</p> <p>10.2 Taxi Meter</p> <p>10.3 Motion Locks (Hackney Carriage Only)</p> <p>10.4 Electrically Operated Side Steps and Running Boards</p> <p>10.5 Drivers Information Systems (Sat Navs, Data Heads etc.)</p>

4.1--Warning Lamps

Method of Inspection	Reason for Rejection
All warning lamps on dashboard to work to manufacturer's specification	
Headlamp main beam warning lamp to illuminate when main beam is switched on	Main beam warning lamp does not illuminate
Engine management lamp to operate with ignition on and go out when engine started	Engine management lamp not working or does not go out when engine started
Air bag warning lamp to operate when ignition is on and go out when engine is started	Air bag warning lamp not working or does not go out when engine started
Any brake warning lamp to operate with ignition is on and go out when engine started or parking brake released	Any brake warning lamp staying on when engine started and brakes released
Any other manufacturer's warning lamps to operate as the manufacturer intended	Any other manufacturer's warning lamp not working or staying illuminated when engine started. E.g. oil and charge lamps

4.2 – Electrical Wiring and Auxiliary Equipment

Method of Inspection	Reason for Rejection
This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.	
<p>Check all electrical wiring for:</p> <ul style="list-style-type: none"> • Condition • Security • Position • Signs of overheating • Heavy oil contamination 	<p>Wiring:</p> <ul style="list-style-type: none"> • Not adequately insulated • Not adequately secured • Positioned so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective • With clear evidence of overheating • Heavily contaminated with oil
<p>Check battery and carrier for:</p> <ul style="list-style-type: none"> • Security • Leaks 	<p>Battery and Carrier:</p> <ul style="list-style-type: none"> • A battery and/or carrier not secure and likely to become displaced • Battery Leaking
Check all switches for operation, security, illumination and symbol or signage.	Any switch not illuminated, insecure, faulty, no symbol or signage.
Check any auxiliary wiring is correctly fused	Any auxiliary wiring not fused.
Security cameras, when fitted, must be fitted correctly with appropriate signs. Proprietor must provide written consent when requested.	Camera not fitted correctly, signs missing or deteriorated. No consent for equipment.
Any multimedia equipment or systems must be fitted correctly, and driver/licensee must provide written consent when requested.	Equipment not fitted correctly. No written consent on request.

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4.3 – Additional Lamps

Method of Inspection	Reason for Rejection
<p>With the ignition switched on, check: Reversing lamps</p> <ul style="list-style-type: none"> That the reversing lamps emit a diffused white light when reverse gear is selected The lamps extinguish when neutral gear is selected The lamps are in good working order, are secure and carry an approval mark The lamps do not flicker when lightly tapped by hand Reversing warning alarms, if fitted, must operate 	<p>A reversing lamp:</p> <ul style="list-style-type: none"> That fails to operate or does not emit a white diffused light Fails to extinguish when neutral or forward gear is selected Is not in good working order, are insecure or unapproved Flickers when tapped lightly by hand Not working correctly, i.e. should not work in the hours of darkness Should have a failsafe on the side lights separate marked up switch
<p>Front Fog / Driving Lamps Check that:</p> <ul style="list-style-type: none"> A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together A pair of matched, long range driving lamps, both emitting a white diffused light should illuminate together Check any auxiliary lamps fitted to washer jets, extra running lights or any standard manufacturer lighting for security and operation. 	<ul style="list-style-type: none"> Lamps inoperative or operate other than in dipped beam mode Lamps operate incorrectly Lamps operate incorrectly Any lamp insecure, deteriorated or not working.
<p>'For Hire' Roof Signs Check that:</p> <ul style="list-style-type: none"> Correct style and type of sign fitted (according to Sheffield City Council vehicle specification). 	<p>Incorrect colour or details shown on sign.</p>
<p>Ensure that the sign is securely fastened to the vehicle.</p>	<p>Insecure sign.</p>
<p>Condition and security of wiring.</p>	<p>Wiring is not in good condition and is loose or chafed.</p>
<p>Functional test of signs for illumination.</p>	<p>Illumination not consistent across the sign, i.e. all light bulbs, LEDs illuminated when switched on.</p>

Roof lights must work through meter at all times and not be able to be switched off by a separate switch.	Any separate switch that switches of roof light fitted.
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2.1— Steering and Suspension

Method of Inspection	Reason for Rejection
Check all steering, suspension and wheel bearing and all joints, bushes and linkages for presence, condition, operation and freedom of leaks.	
Check all steering and suspension ball joints and rubber covers for any play or deterioration.	Any steering or suspension ball joint (including covers/gaiters) showing signs of advanced wear/play, deterioration or splits.
Check all steering and suspension bushes for wear and splitting or deterioration.	Any steering or suspension bush showing signs of advanced wear/play, splits or deterioration.
Check all wheel bearings for any play.	Any wheel bearing showing advanced wear/play.
Check coil and leaf springs for any weakness causing vehicle to sit low or tilt to one side.	Any coil or leaf spring weak or showing advanced wear.
Check all shock absorbers for condition and leaks.	Any shock absorber leaking or weak in operation.
Check condition of any suspension hydraulic pipes for corrosion and deterioration.	Any suspension hydraulic pipe corroded or deteriorated.

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3-1-Brakes

Method of Inspection	Reason for Rejection
Check all brake components for presence, security, operation, condition and freedom from leaks.	
Check condition of rigid brake pipes for condition, corrosion, security and chafing.	Any rigid brake pipe corroded so that when lightly scraped still shows signs of corrosion, or any pipe kinked or chafing.
Check condition of brake hoses and ferrules for any cracks, corrosion or any heat damage or deterioration.	Any brake hose cracked. Any ferrule corroded to an advanced state. Any heat damage or deterioration.
Check servo pipes for security, cracks, chafing or any deterioration to rubber.	Any servo pipe insecure, cracked, chafing or deteriorated.
Check brake cables for condition and any strands for fraying.	Any brake cable with broken strands or fraying.
Check brake pads for wear and condition.	Front brake pads less than 4mm. Rear brake pads less than 3mm.
Check brake discs for wear, including pits, scoring or corrosion.	Any brake disc showing advanced wear, pitting, scoring or advanced corrosion.
Check brake pad anti-slip provision for advanced wear.	Brake pedal pad worn smooth or deteriorated.
Check rear brakes on rolling road for any obviously out of balance application or low effort.	Any rear brake obviously out of balance or low effort.
Check security of brake master cylinder cap and all covers and seals for presence and security.	Any cap, seal or cover missing or insecure.

Section 4.1—Tyres and Road-Wheels

Method of Inspection	Reason for Rejection
<p>Tyres—Condition</p> <p>On all tyres, including spare wheel (if supplied), examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car and Light Commercial Vehicles (ISBN 0-09549239-0-1).</p> <p>Ensure that remoulded and re-tread tyres are not fitted.</p> <p>All tyres (including spare) must not be aged over 10 years.</p> <p>Note 1:</p> <p>Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel may be installed to manufacturers and British Standards may be fitted to the underside of the vehicle.</p>	<p>Not in accordance with the MOT Inspection Manual for Car and Light Commercial Vehicles (ISBN 0-9549239-0-1).</p> <p>Tyres are remoulded or re-tread tyres.</p> <p>Tyres are older than 10 years.</p> <p>Note 2:</p> <p>Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed, and that space savers are a temporary 'get-you-home tyre'.</p>
<p>Special Notice— Stretched Limousines</p> <p>In the case of American imported stretched limousines, vehicle inspectors will need to be vigilant when inspecting tyres for suitability. Most converted stretched limousines are converted from Ford Lincoln Town Cars, with a number of Cadillac variants also.</p> <p>In approved 'stretch' limousine conversions, the maximum weight is approximately 7,100lbs (3.2 tonnes) and care should be exercised when determining suitable tyre ratings. Generally speaking, a Ford Lincoln would require a tyre rating index of 109 T, which gives a load rating of 2,271lbs (1.03 tonnes) with a maximum speed of 118mph. The Cadillac would require a tyre rating index of 115 T, which gives a load rating of 2,679lbs (1.22 tonnes) with a maximum speed of 118mph.</p>	<p>Stretched Limousines</p> <p>More information guidance and the procurement of suitable tyres can be obtained from:</p> <p>Fleet Transport Association Hermes House 2 Manor Road Horsforth Leeds LS18 4DX</p> <p>Tel: 03747 11 22 22</p> <p>www.fta.co.uk</p>

	Alternatively, contact National Limousine and Chauffeur Association at www.ncla.co.uk
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Section 4.2 – Tyres and Road Wheels

Method of Inspection	Reason for Rejection
Tyres – Fitting	
Check all tyres, including spare (if supplied), for condition and deterioration.	
Tyres must have 2mm of tread across the whole width of the tyre.	Any tyre with tread less than 2mm.
Check tyre side walls for cracks and signs of being run flat.	Any tyre with excessive cracks or signs of being run flat.
All tyres to be of the same size all around the vehicle (exceptions where front and rear fitted different by manufacturer).	A tyre different size to any other on vehicle.
Check for presence of an appropriate jack and wheel brace and security.	No jack or wheel brace fitted or insecure.
Check spare tyre for correct fitment and inflation.	Spare tyre fitted incorrectly or not inflated.
Check that the spare tyre is not a rotational type.	A spare tyre that is a rotational type.
Check manufacture date of tyre	Tyre is older than the vehicle

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Section 5.1 – Seat Belts – Type Approval

Method of Inspection	Reason for Rejection
<p>Type Approval</p> <p>All seats, including the drivers, shall be provided, where possible, with a lap and diagonal 3-point seat belt. Where this is not possible a 2-point lap seat belt appropriate to the type and position of the seat, as laid down in: European Directive 76/115 EEC (as amended by 90/629 EEC) and Regulations 46 and 47 of “The Road Vehicle (Construction and Use) Regulations 1986” whether or not those Directives or Regulations apply to that particular seat or the vehicle.</p>	<p>Seat belts do not comply with the Directives or Regulations as stated within Method of Inspection.</p>
<p>Anchorage Points</p> <p>All seat belts shall be fitted with the number of anchorage points appropriate to the type of seat belt. All anchorage points shall comply with M1 standards as laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) or EEC Regulation 14, whether or not those instruments apply to the particular anchorage or the vehicle.</p>	<p>Anchorage points do not comply with the Directives or Regulations as stated within Method of Inspection.</p>
<p>Wheelchair Passengers</p> <p>Wheelchair passengers shall be provided, where possible, with a 3-point seat belt, and where not possible, a 2-point lap belt appropriate to the position of the wheelchair as laid down in European Directive 76/115 EEC (as amended by 90/629 EEC) and Regulations 46 and 47 of “The Road Vehicle (Construction and Use) Regulations 1986” whether or not those Directives or Regulations apply to that particular seat or the vehicle.</p>	<p>Seat belts for wheelchair passengers do not comply with the Directives or Regulations as stated within Method of Inspection.</p>
<p>All seat belts fitted shall comply with Regulation 47 of “The Road Vehicle (Construction and Use) Regulations 1986” and bear the designated mark required by that regulation, whether or not those regulations apply to that seat belt or the vehicle.</p>	<p>Seat belts do not comply with Regulation 47 of “The Road Vehicle (Construction and Use) Regulations 1986” and bear the designated mark.</p>

Section 6.1 – Body Alignment, Chassis and Sub-frames

Method of Inspection	Reason for Rejection
<p>Check all body, chassis and sub-frames for security, condition and alignment, paying particular attention to chassis legs; bulkheads; A, B and C posts; crumple zones and general vehicle alignment.</p> <p>Vehicles (new applications) that have been categorised by insurance companies as a Category A, B, S or N or write-offs will not be accepted as suitable for a licence.</p> <p>Vehicles that are already Licenced and sustain Category S or N insurance markers, and/or sustain significant accident damage will only be accepted for further use a hackney carriage or private hire vehicle providing:</p> <ul style="list-style-type: none"> • All work is carried out to a professional standard by a competent body shop • If requested (by the tester or the licensing department) a Chassis Alignment Check is carried out providing evidence that the vehicle is within the manufactures tolerances. • The tester is satisfied that the general vehicle structure has not been compromised, and that in the event of another accident the crumple zones and vehicle structure would perform as the manufacturer as intended 	<p>Signs of significant accident/structural damage.</p>

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Section 6.2—Vehicle Body and Condition—Exterior

Method of Inspection	Reason for Rejection
<p>Body Condition – Exterior</p> <p>Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p>	<p>An insecure or missing body panel, trim, step or accessory.</p> <p>Any sharp edge whatsoever which may cause injury.</p> <p>Heavy scuffing, abrasions or deformation to front and rear bumper.</p> <p>A single dent of more than 80mm in diameter, or more than 3 dents of not more than 20mm in any one panel.</p> <p>More than 4 scratches and/or abrasions of more than 50mm in length in any one panel.</p> <p>Dull, faded paintwork which has lost its gloss finish or paint mismatch to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle.</p> <p>Evidence of poor repairs and/or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle.</p> <p>Any paint work not finished to a professional standard.</p> <p>Obvious signs of rust/corrosion of any size, particularly those that are covered by advertising signs.</p>

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	Lack of clearly displayed or omission of 'No Smoking' signs.
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Section 6.2—Vehicle Body and Condition—Exterior (continued)

Method of Inspection	Reason for Rejection
Body Condition – Exterior	
Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.	
All repairs to vehicle structure and body to be a good quality and repaired by seam welding and a minimum amount of fillers to be used.	Any structural or body repair not seam welded or not to a good quality finish or excessive fillers used.
Check all jacking points for condition and damage and security of any pads fitted.	Any jacking point damaged or corroded. Any jacking pad missing.
Existing Licenced Vehicles	
Exterior licence plate and mounting bracket must be securely fixed to the body of the vehicle in accordance with the condition of the appropriate licence, with suitable nuts, bolts, rivets or screws, magnet and must have a tamper-proof device fitted.	Licence plate or bracket insecure. Tamper-proof device missing or damaged. Not fixed in accordance with licence conditions.
Licence plate must be displayed.	No plate displayed (without valid paperwork)
	Vehicles that are Licenced and have the vehicle plate suspended and held by third party will provide documented evidence or reason for suspension or plate removal.
	Licensee/driver to produce documentary evidence of failure to display plate correctly. If driver or licensee does not supply such evidence the vehicle is a fail.

Section 6.3—Vehicle Body and Condition—Interior

Method of Inspection	Reason for Rejection
Body Condition – Interior	
Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories.	Insecure and loose seat(s).
Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion or prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear.	Missing, dirty, soiled, stained, worn or insecure trim, carpets, headlining and mats.
Check all interior lights work, and operate correctly when doors open.	An inoperative interior light (all lights must illuminate if they are part of Sheffield City Council Licenced vehicle specification and/or standard equipment).
Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters).	A system which does not function correctly or any part is missing, including vents, controls and switches.
Examine all windows ensuring they allow lowering and rising easily.	An opening window that is inoperative or difficult to open and/or close mechanism broken/missing.
Examine interior door locks, grab handles/rails safety covers.	Missing, defective or loose door locks, child locks, protective covers, grab handles and rails. Grab handles/rails which are rigid to aid the blind and partially sighted, and are worn to excess.
Examine grills/partitions for security and condition.	A grill/partition which is insecure or has sharp edges which may cause injury to passengers or driver.
Examine electrical wiring for condition, security, including intercom systems and any ancillary systems.	Frayed, chafing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing.
Where hospitality equipment is fitted (e.g. fridges, cocktail cabinets) these must be checked for security of installation and safety.	Any hospitality equipment that is insecure or unsafe.

Examine the boot for access, contents, cleanliness and water ingress.	Unable to open, close and/or lock boot lid. Failure of boot lid support mechanism, defective seals, evidence of water ingress, dirty boot and/or carpets, loose items stored in boot i.e. spare wheel tools and equipment etc.
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Section 6.4 – Interior Signage

Method of Inspection	Reason for Rejection
Hackney Carriage Only	
All appropriate signs must be fixed securely for exit, window opening and other switches.	Any exit sign missing, any window operations signs missing, any intercom operations signs missing, any interior switch signs missing.
Current table of fares to be displayed.	Fares table missing, out of date, not easily read, obscured or incomplete.
Identification number to be displayed.	ID number missing, obscured or not easily read or incomplete.
Signage for the motion locks must be displayed.	Missing or deteriorated motion lock signage.
All Licenced Vehicles	
Any interior /exterior advertising must have written licensing consent available for inspection.	Consent not available or not given. Advertisement incomplete e.g. ripped, defaced or deteriorated.
No Smoking signs (minimum of two) to be displayed in a prominent position.	No Smoking signs missing, obscured, not easily read and/or incomplete. Must have at least two signs.
Where image recording equipment is fitted to the vehicle, approved signs must be displayed on entrance to vehicle and within the vehicle.	Image recording equipment but no signage displayed. Signs displayed are not to an approved standard as per specification. Signs not easily read, obscured, defaced and/or deteriorated.
Private Hire Only	
An interior licence plate must be permanently affixed to the interior glazed surface of the quarter light on the nearside rear door so that the particulars are clearly visible to all passengers in the vehicle.	Private Hire Vehicle ID missing or not displayed appropriately.
An interior licence plate must be permanently affixed to the glazed surface of the front windscreen so that the particulars are clearly visible from the outside of the vehicle.	Private Hire Vehicle ID missing or not displayed appropriately.

Section 5.5—Door and Seats

Method of Inspection	Reason for Rejection
Doors and Emergency Exits	
Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates.	A door or emergency exit does not latch securely in the closed position. A door or emergency exit cannot be opened from both the inside and outside of the vehicle from the relevant control in each case. Missing, loose, worn handles or striker plate.
Check markings describing the presence and method of opening emergency exits are readily visible on or adjacent to the exit and are legible.	Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect. Missing, loose or damaged trim/cover plate.
Check all seats are secure, clean and not unduly worn.	Seat cushions stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest, torn, slashed or badly stained seats are not acceptable.
Any seat covers fitted must be airbag compatible if required and securely fitted.	Seat covers not airbag compatible where required or is insecure. Seat covers stained, torn, holed or worn.
There must be reflective strips on both front and rear edges of sliding doors and on the rear of normally opening doors.	No reflective strips fitted to the door edges. Note: A lamp is only acceptable if it has a built in reflector for if the bulb fails.
Accessibility: wheelchair Vehicles WAV	
Door configurations for wheelchair accessible vehicle:	
Single rear door — must open to a minimum of 90 degrees and be capable of locking in place.	Door does not open to a full 90 degrees and cannot be secured in the open position.
Check all vehicles with sliding rear doors have a door open sign in the rear window, which must illuminate when either sliding door is opened and go out when door is closed.	Sign does not illuminate when sliding doors opened. Sign stays on when doors are closed.

Hackney Carriage Only	
All interior grab handles to be highlighted, including exit handles.	Grab handles and exit handles not highlighted.

Section 6.6 – Bumper Bars

Method of Inspection	Reason for Rejection
Examine the bumper bars and check: They are secure to their mountings.	A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs.
The mountings are secure to the vehicle.	A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected.
There is no evidence of damage.	Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint mismatch or fading which is significantly different to that of the rest of the paintwork.
Check the number plate for deterioration.	Number plates that are deteriorated.

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Section 7.1— Exhaust System

Method of Inspection	Reason for Rejection
Examine the Exhaust System.	
Check for corrosion, leaks, alignment and mountings for cracks.	Any part of the exhaust system showing advanced corrosion, leaks, misalignment or any mounting cracked or deteriorated.
Where applicable, check for presence, security and adequacy of grease on hot exhausts.	A heat shield missing, insecure or inadequate.

Section 7.2— Fuel System, Pipes, Tanks and Cables

Method of Inspection	Reason for Rejection
Examine fuel tank(s) for security and leaks.	Fuel tank insecure or leaking.
Check that fuel tank filler caps are: <ul style="list-style-type: none"> • Present • Of the correct type • Secure and seated properly to ensure correct function of sealing 	A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling. Note: Temporary/emergency fuel caps are not permitted
Examine pipes to see they are securely clipped to prevent damage by chafing and cracking, and are not in a position where they will be fouled by moving parts.	Damaged, chafed, insecure pipes, or pipes so positioned that there is a danger of them fouling moving parts.
Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system.	A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system.
Check fuel pipes for any signs of excessive corrosion.	Any fuel pipe excessively corroded.
Check throttle cables for operation and condition.	Any cable sticking or deteriorated.

Section 7.3— Exhaust Emissions—General

Method of Inspection	Reason for Rejection
<p data-bbox="107 608 891 659">The inspector/tester will be required to inform the presenter of the vehicle, the following:</p> <ul data-bbox="152 691 813 1011" style="list-style-type: none"><li data-bbox="152 691 813 742">• That it is the responsibility of the presenter to inform the test station if he thinks the emission test will damage the vehicle<li data-bbox="152 774 813 825">• Keep your vehicle well maintained in accordance with the manufacturer's recommendations<li data-bbox="152 857 813 908">• Have the camshaft drive belt changed at the recommended intervals<li data-bbox="152 940 813 959">• Ensure the oil and water levels are filled to the correct level<li data-bbox="152 991 813 1011">• Do not tamper with governor settings, seals etc.	<p data-bbox="891 608 1671 659">The tester must refuse to test your vehicle if he thinks that the smoke test may damage your engine.</p>

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Section 7.4 — LPG Conversions

Method of Inspection	Reason for Rejection
Any vehicle that is converted to LPG must be done by a European Approved or British Government approved registered company and must have written evidence to state this when presented for test.	No written proof of being converted by an approved convertor/company scheme. No written evidence of fuel system fitted having been serviced by an approved servicer or registered company within the appropriate timescales of test date.
For each renewal of licence test thereafter the equipment must be serviced within on calendar month of test date.	
For intermediate or ad hoc tests thereafter the equipment must be serviced within one year of the test date.	

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Section 8.1— Mirrors

Method of Inspection	Reason for Rejection
<p>The number and position of all mirrors must be checked:</p> <p>Check the condition of each mirror reflecting surface and whether a person sitting in the driver's seat can see clearly to the rear.</p>	<p>Mirror condition:</p> <ul style="list-style-type: none">• A mirror deteriorated or broken• In such a position that a person sitting in the driver's seat cannot see clearly to the rear

Section 8.2—Windscreen—View to the Front

Method of Inspection	Reason for Rejection
Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle.	The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle.
Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers.	

Section 8.3— Window Glass or other Transparent Material

Method of Inspection	Reason for Rejection
Visually check the condition of all windscreens, internal screens, partitions; side, rear, roof and door windows for cracks, surface damage and discoloration.	A crack, surface damage or discoloration in glass or other transparent material that: <ul style="list-style-type: none"> • Impairs the driver's front, side or rear view of the road; or • Presents a danger to any person in the vehicle
Check presence and security of all windscreens, side, roof or rear windows, or internal screens or partitions.	A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.
Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.	Any external window or windscreen is obviously leaking.
Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions.	A guard rail or barrier at a window, internal screen or partition missing, insecure or damaged.
For all vehicles first used before 1 st January 1959, as far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass.	The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 st January 1959.
For all vehicles first used on or after 1 st January 1959, as far as it practicable, check that glass used for windscreens and all outside windows is safety glass or safety glazing.	Glass used for a windscreen or an outside window is obviously not safety glass.
Vehicles first used on or after the 1 st June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers seat are made from safety glass displaying an acceptable safety mark.	For vehicles first used on or after 1 st June 1978, that windscreens and/or other windows wholly or partly on either side of the driver's seat that are not made from safety glass display an acceptable safety mark.
Note: Marking is not required for safety glass used on vehicles first used before 1 st June 1978.	

Section 8.4— Window Tints

Method of Inspection	Reason for Rejection
Check all windows with approved measuring device for light ingress through windows.	
Front windscreen must allow 75% light ingress	Front window less than 75% light ingress.
Front side door glass — minimum 70% light ingress transmission	Front side door glass less than 70% light ingress
Remaining glass — minimum 60 % light ingress transmission	Remaining glass less than 60% light ingress
Note: The rear windows and rear screen, which in the opinion of the tester does not impact on seating area of the passenger, can have a higher density tint but must not allow less than 20% light ingress.	A vehicle that has rear or rear screen that are not in the passenger seating area, and does not allow at least 20% light ingress.

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Section 8.5—Wipers—Front and Rear

Method of Inspection	Reason for Rejection
Check operation of front wipers for working on two speeds and rear wash/wipe.	
Check front wipers work on speeds one and two.	Front wipers not working on either speed, one or two.
Check operation of rear wash/wipe.	Rear washer not working and/or rear wiper not working.
Check all wiper blades for splits and deterioration.	Any wiper blade split or deteriorated.
For all air operated wipers examine: <ul style="list-style-type: none"> • The condition of any visible piping • The function of the operating mechanism, and • The function of necessary valves to protect the braking system 	Air operated wipers: <ul style="list-style-type: none"> • Pipes inadequately clipped or supported • Incorrect function of the wipers or leaking components • Incorrect operation of protection valves
Note: Rear wash/wipe can be removed if not working, but must be completely removed, including motor, and blanked off.	

Section 9.1— Speedometer/Odometer

Method of Inspection	Reason for Rejection
Check that a speedometer/odometer is fitted.	Speedometer or odometer not fitted.
Check the condition of the speedometer/odometer.	Speedometer or odometer not complete or clearly inoperative, or dial glass broken or missing.
Check that the speedometer and odometer can be illuminated.	The speedometer or odometer cannot be illuminated.

Section 9.2—Transmission

Method of Inspection	Reason for Rejection
Examine transmission, check for:	
Missing or loose flange bolts.	A loose or missing flange bolt(s).
Cracked or insecure flanges.	A flange cracked, or loose on the transmission shaft.
Wear in shaft and/or wheel bearings.	Excessive wear in shaft bearing.
Security of bearing housings.	A bearing housing insecure to its fixing.
Cracks or fractures in bearing housings.	A cracked or fractured bearing housing.
Wear in universal joints.	Excessive wear in a universal joint.
Deterioration of flexible couplings.	Deterioration of a transmission shaft flexible coupling.
Distorted/damaged shafts.	A damaged, cracked or bent shaft.
Deterioration of bearing housing flexible mountings.	Deterioration of a flexible mounting of a bearing housing.
Clearance between transmission shafts and adjacent components.	Evidence of fouling between any transmission shaft and an adjacent component.
Front Wheel Drive	
<p>Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:</p> <ul style="list-style-type: none"> • Wear and security • Damage to flexible rubber or fabric universal joints • Security and oil contamination of flexible rubber or fabric universal joints • Condition, presence and security of constant velocity joint gaiters 	<ul style="list-style-type: none"> • Drive shaft, constant velocity or universal joint coupling worn or insecure • A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up • A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure • A drive shaft, constant velocity joint gaiter split, missing or insecurely mounted

Section 9.3— Engine and Transmission Mountings

Method of Inspection	Reason for Rejection
<p>Examine condition of:</p> <ul style="list-style-type: none">• Mountings• Sub frames <p>Check the security to chassis and check for:</p> <ul style="list-style-type: none">• Fractures• Looseness• Deterioration	<p>Any mounting or sub-frame</p> <ul style="list-style-type: none">• Loose• Fractured• Deteriorated• Inappropriate repair

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Section 9.4— Oil and Water Leaks

Method of Inspection	Reason for Rejection
Check vehicle for oil and water leaks from any assembly or component to the ground.	An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary.
Check vehicle for oil and water leaks from any assembly or component that could be deposited on surrounding bodywork onto the exhaust system.	Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would: <ul style="list-style-type: none"> • Contaminate areas • Could potentially cause a health, safety or fire risk
<p>Note: If necessary, the engine can be run at idle speed to confirm the existence of an oil leak.</p>	

Section 9.5— Luggage and Load Space

Method of Inspection	Reason for Rejection
Luggage should be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury.	Load restraint system, if required, not present at time of test.
There must be an approved parcel shelf or pull out screen in the case of a hatch/back or estate car.	Load restraint system faulty or unserviceable.
A suitable grill or net is not acceptable.	Parcel shelf or screen not fitted.

Section 9.6 — Engine and Transmission

Method of Inspection	Reason for Rejection
The engine readily starts and displays no evidence of serious mechanical defects.	Engine shows signs or serious mechanical defect.
Must be able to be switched off.	Engine cannot be started or switched off.
Hackney Carriage Only	No fuel cut off switch or sign fitted.
A fuel cut off switch and sign should be fitted at the front of the vehicle.	
Note: If the vehicle is fitted with an inertia switch, above not required.	
Check clutch for excessive noise or slip or difficulty to select gears.	Clutch excessively noisy or slipping or difficult to select gears.
Check gearbox for excessive noise.	Gearbox excessively noisy.
Check clutch pedal anti-slip for wear and deterioration.	Clutch anti-slip worn or deteriorated.
Check the automatic gearbox selector illumination.	Not illuminated.

Section 10.1— Wheelchair Restraint and Access Equipment

Method of Inspection	Reason for Rejection
Wheelchair Restraint	
Where applicable, check condition and operation of wheelchair restraint.	A wheelchair restraint is defective, worn or missing.
A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces. The system and the devices used to secure a wheelchair to the vehicle shall comply with the relevant standards laid down in European Directive 6/115 EEC (as amended by 90/629 EEC) whether or not these directives apply to those devices or the vehicle.	Wheelchair anchorage systems and devices do not conform to European Directives 76/115 EEC (as amended by 90/629 EEC).
Wheelchair Access and Equipment	
Check that appropriate ramps are fitted and are securely installed. Examine for damage, deformity, sharp edges and provision of anti-slip covering.	Ramps missing, incorrectly stored, damaged/deformed and/or anti-slip covering in poor condition.
Presenter of vehicle to demonstrate the satisfactory fitting and deployment of ramps.	Presenter fails to demonstrate satisfactory fitting and deployment of ramps.
All new hackney carriage applications shall be equipped with a manufacturer's user manual/guide on the ramp deployment, and safe loading and unloading and security of wheelchair passengers.	Does not have the user manual/guide.
Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy.	Unable to deploy ramps.
Wheelchair access equipment shall be fitted into the side access door of the vehicle. The side door shall be the door situated on the nearside of the vehicle, i.e. kerbside when stopped in a normal road.	Wheelchair access equipment which can only be fitted to the offside access door of the vehicle.

A locking mechanism shall be fitted that holds the access door in the open position whilst in use.	No evidence of a suitable locking mechanism to hold the door open.
Any wheelchair tracking must comply with European Standard UNECE Regulation 14 (EC Directive 76/115/EEC).	Unable to present a valid or current certificate for wheelchair tracking.
Further information on disabled persons transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) website: www.dptac.gov.uk	

Section 10.2 — Taxi Meter (Hackney Carriage Vehicles Only)

Method of Inspection	Reason for Rejection
The taxi meter is to be measured on an approved single rolling road system. The test shall be carried out using the manufacture's operating instructions and all health and safety precautions must be observed. Front wheel drive vehicles must be tied down for the rolling road test. All relevant distances for the test are to be taken from the current table of fares at the time of test.	Taxi meter out of calibration.
The meter is to be an approved type and fitted securely in the driver's compartment and in such a position that it is clearly visible to the passenger compartment.	Taxi meter not clearly visible to passengers. Taxi meter insecure.
The meter must have an approved form of seal to prevent non approved calibration of the meter.	No approved seal on the taxi meter.
A current table of fares must be clearly displayed to passengers. The table must be in good condition and not faded.	A current table of fares not clearly displayed, damaged or faded.
	Note: Where vehicles are manufactured as to be unable to be tested on a single rolling road system, the vehicle will be taken for test on a measured distance with the calculation taken from the current table of fares.

Section 10.3 — Motion Locks (Hackney Carriage Vehicles Only)

Method of Inspection	Reason for Rejection
Whilst the vehicle is being tested on the single rolling road or a measured distance, check the operation of motion locks.	
<ul style="list-style-type: none"> 1 The rear doors must lock from the inside only as soon as the vehicle moves away, and the warning lights must illuminate. When the vehicle stops the doors must unlock and the warning lights extinguish. 	Motion locks do not lock the rear doors when the vehicle is in motion.
<ul style="list-style-type: none"> 2 Check the motion lock overriding system (if fitted) that operates through the footbrake lighting system (brake lights). The rear doors should lock from the inside when the foot brake is depressed, unless the system is switched off (some systems can be manually switched off). 	Motion locks that do not unlock the rear doors when the vehicle stops (unless the foot brake is depressed on vehicles fitted with the foot brake override system).
<p>Note: Not all vehicles have the foot brake override system The only override system allowed is the 'foot brake override system' described above.</p>	
Check for any switches fitted that disable the motion lock system, and make sure that motion locks always operate whilst the vehicle is in motion.	Any switch that turns off the motion locks whilst the vehicle is in motion.
Check for any switches fitted that will lock the rear doors and not allow passengers to exit the vehicle.	Any switch fitted to lock rear doors and not allow passengers to exit vehicle.
Check that the motion door lock warning lights operate correctly, and check warning notices are displayed and are not deteriorated.	Missing or defective motion lock warning lamp, signage missing or faded.

Section 10.4 – Fire Extinguisher

Method of Inspection	Reason for Rejection
If a fire extinguisher is present it must be securely fitted in the driver's compartment where it is within easy reach of the driver and does not interfere with the safe use operation of the vehicle.	Fire extinguisher not fixed, or not easily accessible to driver.
The fire extinguisher must comply with requirements of BS EN3 1996 and have minimum rating of 5a and 34b.	Does not comply with requirements.
The extinguisher must contain not less than 0.9 litres AFFF foam or 1kg dry powder and must have a seal or gauge mechanism.	Fire extinguisher is not of appropriate type or standards gauge or seal broken or showing empty.
The vehicle registration shall be permanently and legibly marked on the extinguisher.	Vehicle registration is missing or illegible.
NB: It is not a mandatory condition that a fire extinguisher is fitted within the vehicle.	

Section 10.5 – Electrically Operated Side Steps and Running Boards

Method of Inspection	Reason for Rejection
Check the condition, operation, security and cleanliness of the electrically operated side step.	Steps do not operate. Steps insecure or not in a clean condition. Step warning lights not operating when the steps are deployed.
Check the failsafe system connected to the handbrake lever.	Steps do not retract when the handbrake is released.
Check that the edges of the step are highlighted.	Steps not highlighted on all edges.
Note: No switches to be fitted that allow the step to be deployed when the handbrake is in the off position, or the step kept out when the vehicle is in motion.	Any switch fitted that allow steps to be left in the out position when the handbrake is released.
Running Boards	
If the vehicle is fitted with running boards, written evidence is to be provided for proof of fitment by the original body builder, and all measurements to be correct.	No written proof of fitment by the original body builder.
The step should have at least five inches of usable width on both sides of the vehicle, and should cover the length of the door aperture.	Does not have five inches of usable width on both sides of the vehicle. Length of the step does not cover the whole door aperture.
For vehicles fitted with running boards as standard this will be covered by the M1 Type Approval.	

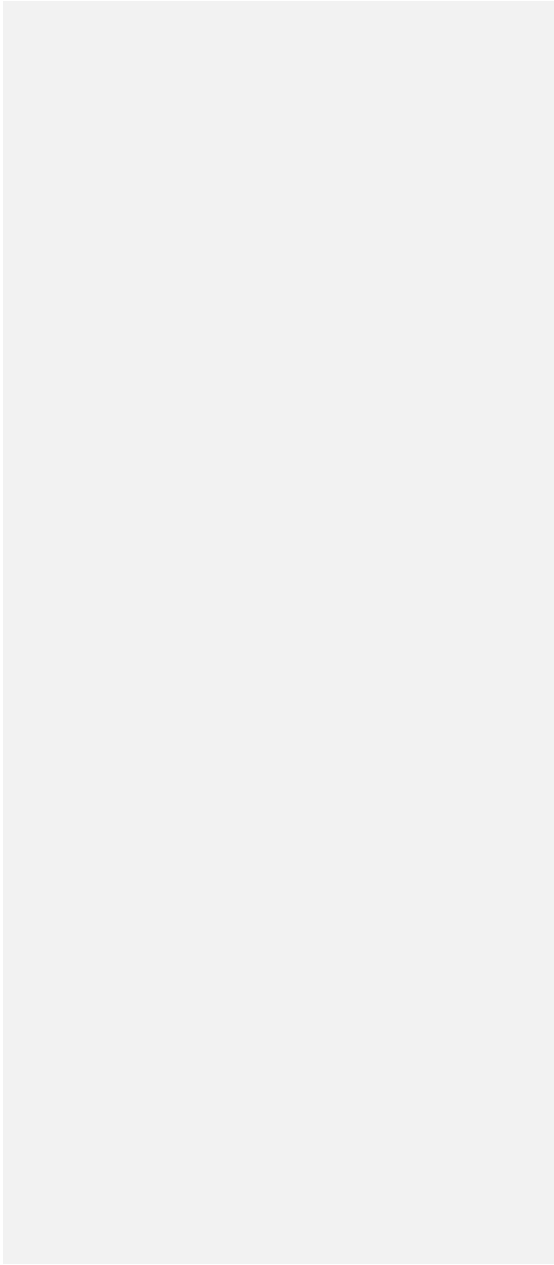
Section 10.6 – Driver Information Systems

Method of Inspection	Reason for Rejection
Where information systems are fitted, e.g. data heads, Sat Navs, CCTV Systems and in car entertainment.	
These must be checked for security of installation and safety.	Not securely fitted, unsafe operation, wiring loose, unsecured or potentially hazardous.
Must not interfere with driver's safe operation of the vehicle.	Interferes with the safe operation of the vehicle.
Must not hinder the forward vision of the driver.	Obstructs forward vision of the driver.

Definition of Motor Vehicles

Category	Definition
M	A motor vehicle with at least four wheels designed and constructed for the carriage of passengers.
M1	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat.
M2	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding five tonnes.
M3	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding five tonnes.

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Appendix 39 - Sheffield City Council Hackney Carriage Byelaws

Byelaws made under Section 68 of the Town Police Clauses Act 1847, and Section 171 of the Public Health Act 1875, by the Sheffield City Council with respect to hackney carriages in the City of Sheffield.

Interpretation

1. Throughout these byelaws the "Council" means the Sheffield City Council; "the district" means the whole of the City of Sheffield; and "authorised officer" means any officer or person authorised by the Council to inspect or supervise hackney carriages and the drivers thereof.

Hackney carriage to display number of licence

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be displayed on the outside and inside of the carriage by means of the plates supplied by the Council.
- (b) A proprietor or driver of a hackney carriage shall not:
 - (i) Wilfully or negligently cause or suffer any such number to be concealed from public view whilst the carriage is standing or plying for hire;
 - (ii) Cause or permit the carriage to stand or ply for hire with any such numbered plate so defaced that any figure or material particular is illegible.

Notices Etc. prohibited on hackney carriage

3. A proprietor or driver of a hackney carriage shall not place or suffer to be placed any printed, written, painted or other matter by way of advertisement or notice on any part of the carriage except with the consent of the Council.

Punctual attendance when previously hired

4. The proprietor or driver of a hackney carriage who has agreed or has 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 at such appointed time and place.

Conduct of drivers

5. The driver of a hackney carriage shall at all times when the carriage is standing or plying for hire be clean and respectable in his dress and person, shall behave in a civil and orderly manner and shall conduct himself with civility and propriety towards every person seeking to hire, or hiring, or being conveyed in the carriage, shall comply with every reasonable requirement of any person hiring the carriage, and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

Driver not to smoke whilst carriage is occupied by passengers

6. A driver of a hackney carriage shall not save with the express consent of the hirer, smoke at any time whilst the carriage is occupied by a passenger or passengers.

Driver not to permit any person or animal to ride outside hackney carriage

7. A driver of a hackney carriage shall not in any circumstances whilst driving or plying for hire permit or suffer any person or animal to ride upon any part of the outside of the carriage or beside or with the driver on the front of the carriage.

Canvassing prohibited

8. A proprietor or driver of a hackney carriage when standing or plying for hire shall not, by calling out, or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.

Provision and wearing of badges

9. A driver shall at all times when acting in accordance with the drivers' licence granted to him wear such badge, provided by the Council, in such position and manner as to be plainly and distinctly visible.

Carriage of personal luggage and animals

- 10.(a) The driver of hackney carriage so constructed or adapted for the conveyance of luggage shall, when requested by any person hiring the carriage, convey personal luggage in it or on it not exceeding in the aggregate 50kgs in weight, and shall not afford all reasonable assistance in loading and unloading any such luggage conveyed in or on the carriage and belonging to or in charge of any person hiring or being conveyed in the carriage;
- (b) Every such driver shall, when requested by the person hiring the carriage, afford all reasonable assistance in moving any such luggage to or from any gate, door or entrance at any house, station or place at which he may take up or set down any such person;
- (c) Nothing in this byelaw shall compel any driver to permit the carrying in or on the carriage of any article or animal which is of such bulk or amount or character that the carrying of it, or its placing in or on its removal from the carriage, would be likely to cause damage to the carriage or its fittings;
- (d) Personal luggage, where reasonably practicable, shall be conveyed within the vehicle rather than on the exterior of the vehicle;
- (e) In this byelaw the expression "personal luggage" includes a perambulator and a child's push-chair.

Number of persons to be carried in hackney carriage

11. The proprietor or driver of a hackney carriage shall not convey or permit to be conveyed therein a greater number of persons exclusive of the driver than the number of persons specified in the licence granted in respect of such hackney carriage

Occupation of stands

12. Every driver of a hackney carriage shall, when plying for hire in any street and actually hired;
- (a) Ensure that his hackney carriage does not cause any inconvenience or hazard to any other vehicle or pedestrian;
 - (b) When instructed to do so by a Police Officer or an authorised officer proceed with reasonable speed to one of the stands appointed by the Council;
 - (c) 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 so as to face in the same direction;
 - (d) From time to time when the carriage in front is driven off or moved forward to cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward;
 - (e) When the first carriage on the stand remain with the carriage and be ready to be hired at once by any person.

Fares and charges for hackney carriages

13. The proprietor or driver of a hackney carriage shall be entitled to take for the hire of the carriage the rate or fare prescribed by the Council from time to time the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage shall be hired by distance the proprietor or driver thereof shall not be entitled to take for the hire of the carriage a fare greater than that recorded on the face of the taximeter except where;

- (a) Specifically authorised to do so by the Council; and
- (b) Where the extra fare is notified to passengers by a notice supplied by the Council and affixed to the inside of the vehicle so as to be clearly visible to all passengers.

Drivers of hackney carriage not to demand more than authorised fare

14. The proprietor or driver of a hackney carriage shall not demand nor represent himself as entitled to take for a journey a greater sum than the amount authorised to be taken in accordance with byelaw 13.

Statement of fares to be exhibited in hackney carriage

15. (a) The proprietor of a hackney carriage shall:

- (i) Cause the table of fares supplied by the Council to be fixed on the inside of the carriage in such a position as to be easily read by a passenger;
 - (ii) Cause such table to be renewed as necessary;
 - (iii) Display any statement or notice that the Council consider necessary on the inside of the vehicle.
- (b) The proprietor or driver of a hackney carriage shall not wilfully or negligently cause or suffer the letters or figures in the table of fares or any other statement or notice that the Council require to be displayed to be concealed or rendered illegible at any time when the carriage is plying for hire or being used for hire.

Furnishing of hackney carriage

16. (a) The proprietor of a hackney carriage shall:
- (i) Provide sufficient means by which any person in the carriage may communicate with the driver;
 - (ii) Cause the roof covering to be kept watertight;
 - (iii) Provide necessary windows with means of opening and closing not less than one window on each side;
 - (iv) Cause the seats to be properly cushioned or covered;
 - (v) Cause the floor to be provided with proper carpet, mat or other suitable covering;
 - (vi) Cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (vii) Cause means to be provided for securing luggage;
 - (viii) Cause an efficient fire extinguisher of a make and type approved by the Council to be carried on the carriage in such a position as to be readily available for use and maintained in good working order at all times;
 - (ix) Provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- (b) A proprietor of a hackney carriage shall not install, without the consent of the Council in writing, any fitting (including a wireless transmitting or receiving set).

Search for and disposal of property accidentally left in hackney carriage

17. Every proprietor or driver of a hackney carriage shall:
- (a) Immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the carriage for any property which may have been accidentally left therein;
 - (b) If any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him;

- (i) Carry it as soon as possible and in any event within twenty four hours, if not sooner claimed by or on behalf of its owner, to the South Yorkshire Police Lost Property Office, Sheffield, and leave it in custody of the officer in charge on his giving receipt for it;
- (ii) Be entitled to receive from any person to whom the property shall be re0delivered an amount equal to 10p in the pound of its estimated value (or fare for the distance from the place of finding to the Lost Property Office aforesaid whichever be the greater) such amount not to exceed ten pounds.

Taximeters

18. The Proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached, and maintained in a manner approved by an authorised officer of the Council and so as to comply with the following requirements, that is to say:
- (a) The taximeter should be fitted with a key, flag or other device, the operation of which will bring the machinery of the taximeter into operation and cause the word "HIRED" to appear on the face of the taximeter.
 - (b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
 - (c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance or by time in pursuance of the table of fares fixed by the Council.
 - (d) 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.
 - (e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
 - (f) The taximeter and all fittings thereof shall be fixed 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.

Starting or stopping of taximeters

19. The driver of a hackney carriage provided with a taximeter shall:
- (a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter.
 - (b) As soon as the carriage is hired by distance or time and before the beginning of the journey, bring the machinery of the taximeter into action by operating the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring
 - (c) Cause the display of the taximeter to be kept properly illuminated throughout any part of the hiring which is during the hours of darkness, these being the time between half-an-hour

after sunset and half-an-hour before sunrise and also at any other time at the request of the hirer.

- (d) Immediately on completion of the hiring cause the taximeter to cease recording but so that the amount of the fare recorded shall remain displayed on the face of the taximeter to permit the hirer to have a reasonable opportunity of examining the same.

Hackney carriage to bear sign "For Hire" or "Taxi"

20. The proprietor of a hackney carriage shall cause the carriage to be fitted with a sign which bears the words "FOR HIRE" or "TAXI" in letters at least two inches in height and is fitted with the means whereby these words may be electrically illuminated; such sign shall be fitted in the centre at the front of the canopy of the carriage in such manner that the aforesaid words are clearly and distinctly visible and legible at all times when the sign, is illuminated.

Illumination of sign "FOR HIRE" or "TAXI"

21. The driver of a hackney carriage shall cause any sign bearing the words "FOR HIRE" or "TAXI" which is affixed on the carriage in accordance with the requirements of Byelaw No.20 to be electrically illuminated so as to be clearly visible both day and night at all times when the carriage is standing or plying for hire within the City, but not hired.
22. A proprietor 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 fittings thereof of the seals affixed thereto.

Provided that if a taximeter affixed to a hackney carriage is found to be defective or inaccurate, the proprietor of the carriage, or a person authorised by him, may break the seals of the taximeter for the purpose of effecting the necessary repairs. In such case the proprietor shall, within twenty-four hours give or cause to be given notice of the action to which he has taken in writing to an authorised officer of the Council, specifying the number of the licence of the carriage and the maker's name and number of the taximeter.

Provided also that nothing in this byelaw shall be deemed to authorise a hackney carriage to be used or continued in use as such after the seals on any taximeter with which the hackney carriage is provided have been broken as aforesaid and before the taximeter has again been certified to register correctly by an authorised officer of the Council.

Interior lighting of hackney carriage

23. The proprietor of a hackney carriage shall furnish the carriage with an efficient lamp so constructed and so affixed as to afford sufficient lighting for the interior of the carriage, and the driver of the carriage shall at all times, while standing plying or driving for hire, cause the lamp to be kept properly adjusted and ready for lighting, and shall, at the request of the hirer, cause it to be properly lighted during the hiring.

Driver to produce copy of byelaws

24. The driver of a hackney carriage who is standing, plying or driving for hire shall at any time when required by an authorised officer, or any police constable or any hirer produce a copy of these byelaws, clean and in good order for perusal and inspection by that authorised officer, constable or hirer.

Penalty

25. Every person who offends against any of the foregoing byelaws shall be liable on summary conviction for every such offence to a fine not exceeding £100, and, in the case of a continuing offence, to a further fine not exceeding £5.00 for each day during which the offence continues after conviction therefore.

Repeal

26. The byelaw with respect to hackney carriages made by the Council on the 16th day of February, 1978 and confirmed by one of Her Majesty's Principal Secretaries of State on the 1st day of April, 1978.

Provided that the repeal of the said byelaws shall not interfere with the prosecution of any offence committed before the said repeal against, or the recovery of a fine incurred under, the said byelaws.

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Appendix H

SHEFFIELD CITY COUNCIL

**Hackney Carriage Vehicle Licence
Policy**

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Frequently Used Terms

The following terms are used frequently throughout this policy document.

‘LGMPA’	Refers to the Local Government (Miscellaneous Provisions) Act 1976
‘TPCA’	Refers to the Town Police Clauses Act 1847
‘The Council’	Refers to Sheffield City Council.
‘The Licensing Committee’	Refers to the Licensing Committee of Sheffield City Council.
‘The Licensing Sub-Committee’	Refers to members of the Licensing Committee with sub-delegation of functions.
‘The Licensing Authority’	Refers to Sheffield City Council, which carries out its function as the Licensing Authority under the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976 and other relevant legislation.
‘Licensing Policy’	Refers to this document, Sheffield City Councils’ Hackney Carriage Vehicle Policy
‘Statutory Guidance’	Statutory Taxi and Private Hire Vehicle Standards

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Part 1 - Introduction

Sheffield City Council is responsible for the regulation of hackney carriage vehicles in the district of Sheffield.

The policy builds on the experience and knowledge we have gained by administering and enforcing the legislation for many years, particularly when addressing issues that may impact on the safety and well-being of our residents, visitors to the city and those working in the city.

This policy, related procedures and processes, and the Statutory Taxi and Private Hire Vehicle Standards, which have been embedded within the policy, will guide the work of Sheffield City Council in the way in which it carries out its licensing functions.

The policy has effect from 1st March 2023 and will be applied to existing licences and new applications.

The Council reserves the right to overturn a decision that has previously been made. In addition, the Council will undertake periodic auditing of currently licensed vehicles to ensure that perverse or wrong decisions are discovered and corrected. Such audits will be conducted using this policy as the required standard.

The policy has been developed by Sheffield City Council after consulting with the public at large and those recommended in the Statutory Standards. In developing this policy, we have also taken into consideration other strategies, policies and guidance as referenced in Part 2.

This policy sets out the requirements and standards that individuals must adhere to. In exercising its discretion in carrying out its regulatory functions, the Council will have regard to this policy document. However, each application or enforcement action will be considered on its own merits.

The Council will review the policy at least every three years and informally re-evaluate it from time to time.

Part 2 - Strategies and Legislation

Due regard will be given to other such strategies, policies and guidance documents in the writing of this policy, in decision making processes, and all other work carried out within the scope of the licensing regime.

The policies and strategies referenced below are recognised as those that are integral in the current licensing regime and will help to define the context and content within:

- Rehabilitation of Offenders Act 1974
- Transport Act 1985, 1991 and 2000
- Human Rights Act 1988
- Crime and Disorder Act 1998
- The Office of Fair Trading “The Regulators of Licenced Taxi and PHV Services in the UK” 2003
- Road Traffic Act 2006
- Equality Act 2010
- The Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice – March 2010
- Anti-Social Behaviour, Crime and Policing Act 2014
- Guidance on the Rehabilitation of Offenders Act – March 2014
- Better Regulation Delivery Office – Regulators’ Code 2014
- Policing and Crime Act 2017
- Taxi and Private Hire Licensing – Councillors’ Handbook (England and Wales) 2017
- Access for Wheelchair users to Taxis and Private Hire Vehicles – Statutory Guidance 2017
- Safeguarding Children and Vulnerable Adult Policy
- Clean Air Sheffield
- A 10 Point Plan for Climate Action (Working Draft)
- Statutory Taxi & Private Hire Vehicle Standards 2020
- Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022
- Taxis and Private Hire Vehicles (Disabled Persons) Act 2022

Part 3 – Equality, Diversity, and Inclusion

Sheffield is a diverse city, both ethnically and culturally. We value and celebrate the diversity that exists amongst both the citizens of Sheffield and our workforce. As a Council we want to ensure that everyone can fully participate in the social, cultural, political, and economic life of the city.

The Equality Act 2010

The Equality Act 2010 and Section 149, the Public Sector Equality Duty, places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment, and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy & maternity
- race
- religion or belief
- sex
- sexual orientation
- Marriage & Civil Partnership.

The Licensing Authority will have regard to the Equality Act 2010 and Sheffield City Council's Equality, Diversity and Inclusion Policy Statement 2017.

For further information, please see details at the following link:

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/organisations-and-businesses/businesses>

Equality Impact Assessment (EIA)

An EIA is how Sheffield City Council systematically assesses the potential effects that a proposed policy or project is likely to have on different groups within the city. Policies will affect different people in different ways, and it is possible that they have the potential to discriminate against certain groups, even if this is not an intention.

EIA's are carried out within the Licensing Service to consider the equality impacts of any proposed projects, new and revised policies, strategies and budget proposals.

An EIA has been carried out throughout the formulation of this policy.

Part 4 – Delegations

Sheffield City Council, acting as the Licensing Authority, has established a Waste and Street Scene Policy Committee. The Committee has the authority, amongst other licensing matters, to discharge non-executive regulatory functions in respect of hackney carriage and private hire licensing and to formulate and review licensing policies in this regard.

The Licensing Sub-Committee is responsible for determining individual cases.

In addition, the Chief Licensing Officer has delegated to appoint and authorise Officers to investigate and discharge statutory duties under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. Some of these authorised powers include, but are not limited to:

- Accepting applications
- Granting licences
- Suspending licences
- Issuing formal warnings and cautions
- Investigating and preparing prosecution files
- Investigating complaints

The table below sets out the agreed delegation of decisions and functions to the Licensing Committee, Sub-Committees and Officers.

Matter to be dealt with	Full Committee	Licensing Sub Committee	Officers
Refusal of licence		✓	
Revocation of licence		✓	
Suspension of licence		✓	✓
Review of licence		✓	
Formal Warnings		✓	✓
Investigation of offences and preparation of prosecution files			✓
Complaints		✓	✓

Rights of the Applicant

This policy does not preclude any person from making an application. Each application will be considered on its own individual merits in accordance with the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, associated byelaws, and relevant integrating legislation.

Hearings

Where Officers are unable to determine an application, a hearing will be scheduled with the Licensing Sub-Committee to consider such an application.

Each application will be judged on its own individual merits.

An applicant may request a third party, such as a friend or trade representative, to make a written representation, and attend to present their case at a sub-committee hearing.

Every decision made by the Licensing Sub-Committee shall be followed with a written determination notice.

Appeals against Licensing Authority Decisions

There are rights of appeal against Council and Licensing Committee decisions:

- Most appeal applications must be made to Sheffield Magistrates Court, within 21 days of the determination.
- An appeal against a refusal to grant a Hackney Carriage proprietors' licence must be made directly to the Crown Court.

There is no right of appeal against a decision to suspend a vehicle licence under Section 68 of the '76 Act

Part 5 – Information Sharing

How Information is used

Personal data is processed under contract to which licensees are party by way of an application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data, including criminal records or health information, information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

All applications will be processed in accordance with:

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976
- Statutory Taxi and Private Hire Vehicle Standards

Who is information shared with?

Information on those organisations with which information is shared can be sought directly from the Licensing Authority.

As an example, those organisations with which information is shared is as follows:

- Driving and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service
- Home Office
- NR3 National Register of Taxi Licence Refusals and Revocations
- Department for Environment, Food and Rural Affairs (DEFRA)
- Other Local Authorities
- Other Council Services
- Any Other Service/Organisation as Referenced in the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976

We are required to maintain and publish [Public Registers](#), which includes data of licence holders.

We will also share data with the Cabinet Office for the purposes of a data matching exercise called the National Fraud Initiative. The purpose of the exercise is to detect fraud and error. The Council is legally required to participate in this exercise.

How long will Information be kept for?

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

In the event that your licence is revoked, or an application refused, information will be uploaded to the NR3 Register and the information kept for 25 years.

Your Rights

There are rights under Data Protection law. Further details about rights, contact details of our Data Protection Officer and your initial rights to make a complaint can be found on the Council's Data Protection webpage: www.sheffield.gov.uk/privacy.

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Part 6 - Legislative Background

In regulating the hackney carriage trade, the Council shall adhere to the regulatory frameworks as set out in the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, local bylaws and any relevant integrating legislation and statutory guidance.

The legislative frameworks contained in these Acts, as well as the objectives set out in this policy will be used in relation to all issues pertaining to the regulation, administration and enforcement of hackney carriage vehicles.

Town Police Clauses Act 1847

The Town Police Clauses Act 1847 is the primary legislative framework used to regulate the hackney carriage vehicle trade.

Section 38 of the Town Police Clauses Act 1847 states:

38 *Every wheeled carriage, whatever may be its form or construction, used in standing or plying for hire in any street within the prescribed distance, and every carriage standing upon any street within the prescribed distance, having thereon any numbered plate required by this or the special Act to be fixed upon a hackney carriage, or having thereon any plate resembling or intended to resemble any such plate as aforesaid, shall be deemed to be a hackney carriage within the meaning of this Act; and in all proceedings at law or otherwise the term "hackney carriage" shall be sufficient to describe any such carriage:*

Provision always, that no stage coach used for the purpose of standing or plying for passengers to be carried for hire at separate fares, and duly Licenced for that purpose, and having thereon the proper numbered plates required by law to be placed on such stage coaches, shall be deemed to be a hackney carriage within the meaning of this Act.

Further information can be found at <http://www.legislation.gov.uk/ukpga/Vict/10-11/89>

Local Government (Miscellaneous Provisions) Act 1976

The Local Government (Miscellaneous Provisions) Act 1976 is also used to regulate the hackney carriage vehicle trade. It was adopted by Sheffield City Council at its meeting on Wednesday 1st March 1978.

Section 47 of the Local Government (Miscellaneous Provisions) Act 1976 states:

- 47(1) *A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary*
- 47(2) *Without prejudice to the generality of the foregoing subsection, a district council may require any hackney carriage Licenced by them under the Act of 1847 to be such design or appearance or bear such distinguishing marks as shall clearly identify it as a hackney carriage.*
- 47(3) *Any person aggrieved by any conditions attached to such a licence may appeal to a magistrates' court.*

Further information can be found at <http://www.legislation.gov.uk/ukpga/1976/57>

Part 7 - Application Process

The Authority will licence hackney carriage vehicles that meet the requirements as set out in the vehicle specification, and that adhere to all other policy requirements.

Applying to licence a Hackney Carriage Vehicle

Before making an application, applicants are expected to have read this policy, specifically the vehicle specification, in order that they purchase a vehicle that is suitable and conforms to all necessary requirements.

Policy – Objective 1

Application Process

Applying for a licence generally involves three stages.

1. **Applying** - Completion of an application form by applicant
2. **Processing** - Receipt and handling of application by licensing officers
3. **Determining** - Deciding on the outcome of the application

Applying

The following information must be supplied when submitting an application:

- Application form, completed on the prescribed form as supplied by the Authority
- Basic Disclosure
- The original V5C registration certificate (logbook), or the new keepers supplement of the V5C if the vehicle has been recently purchased
- The original certificate of insurance or, in the case of newly purchased vehicle, the insurance cover note
- Compliance Certificate as issued by Sheffield City Council's Testing Station
- The appropriate fee



Processing

The Authority will process the application on receipt and ensure its compliance with policy.



Determining

Where an application conforms to legislation, statutory guidance and this policy, a licence will be granted for a period not exceeding 12 months.

Where an application does not conform to legislation, statutory guidance and this policy, the individual will be informed.

Part 8 - Disclosure and Barring Service (DBS) Checks

Vehicle proprietors, unlike drivers, are not eligible for standard or enhanced criminal record checks; the Authority will therefore accept a criminal conviction certificate (Basic Disclosure) from the Disclosure and Barring Service (DBS) to assess the fit and proper requirement

In assessing whether an individual is fit and proper the Authority will look at any and all convictions contained within the Basic Disclosure check.

Particular attention will be paid to:

- Crimes resulting in death
- Exploitation
- Offences involving violence
- Possession of a weapon
- Sex and indecency offences
- Dishonesty
- Drugs
- Discrimination

Policy – Objective 2

Basic Disclosure

An individual who is not already licensed as a driver is required to apply for a Basic Disclosure Certificate through the Disclosure and Barring Service (DBS).

The Basic Disclosure will disclose any unspent convictions recorded on the Police National Computer (PNC). The Authority will look at all convictions contained within the certificate.

Where it is a company or a partnership applying for a licence, all named directors and partners within the company will be required to apply for a Basic Disclosure.

Where there is a change to the named directors and partners, the Licensing Authority must be informed of such, and must be provided with a Basic Disclosure within 24 hours.

All applicants, directors, and partners must apply for a Basic Disclosure on an annual basis.

Where a person has lived outside of the UK for a period not less than three continuous months, they will be required to supply a Certificate of Good Character. Up to date information in relation to this type of information can be found on the Home Office website.

Further information on applying for overseas criminal record information or 'Certificates of Good Character' can be found in Home Office Guidance.

Where an individual is aware that they have committed an offence overseas, they should seek independent expert or legal advice to ensure they provide information that is truthful and accurate.

In addition to carrying out a Basic Disclosure, for which only unspent convictions and cautions are identified, the Authority requires licensees to inform within 48 hours of an arrest and release, charge or conviction of any offence involving dishonesty, indecency, or violence.

Part 8.1 Relevance of Convictions, Cautions, Reprimands and Warnings

In determining applications, the Authority will make a decision on a person's fit and properness, assessing, if any, convictions, cautions, reprimands, warnings, and any other relevant information provided by the police and other relevant authorities.

Particular attention will be paid to:

- The class of the offence
- The age of the offence
- The number and frequency of the offences
- The apparent seriousness of the offence, as determined using the Authority's Fit and Proper Threshold

In assessing whether an individual is fit and proper the Authority will look at any and all convictions contained within the DBS check.

In reviewing offences, the Authority will pay particular attention to:

- Any term of imprisonment or custody
- Any conviction and/or caution for:
 - Crimes resulting in death
 - Exploitation
 - Offences involving violence
 - Possession of a weapon
 - Sex and indecency offences
 - Dishonesty
 - Drugs
 - Discrimination
- Any offence contrary to hackney carriage and private hire legislation.

Additional information held by the local police and which they deem to be reasonably relevant to the role of an operator, and any information or intelligence obtained from other credible sources to that which is already held on the applicants record, will be used by the Authority in assessing fit and properness.

In disclosing information, the police will look at the reasonable basis of credibility and that which is specifically related to the occupation in question. This may include unproven allegations or charges for which an applicant or licensee has been acquitted. The information may show that a person acted in a way that is incompatible with that of a licensee – not fit and proper.

Complaints, and other sources of information such as those from other council departments and which show a pattern of behaviour not befitting to that of a licensee, will be considered.

All available information will be considered in assessing fit and properness. Information that shows a tendency to behave in a way that does not constitute fit and properness will be made on the civil standard of proof, that being the balance of probabilities.

Part 8.2 Fit and Proper

Legislation specifically includes offences including, dishonesty, indecency and violence as a factor when assessing a person's fit and properness.

The Authority will take into account those offences, as well as:

- Crimes Resulting in Death
- Exploitation
- Offences Involving Violence
- Possession of a Weapon
- Sex and Indecency Offences
- Dishonesty
- Drugs
- Discrimination

Where an individual has one or more conviction recorded for any of the above offences, they will be automatically referred to the Licensing Committee.

Relevant Convictions

Relevant Convictions

Crimes Resulting in Death	Where an individual has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person, they will not be licenced.
Exploitation	Where an individual has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licenced. This includes, but is not limited to, slavery, child sex abuse, exploitation, grooming, psychological, emotional or financial abuse.
Offences Involving Violence	Where an individual has a conviction for an offence of violence, or connected with any offence of violence, a licence will not be granted until at least 5 years has elapsed since the completion of any sentence imposed.
Possession of a Weapon	Where an individual has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least 5 years has elapsed since the completion of any sentence imposed.
Sex and Indecency Offences	Where an individual has a conviction for any offence involving or connected with illegal sexual activity or any form of indecency, a licence will not be granted. In addition, a licence will not be granted to any individual who is currently on the Sex Offenders Register or on any barred list.
Dishonesty	Where an individual has a conviction for any offence of dishonesty, or any offence where dishonesty is an element of the offence, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.
Drugs	Where an individual has any conviction for, or related to, the supply of drugs, or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed. Where an individual has a conviction for possession of drugs, or related to the possession of drugs, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.
Discrimination	Where an individual has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.

Part 9 - Hackney Carriage Vehicle Specification

The vehicle specification is an aid to help guide applicants in choosing an appropriate vehicle type. Applications for vehicles that do not fully comply with the vehicle specification will be automatically referred to the Licensing Sub-Committee for determination.

Part 1	Definition
Part 2	General Construction
Part 3	Type of vehicle
Part 4	Age criteria
Part 5	Fuel Systems
Part 6	Body
Part 7	Driver's Compartment
Part 8	Passenger Compartment
Part 9	Doors
Part 10	Door Fittings
Part 11	Seats
Part 12	Facilities for the Disabled
Part 13	Windows
Part 14	Tyres
Part 15	Electrical Equipment
Part 16	Image and Sound Recording Equipment
Part 17	Radio Apparatus and Communication Systems
Part 18	Taxi Sign
Part 19	Taximeter
Part 20	Table of Fares
Part 21	Licence Plates

1.0 Definition

Vehicles must be constructed so as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a wheelchair in the passenger compartment, provided that the wheelchair is no larger than a DFT Reference wheelchair, as specified in the Public Service Accessibility Regulations 2000.

Side and rear-loading type vehicles are permitted.

2.0 General Construction

At the time of its first registration, a vehicle must be covered by one of the following type approvals as a category M1 vehicle:

- An EC Whole Vehicle Type Approval
- A UK Low Volume Type Approval
- A UK National Small Series Type Approval
- A Provisional GB Type Approval
- A GB Whole Vehicle Type Approval
- A GB Medium Series Type Approval
- A UK (NI) Small Series Type Approval
- A GB Small Series Type Approval
- A UK (NI) Type Approval

In all cases, documentary evidence of compliance with one of the above approval regimes, will be required for licensing.

In addition, vehicle proprietors are reminded of their legal obligations to comply with the Road Vehicles (Construction and Use) Regulations 1986 (as amended) and the Road Vehicle Lighting Regulations 1989 (as amended) – both of which apply at all times to any vehicle used on a public road in the UK.

The vehicle must be righthand drive.

Where retrofit emissions technology is installed, such as liquefied petroleum gas, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

No vehicle first being licensed will have been written off in any category and will not be renewed if written off during its licensable period.

3.0 Type of vehicle

Vehicles will only be licensed if they satisfy the definition of a wheelchair accessible vehicle, as described in section 1, and the general vehicle details outlined in section 2.

Once licensed, the vehicle will appear on the council's approved list of designated vehicles, in accordance with the Taxis and Private Hire Vehicles (Disabled Persons) Act 2022.

4.0 Age criteria

The date of first registration will be used to determine the age of the vehicle.

Diesel and Petrol vehicles must be at least Euro 6 compliant and under seven years of age when granted their first licence.

Zero Emission Capable vehicles must be under seven years of age when granted their first licence.

Licensable Period

Diesel and Petrol vehicles will be licensed up to 15 years of age.

Zero Emission Capable vehicles will be licensed up to 20 years of age.

As of 1st January 2027, all newly licensed vehicles must be Zero Emission Capable (ZEC)

Existing licensed vehicles will continue to be licensed for the periods stated above.

5.0 Fuel Systems

Retrofit Emissions Technology

If retrofit emissions technology is installed in a vehicle, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

Zero Emission Vehicles

A Zero Emission Capable (ZEC) vehicle refers to:

- Battery Electric Vehicles (BEVs), or 'pure electric' where the use of a battery is the only power source
 - Plug-in Hybrid Electric Vehicles (PHEVs), which switch between a battery and an internal combustion engine (ICE)
 - Hybrid Electric Vehicles (HEVs), or 'full hybrids' which do not plug into the electricity grid but recharge while driving
 - Fuel Cell Electric Vehicles (FCEVs), which use onboard hydrogen fuel cells to generate electricity
-

6.0 Body

The body must be of a fixed head type.

Any wheelchair accessible Hackney carriage shall be so designed and constructed as to contain a partition separating the rear facing passenger the driver from any passenger(s) travelling in the vehicle. Where the passengers are forward facing there will be no requirement to fit a partition. Where such a partition is fitted as a preference by the proprietor, it will conform to the technical specification set out in this condition.

The partition shall incorporate a means of communication with the driver and a means by which a fare may be paid without leaving the vehicle.

The partition shall extend the full width and height of the vehicle interior at the point where it is fitted.

The upper portion of the partition may be glazed, but without tint and, in any event, must allow the occupants of the rear seats to see the meter.

Where the vehicle is constructed so as to accommodate a disabled person in a wheelchair, and that wheelchair is loaded from the rear, there is no requirement to have a partition installed and the use of the front passenger seat is permitted.

Where a partition is installed, use of the front passenger seat is not permitted.

Running boards are allowed where they are fitted by the manufacturer. All running boards must not increase the width of the vehicle at its widest part. The boards must be five inches in width, all of which must be available as a step.

7.0 Driver's Compartment

All vehicles must be fitted with an intercom system to permit the driver and passenger(s) to communicate verbally and must have appropriate signage in place in the passenger compartment to indicate such.

A suitable sliding window, or similar device shall be fitted in the glazed partition. Where a single piece glazed partition is fitted, a facility must be provided for making payment to the driver.

This may be an area behind the rearmost seat or the front seat passenger area with the seat permanently removed.

8.0 Passenger Compartment

General

The vertical distance between the highest part of the floor and the roof must not be less than 1.2 metres.

Suitable provision must be made for the seating of no more than 8 passengers

Doorways

The clear height of the wheelchair accessible doorway must not be less than 1.2 metres.

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least 75cm.

Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour contrasting with their immediate surroundings.

The outer edge of the floor at each entrance must be fitted with non-slip treads and have a band of colour across the entire width of the edge that shall contrast with the remainder of the tread and floor covering.

The top tread for any entrance must be at floor level of the passenger compartment and must not exceed 46cm above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 46cm and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment.

The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have an inhibitor device to prevent the possibility of the vehicle being driven while the step is extended.

Such features may include (but are not restricted to): devices linked either to the handbrake mechanism, ABS sensors or taximeter feed. The step must be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the immediate vehicle surroundings.

9.0 Doors

Hinged Doors

The door and doorway must be so constructed in order to allow an unrestricted opening across the doorway of at least 75mm.

Sliding Doors

The interior door handle must be clearly visible and easily accessible to passengers when the door is in the fully open position.

There must be reflective strips on the inside of both the front and rear edges of the door.

10.0 Door Fittings

An approved type of automatic door locking device must be fitted to passenger doors. When the vehicle is in motion, it must not be possible to open any passenger door by use of the interior handle.

When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. However, the system may also incorporate features to prevent the use of the interior door handles of the passenger doors in other circumstances, such as the vehicle being stationary with the footbrake applied, or by use of the vehicle indicators to prevent egress from a passenger door on the side of the vehicle where traffic might be passing. The interior door handle must be clearly identified, to prevent it being mistaken for any other control.

11.0 Seats

Occasional seats must be at least 40cm. in width and the minimum distance from the back of the upholstery to the front edge of the seat must be 35.5cm.

Occasional seats must be so arranged as to rise automatically when not in use.

Where seats are placed facing each other, there must be a minimum space of 42.5cm between any part of the two seats.

Where all seats are placed facing the front of the vehicle, there must be a minimum a minimum space from the leading edge of the cushion, horizontally, of 66cm to the seat in front.

Where the rear seat is of the bench type, the overall width of the seat must not be less than 119cm at its narrowest point.

Where seat covers are used, they must be properly affixed to the seat so as not to become loose during use. They must be clean and devoid of damage of any kind.

12.0 Facilities for the Disabled

Every vehicle must be equipped in order that wheelchair passengers may be transported.

It shall be possible to board a reference wheelchair and once in the vehicle, manoeuvre the chair into the prescribed position for travelling in safety and without lifting any of the wheelchair's wheels from the floor.

Occupied wheelchairs must only be transported either forward or rearward facing.

The minimum headroom over the centre of the wheelchair space must be 1350mm.

The vehicle must be fitted with either a ramp or lift to assist wheelchair occupants.

The vehicle should be equipped with a manufacturer's user manual/guide on the safe boarding and alighting and security of wheelchair passengers.

Ramps

The ramp must provide a continuous surface at least 700mm wide and should not exceed 1900mm in length when deployed.

The ramp surface should be covered with non-slip material. Side edges of the ramp shall be provided with flanges at least 25mm high to prevent the wheelchair rolling off.

The edges of the ramp surface shall be marked in a high-contrast colour scheme.

The ramp shall have a minimum safe working load of 250kg

When in use the ramp must be securely located at the point of wheelchair entry.

Ramps must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the ramp obstructs an exit it must also be capable of being manually pushed or pulled out of the way from the inside and outside when the door is open so as to leave the doorway clear for use in an emergency.

Lifts

Lift platforms shall be of sufficient size to accommodate an occupant in the reference wheelchair. The lift surface should be covered with non-slip material. Side edges of the lift platform shall be provided with flanges at least 25mm high to prevent the wheelchair rolling off. The rear edge shall incorporate a device at least 100mm high to prevent rolling off which becomes effective when the lift leaves the ground.

The edges of the lift surface shall be marked in a high contrast colour scheme.

If power operated, the lift shall have a manual means of operation in the event of a power failure.

Lifts must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the lift obstructs an exit it must also be capable of being manually pushed or pulled out of

the way from the inside and outside when the door is open so as to leave the doorway clear for use in an emergency.

Any controls for the operation of a lift must be inhibited while the vehicle is in motion and may only be operated at the point where the boarding device is fitted either by the driver or by an individual under their supervision.

The lift shall have a minimum safe working load of 300kg.

Where a vehicle is fitted with a power operated lift, the proprietor of the vehicle shall produce to the council's vehicle inspector on each occasion that the vehicle is presented for testing by the council, a valid test certificate for such lift in accordance with the requirements of the Lifting Operations and Lifting Regulations 1998 (LOLER). These regulations require that the passenger lifts are tested and certified as fit by a competent person every six months.

Securing the Wheelchair

Requirements for a rearward-facing wheelchair

The wheelchair must be secured completely independently of the occupant.

The vehicle shall be fitted with a wheelchair tie down system situated symmetrically about the longitudinal centreline of the wheelchair space.

A tie down system shall incorporate at least two straps, with end fittings capable of attaching to the rear securement points on to the wheelchair. The attachment points shall be approximately symmetrically arranged about the longitudinal centreline of the wheelchair.

The tie-down system must be able to withstand a force of 8.2kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair.

Requirements for tie-downs in the case of a forward-facing wheelchair

The wheelchair must be secured completely independently of the occupant.

The vehicle shall be fitted with a 4-point tie-down wheelchair system situated symmetrically about the longitudinal centreline of the wheelchair space.

The tie-down equipment must satisfy the requirements of ISO 10542-1:2012 or any subsequent amendment.

The tie-down system anchorages in the vehicle structure must be able to withstand a force of 24.5kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair. Surrogate tie-down straps may be used for the test.

The tie-down system must be able to withstand a force of 8.2kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair.

Securing the Wheelchair Occupant

Requirements for a rearward-facing wheelchair

Any wheelchair occupant travelling rear facing should be afforded similar levels of protection to any other rear facing occupant in the same vehicle.

As a minimum, a three-point belt complying with UN ECE Regulation 16 or ISO 10542-1:2012 (or any subsequent amendment), shall be provided for each wheelchair occupant.

Requirements for occupant restraints in the case of a forward-facing wheelchair

Any wheelchair occupant travelling forward facing should be afforded similar levels of protection to any other forward-facing occupant in the same vehicle. As a minimum, a three-point belt complying with ISO 10542-1 : 2012 or any subsequent amendment, shall be provided for each wheelchair occupant. Provision should be made for the belt to be worn in contact with the wearer's pelvis rather than the arms or other rigid parts of the wheelchair.

13.0 Windows

Windows must be provided at the sides and rear area of the passenger compartment.

A window on either side of the passenger compartment must be capable of being opened by manual or electronic means by passengers when seated. The control for opening a window must be clearly marked.

Front windscreen and front side door glass must comply with Road Vehicles (Construction and Use) Regulations 1986, Section 32 in regard to the level of tints. Therefore, light transmission must meet the following criteria:

- Front windscreen - minimum 75% light transmission
- Front side door glass - minimum 70% light ingress transmission
- Remaining glass – Factory fitted as standard

Tinted films applied to any window, and any other aftermarket alterations are not permitted.

14.0 Tyres

Vehicles must adhere to the following in respect of wheels and tyres:

- The vehicle must be fitted with four road wheels
 - All tyres, including the spare (if supplied), must have at least 2.0mm tread depth throughout the continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre
 - All tyres fitted must be fit for purpose and free from any defects.
 - The vehicle must come equipped with a serviceable wheel brace and jack of suitable capacity for the maximum axle weight shown on the vehicle.
 - Remoulded or part worn tyres are not permitted
 - Tyres must not be more than 10-years old
-

15.0 Electrical Equipment

Any additional electrical installation to the original equipment must be adequately insulated and be protected by suitable fuses. It must meet the requirements of the relevant Automotive Electro Magnetic Compatibility (EMC) Directive, (or equivalent United Nations ECE regulation) as amended, and be marked accordingly.

16.0 Image and Sound Recording Equipment

See Image and Sound Recording Equipment requirements

17.0 Radio Apparatus and Communication Systems

Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are situated therein.

Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

18.0 Taxi Sign

A roof mounted "Taxi" sign that must be amber and of an approved pattern, which is clearly visible both by day and by night when the vehicle is available for hire, must be fitted.

19.0 Taximeter

A taximeter must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.

The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental, or deliberate alteration to the calibration of the meter.

20.0 Table of Fares

A facility must be provided to display of the table of fares in such a position that the full table of fares is clearly visible to the passengers.

21.0 Licence plates

Information bearing the licence number of the vehicle shall be displayed within the vehicle in such a position that it is clearly visible to the passengers.

Provision shall be made for the display of the exterior licence plate on the rear of the vehicle in an approved position.

Part 10 - Image and Sound Recording Equipment

Vehicles may be fitted with an approved image and sound recording system.

The importance of image recording equipment is widely understood in helping to protect the driver and the wider public.

Benefits

The benefits of CCTV include:

- Deterring and preventing the occurrence of crime
- Reducing fear of crime
- Assisting the Police in investigating incidents of crime
- Assisting insurance companies in investigating motor vehicle accidents
- Assisting the Licensing Authority in investigating complaints.

Downloads

Data will only be downloaded in the following circumstances:

- Where a crime has been reported involving the specific vehicle and the Police have formally requested data
- When a written complaint has been made to the Council regarding a specific vehicle/driver
- Where a data request is received from an applicant e.g. police or social services, that has a legitimate requirement to have access to the data requested to assist them in an investigation that involves a licenced vehicle or driver
- Subject Access Request compliant with the Data Protection Act

Retention

Data retained by the Council will only be retained for the following periods:

Reason	Retention Period
Cases leading to prosecution	10 years from date of trial
Formal Caution	3 years from date of caution
Written Warning or no formal action	3 years from date of decision
Subject Access Request	6 years from date of request

Policy – Objective 3

Closed-Circuit Television (CCTV)

A vehicle may be fitted with an approved CCTV system capable of storing both audio recordings and visual images.

For the purposes of this policy, a CCTV system will include any electronic recording device attached to the inside of the vehicle having the technical capability of capturing and retaining visual images and audio recording from inside or outside of the vehicle.

General Requirements

The system must be of an approved standard as designated by the Council and be operational at all times that the vehicle is being used for licensable purposes. Where the vehicle is being used for domestic purposes, there is no requirement for the equipment to be operational.

All CCTV equipment must conform to the Council's specification, and in any case adhere to Data Protection legislation. CCTV systems that do not meet the specification will not be approved for use.

CCTV system installs will be inspected as part of the compliance test to ensure that they do not pose a risk to the safety of the driver or passengers, and to ensure that they have been safely and securely installed. Design, construction, and installation must be in such a way that materials present no danger the driver or passengers, including impact with the equipment or danger from the electrical components being breached through vandalism, misuse or wear and tear.

The installation and operation of CCTV must comply with the requirements of the Information Commissioner's Officers CCTV Code of Practice. Detailed information can be found on the Information Commissioner's Office website: www.ico.gov.uk.

All equipment must meet all requirements regarding safety, technical acceptability and operational/data integrity.

Signage

Signage must be strategically displayed in the vehicle, informing passengers that they may be recorded. Notices shall be placed on the security screen that separates the driver from the passenger.

The notices must include information informing that visual and audio recordings take place within the vehicle.

Camera Activation Methods

Video recording must be active at all times that the vehicle is being used for licensable purposes, without exception.

Audio Recording Methods

Where installed, audio recording must be active in the following circumstances:

- Where an unaccompanied child or vulnerable adult is being transported in the vehicle
- Where the driver and the customer are involved in a dispute or the driver feels threatened by the behaviour of the passenger or any other such method that warrants audio recording

Activation of audio recording must be able to be triggered by the driver pressing a switch, and the recording will continue until such time that the switch is pressed again. No deactivation of the audio recording will be enabled by the passenger's audio switch – they will be independent of each other.

Activation of audio recording must be able to be triggered by the passenger pressing a switch, and the recording will continue until such time that the switch is pressed again. No deactivation of the audio recording will be enabled by the driver's audio switch – they will be independent of each other.

There must be an indicator located in the vehicle that is in clear and uninterrupted view of the passenger and that indicates that audio recording is taking place.

At the conclusion of a journey, when the passenger leaves the vehicle, audio recording must cease before another passenger enters and the journey commences. However, there should be a method of reactivating the audio recording should any of the above situations arise in relation to the new journey.

Automotive Electromagnetic Compatibility Requirements (EMC)

The CCTV system must not interfere with the safety, control, electrical, computer, navigation, satellite, or radio system located within the vehicle.

CCTV equipment must be CE-marked.

Image Security

Captured images must remain secure at all times.

Captured images must be protected and designed to guard against the compromise of the stored data. The Information Commissioner's Office has published guidance on how to keep personal data (including personal data contained in CCTV images) secure: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

Registering with the Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights

The Data Protection (Charges and Information) Regulations 2018 requires every organisation that processes personal information to pay a fee to the Information Commissioner's Office (ICO), unless they are exempt. Therefore, all hackney carriage vehicle proprietors must register with the ICO and obtain documented evidence of such registration. Further information can be found on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

Technical Specification and System Requirements

To be considered suitable for installation, the CCTV system must meet stringent requirements. These requirements are set out in Appendix A.

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Part 11 – Vehicle Inspections and Testing

Vehicles will be tested according to their age. Older vehicles will be tested more frequently than younger vehicles in order to ensure their fitness and suitability.

Policy – Objective 4

Vehicle Inspections and Testing

The vehicle must be licenced for use within one month from the date of application and within 14 days of it being tested.

Frequency of Tests

Vehicles must undergo and pass a vehicle compliance test at Sheffield City Council's Testing Station.

New Vehicles

Applications for a new vehicle licence require the vehicle to undergo and pass a vehicle compliance test, even where the vehicle would not normally require an MOT test (less than three years of age).

Currently Licenced Vehicles

Licensed vehicles must undergo a compliance test no more than four weeks prior to the renewal of their licence.

The number and frequency of tests depends on the vehicle age as outlined below:

- Vehicle under five years of age – Every 12 months
- Vehicle over nine years of age – Every 6 months

Where a vehicle fails several consecutive tests, the Authority may require that vehicle to undergo further tests in its licenced period. Reasons for additional tests will be provided by the Authority. The expense of these tests will be borne by the licensee (up to a maximum a 3).

Testing Criteria

A compliance test goes above and beyond the criteria as used by the Ministry of Transport (MOT) test. Due to the nature of work that is undertaken by hackney carriage vehicles, it is important that all aspects of the vehicle are checked for mechanical safety and that it is aesthetically suitable.

Further information on the testing procedures and standards for MOT tests can be found by visiting: <https://www.gov.uk/government/publications/mot-inspection-manual-for-class-3-4-5-and-7-vehicles>

Information in regard to inspection and compliance standards can be found at Appendix C.

Testing Station

A licenced vehicle is required to undergo and pass a vehicle compliance test at Sheffield City Council's testing station. Compliance and MOT certificates provided by other testing stations will not be accepted.

The Sheffield City Council testing station carries out its functions in line with best practices from the Department for Transport (DFT), Drivers and Vehicles Standards Agency (DVSA), The Technical Officer Group of the Public Authority Transport Network and the current standards required by Sheffield City Council for its licenced vehicles.

Part 12 - Exceptional Vehicle Criteria

In circumstances where a vehicle is to be licenced beyond its permitted age, it will be considered as an 'exceptional vehicle'.

An exceptional vehicle is one that meets the exceptional vehicle criteria as set out below.

Policy – Objective 5

Exceptional Vehicle Criteria

Where a vehicle is to be licenced beyond its permitted age, the following criteria must be adhered to. Consideration will not be given to those vehicles that do not adhere to the criteria.

A vehicle will be considered in 'exceptional condition' where:

- It has never failed a vehicle compliance test
- It has never failed to attend a pre-arranged vehicle Compliance Test, unless in exceptional circumstances
- All bodywork is in A1 condition with no signs of rust, dents, scratches, stone chips or any other defects that may detract from the overall appearance
- The paint condition is in A1 condition, showing no signs of fading, discoloration or mismatching that may detract from the overall appearance
- The interior of the vehicle is in A1 condition, including carpets, mats and upholstery
- All luggage compartments are in A1 condition, clean and free from any signs of damage
- There is a complete service record, showing it has been properly serviced in line with manufacturer's guidelines. All receipts in relation to servicing must be available
- The vehicle has not been suspended at any time due to the mechanical and/or physical condition
- The vehicle is Zero Emission Capable (ZEC)

The decision to grant a licence beyond the normal term can only be taken by the Licensing Committee. The proprietor must be able to demonstrate that the vehicle meets all of the criteria as set out above, as well as exhibiting valid reasons why an extension should be granted.

Part 13 - Limitation

The Licensing Authority has discretionary powers to issue hackney carriage vehicle licences. The Licensing Authority can refuse to issue a licence where they would normally do so (where the applicant is suitable, and the vehicle meets specifications and any other conditions) if there is significant demand that has been met.

Policy – Objective 6

Limitation

The Licensing Authority does not operate a Limitation Policy.

Where the Licensing Authority wishes to implement a limitation on the number of vehicle licences, an Unmet Demand Survey will be undertaken at the initial stage and then every three years, as suggested as best practice by the Department for Transport:

“If a local authority does nonetheless take the view that a quantity restriction can be justified in principle, there remains the question of the level at which it should be set, bearing in mind the need to demonstrate that there is no significant unmet demand. This issue is usually addressed by means of a survey; it will be necessary for the local licensing authority to carry out a survey sufficiently frequently to be able to respond to any challenge to the satisfaction of a court. An interval of three years is commonly regarded as the maximum reasonable period between surveys.”

Part 14 - Access for Wheelchair Users

The Equality Act 2010 legally protects people from discrimination. The Act covers all provisions from the 1995 Disability Discrimination Act and includes new duties for licensees.

Sections 165 and 167 of the Equality Act 2010 came into force in April 2017, making it a criminal offence for drivers of 'designated vehicles' to refuse to carry passengers in wheelchairs, to fail to provide them with appropriate assistance or to charge them extra.

A 'designated vehicle' is such that it conforms to the Council's accessibility requirements, as outlined in the vehicle specification contained in this policy. Such vehicles should be able to carry passengers in their wheelchairs. Government recommends that vehicles must be capable of carrying some – but not necessarily all – types of occupied wheelchairs; it must be possible for a vehicle to carry a 'reference wheelchair' as defined in schedule 1 of the [Public Service Vehicle Accessibility Regulations 2000](#).

The Act sets out the requirements under two specific sections:

Section 167 of the Act provides the Council with the power to list all wheelchair accessible vehicles, these will be known as 'designated vehicles'. Due to the nature of the fleet in Sheffield, all Hackney Carriage vehicles are designated as such. The list of accessible vehicles can be viewed on the Council's Public Register.

Section 165 of the Act requires drivers of such designated vehicles to carry passengers in wheelchairs, assist passengers in wheelchairs and to not charge extra to passengers who travel in wheelchairs.

Policy – Objective 7

Access for Wheelchair Users

Vehicle Exemptions

The Council will publish a designated list of wheelchair accessible hackney carriage vehicles, as instructed by the Act. A vehicle will be included on the list whereby it conforms to such accessibility requirements as outlined in the vehicle specification – all such hackney carriage vehicles will be wheelchair accessible by default.

The Act enables vehicle owners to appeal against the decision of the Council to include their vehicle on the designated list. The appeal should be made to the Magistrate's Court and must be made within 28 days of the vehicle in question being included in the Council's published list.

Part 15 - Advertising

Advertising is permitted on both the inside and outside of a vehicle. All advertising will be subject to Licensing Authority approval and must adhere to the advertising policy.

Policy – Objective 8

Advertising

A request to advertise must be made to the Licensing Authority prior to any such advertisement being used.

The vehicle proprietor must provide to the Licensing Authority such details of the proposed advertisement in order to determine that it:

- does not promote, either directly or indirectly, smoking (including tobacco and/or vaping), alcohol, and gambling
- is not of a sexual, religious or political nature
- is not likely to cause offence.

The contract for the advertisement must comply with the following requirements:

- Advertisements should be submitted by the proprietor of the vehicle
- The contract for advertisement must have a facility to state the vehicle details and the termination of the contract
- The contract must contain a condition that the advertisement must be removed at the end of the contract term

Advertisements are permitted, as follows:

- As a door sign
- On the rear window (must use contra vision or similar technology)
- On the tip seats
- As half or full livery
- On a digital screen
- As illuminated exterior media

Where full livery advertisements are applied to the vehicle, the V5C Document (logbook) must be updated – colour of vehicle must state 'full livery'.

Any advertisements fitted to a vehicle must not obscure notices, signs or plates that form part of the vehicle licence conditions. Additionally, should any approved advertisement come to be in such a condition that, in the opinion of an Authorised Officer, it adversely affects the safety or the appearance of the vehicle then the vehicle licence will be suspended with immediate effect and until such time that the defect has been rectified.

Part 16 - Insurance

A licenced vehicles must have in place valid and appropriate insurance for the purposes of carrying passengers for hire and reward.

Policy – Objective 9

Vehicle Insurance

Hackney carriage vehicles are required to have in place valid and appropriate insurance, enabling them to operate legally.

As a minimum, the Licensing Authority requires:

- A valid insurance certificate or cover note confirming the persons insured to drive the vehicle and the purposes for which the vehicle can be used, i.e. *Social, domestic and pleasure including commuting by the insured to a permanent place of work. For the carriage of passengers of goods for hire and reward (hackney carriage/public hire) provided such use complies with the laws and regulations of the appropriate licensing authorities.*

The Licensing Authority will undertake monthly auditing to ensure insurance requirements are adhered to.

Part 17 - Accidents

Where a hackney carriage vehicle is involved in an accident or has been damaged by another such cause, it is the responsibility of the vehicle proprietor to report as such to the Licensing Authority. Section 50 (3) of the Local Government (Miscellaneous Provisions) Act 1976 states:

'...the proprietor of a Hackney Carriage or Private Hire Vehicle, Licenced by a district council shall report to them as soon as reasonably practicable, and in any case within seventy two hours of the occurrence thereof, any accident to such Hackney Carriage or Private Hire Vehicle causing damage materially affecting the safety, performance or appearance of the Hackney Carriage or Private Hire Vehicle or the comfort or convenience of persons carried therein.'

The statutory duty contained in the above legislation does not affect in any way the liability placed upon a person under Section 170 of the Road Traffic Act 1988 in relation to the reporting of certain accidents to the police. Further information in this respect can be found at <http://www.legislation.gov.uk/ukpga/1988/52/contents>.

Policy – Objective 10

Accidents

Where a hackney carriage vehicle has been involved in an accident affecting the safety, performance or appearance, it is the responsibility of the proprietor to inform the Licensing Authority within 72 hours of the accident occurring.

The proprietor will be required to complete an Accident Damage Report Form detailing the events of the accident and any damage suffered to the vehicle. An Authorised Officer will inspect the vehicle to ascertain the damage and where appropriate (vehicle fitness has not been satisfied) suspend the vehicle licence until such time that the vehicle has been repaired and passed a compliance test at Sheffield City Council's testing station. A suspension notice will not be issued where an inspection is not possible.

Where a vehicle is damaged to such an extent that it can no longer be driven, the proprietor must inform the Licensing Authority as such. The proprietor will be required to provide the Licensing Authority with photographic evidence as to the vehicle's condition, specifically showing the parts of the vehicle that have been most severely damaged. The vehicle must be presented to Sheffield City Council's testing station, as soon as is practicable in order to assess its fitness following repairs – the appointment will be arranged by the Licensing Authority at a mutually agreeable time with the proprietor.

Where the vehicle is damaged to such an extent that it is categorised by an insurance company as an A, B, S or N insurance write off it will not be re-licenced, in line with the vehicle specification.

Part 18 - Transfer of Vehicle Licence

A vehicle proprietor may at any time transfer their interest, or part interest, in a vehicle to another person.

Policy – Objective 11

Transfer of vehicle licence

Where a proprietor wishes to relinquish their interest and transfer that interest to another person/licensee they must inform the Licensing Authority within 14 days of doing so, paying the appropriate fee.

In notifying the Licensing Authority, the proprietor must specify the name(s), date of birth and address of the person(s) to whom the vehicle has been transferred.

The proprietor must also provide a current insurance certificate or valid cover note relating to the vehicle and its intended use as a hackney carriage vehicle. Insurance must be in the name of the new owner(s). If new owner is not a licenced driver, the insurance certificate must state a named licenced driver.

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Part 19 - Fares

The Licensing Authority has the power to set fares for hackney carriage vehicles and does so under section 65 of the Local Government (Miscellaneous Provisions) Act 1976:

“(1)A district council may fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a “table of fares”) made or varied in accordance with the provisions of this section.”

A fares tariff is enforceable as a byelaw, and it is an offence for a driver to charge more than the metered fare.

The current table of fares must be displayed in the vehicle so that it is easily visible to all passengers. Licensees must, if requested by the passenger, provide written receipts for fares paid.

Policy – Objective 12

Table of Fares

The Licensing Authority will usually review hackney carriage fares periodically and in line with any policy review. Where requested, additional reviews will be undertaken at the discretion of the Licensing Committee.

In considering a review, the Licensing Committee will pay attention to the following pieces of information. This list is not exhaustive, but an example of what will be taken in account when making a decision:

- Any change in vehicle running costs since the last review
- Changes to the Consumer Index rate since the last review
- The Service Provider Index rate since the last review
- Any changes to the National Living Wage since the last review
- Any change to licensing fees since the last review
- Hackney Carriage fares in neighbouring authorities
- The cost of alternative transport – bus, tram, private hire etc.
- Any other information that may be deemed relevant

Any information presented must be from reputable sources and in an easy-to-read format.

The Licensing Committee will also consider information supplied by licensees, stakeholders, and other interested parties as part of the review process.

A notice of any variation to the maximum fare shall be advertised by the Licensing Authority.

Part 20 - Hackney Carriage (Taxi) Ranks

A unique feature of a hackney carriage vehicle is that it can legally rank up at a hackney carriage rank and ply for hire, waiting for a hirer to make a booking.

The Council creates hackney carriage ranks under the Local Government (Miscellaneous Provisions) Act 1976, section 63. Under the Act, the Council can appoint ranks for hackney carriage vehicles either on public highways or private land and the stands can be for either continual or part-time use.

There are a number of ranks within the district of Sheffield, and these are outlined in the table below. A list of current hackney carriage vehicle ranks can also be found on the Council's website: <http://www.sheffield.gov.uk/home/parking/taxi-ranks.html>

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Part 21 - Conditions

Attached to a hackney carriage vehicle licence is a set of mandatory conditions in accordance with Section 47 Local Government (Miscellaneous Provisions) Act 1976:

“A district council may attach to the grant of a licence of a hackney carriage under the Act of 1847 such conditions as the district council may consider reasonably necessary”.

The following mandatory conditions form part of all hackney carriage vehicle licences and should be observed at all times; failure to do so may result in the licence being referred directly to the Licensing Committee for review.

Following determination of an application by the Licensing Sub-Committee, additional conditions may be imposed.

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Mandatory Conditions

Definitions	
'Authorised Officer'	Any officer of the Council authorised in writing by the Chief Licensing Officer and Head of Licensing of the Council for the purposes of these conditions
'The Council'	Sheffield City Council
'Licence Plate'	The plate issued by the Council for the purpose of identifying the vehicle as a hackney carriage vehicle duly Licenced by the Council.
'Interior Licence Plate'	The plate issued by the Council for the purpose of identifying the vehicle as a private hire vehicle duly Licenced by the Council.
'Interior Driver Identification Plate'	The card which provides a photograph of a driver, driver licence number and the date of expiry of the licence. At all times it remains the property of the Council.
'Proprietor'	The person or persons or body named in this licence as the proprietor of the vehicle and includes a part proprietor.
'The Vehicle'	The hackney carriage hire vehicle in respect of which this licence is issued.

1. General Maintenance and standards

a.)	The proprietor or driver must ensure that the vehicle undergoes a daily safety check. As a minimum, this must be a visual check on the lights, tyres, mirrors, and seat belts. Where faults are discovered, they must be rectified immediately and in any case before the commencement of the next journey.
b.)	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.
c.)	The proprietor must notify the Council in writing if their vehicle has been fitted with an LPG system during the currency of the licence. The notification must be made within five working days, and include the provision of certification.

2. Identification Plate and Signs

a.)	The licence plate must be securely and permanently affixed to the rear of the vehicle at all times. It shall be displayed so as not to obscure the vehicle's registration mark and must be clearly visible by daylight.
b.)	The licensee must at all times display the interior driver identification in such a position within the vehicle so that it is easily identifiable by all passengers in the vehicle and in a position that is acceptable to the Council.
c.)	The licensee must at all times display the interior vehicle identification number in such a position within the vehicle so that it is easily identifiable by all passengers in the vehicle and in a position that is acceptable to the Council.
d.)	The proprietor shall not display or suffer or permit to be displayed on or from the vehicle any other signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems, or devices whatsoever, except as may be required by any statutory provisions (including byelaws) or required by these conditions.
e.)	The Council will permit a deviation from these conditions in certain circumstances. A request for deviation will need to be made in writing to the Council, with a decision made by the Licensing Committee.

Signage, licence plates and notices as referred to above will be issued or approved for use by the Council.

Signage, licence plates and notices must be fixed to the vehicle in accordance with the requirements set out by the Council, and in any case must be securely affixed at all times.

3. Cleanliness and Appearance of Vehicle

a.)	All relevant statutory requirements, in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986 must be fully complied with at all times.
b.)	The vehicle must be maintained in a safe and clean condition at all times. The Council can inspect a vehicle at any time it sees fit and at the request of an authorised officer or police constable, the licensee shall arrange for any reasonably necessary cleaning of the vehicle to be carried out.
c.)	Storage areas must be kept free from obstruction at all times in order to allow the safe storage of passenger luggage.
d.)	Bodywork must be maintained to a high standard, with no signs of corrosion, rust, inferior spray work or temporary repairs.
e.)	Seats must be in full working order, free of stains, tears, cigarette burns or repair, and not threadbare. Floor coverings must not be unduly worn and present no trip hazards. Household carpeting or similar is not acceptable and must not be used in any part of the vehicle. Headlining and side panel coverings must be free of ingrained grime, fractures and maintained to the manufacturer's original style.

f.)	<p>If the vehicle is involved in an accident, affecting the safety, performance or appearance, the proprietor/driver must inform the Council as soon as possible and in any case within 72 hours. An Accident Report Form, available from the Council, must be completed, detailing the circumstances of the accident and any damage to the vehicle.</p> <p>The vehicle must be presented to the Council for inspection by an authorised officer. If the vehicle cannot be presented to the Council for inspection due to damage caused, the proprietor must send photographic evidence as to the vehicle's condition. All repairs to the vehicle must be carried out without undue delay and once repaired may be subject to a compliance test at Sheffield City Council's testing station.</p>
4. Equipment and Fittings	
a.)	All fittings and auxiliary equipment must be kept tidy and safe and relevant statutory requirements fully complied with.
b.)	No additional amplifiers, speakers, or sub-woofers are to be fitted and connected to the vehicle.
c.)	Where a fire extinguisher is fitted, it must be of a type suitable for use on a motor vehicle and approved by the Council. It must be securely fitted in the driver's compartment and in easy reach of the driver and not obstruct or interfere with the safe operation of the vehicle. It must comply with requirements of BS EN3 1996 and have a minimum rating of 5a and 34b. It must not contain less than 0.9 litres AFFF foam or 1kg dry powder and must have a seal or gauge mechanism. The registration number of the vehicle must be permanently and legibly marked on the extinguisher.
5. Closed-Circuit Television (CCTV)	
	<p>A secure Closed-Circuit Television (CCTV) system approved by the Council shall be fitted to the vehicle prior to the grant of the licence and maintained in the vehicle thereafter for the duration of the licence to the satisfaction of the Council.</p> <p>The requirement will be effective immediately on the grant of a new licence (other than by way of renewal) or on the replacement of a licenced vehicle.</p>
6. Meter and Table of Fares	
a.)	A taximeter of an approved type must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.
b.)	The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental or deliberate alteration to the calibration of the meter.
c.)	A facility must be provided to display the table of fares in such a position that it is clearly visible to the passengers.
d.)	<p>The vehicle must have a functioning cashless payment facility available for passengers to pay any fare due. This facility must be connected and working at all times to ensure customers are able to pay by card. Proprietors must issue a receipt if requested.</p> <p>Additional costs as a result of cashless payments must not be passed onto the passenger.</p> <p>Where a fault in the cashless payment system is identified, the proprietor must notify the Licensing Service within 24 hours and make provisions for a replacement system as soon as practicable.</p>

7. Advertisements	
	Advertisements may be displayed where they are in accordance with the Council's policy in relation to advertisements and where the Council has provided written approval for the advertisement.
8. Insurance	
a.)	At all times the proprietor shall have in place a policy of insurance in relation to the use of a hackney carriage vehicle that complies with the requirements of the Road Traffic Act 1988 Part VI.
b.)	The proprietor shall produce to the Council within five days of such request the certificate of insurance issued by an insurance company or broker in respect of the vehicle.
9. Seats and Passengers	
a.)	The proprietor shall not cause or permit to be conveyed in the vehicle a greater number of persons exclusive of the driver than the number of persons specified on the licence.
b.)	Once a vehicle has passed a compliance test, the seating layout must not be changed.
c.)	Where it is possible to change the seating layout, the proprietor must ensure that no more seats than are stated on the licence are fitted.
d.)	All passengers must have access to at least two side doors, one of which must be on the nearside of the vehicle.
10. Drivers	
a.)	<p>The proprietor must keep a written record showing the following particulars in respect of every driver (for hackney carriage purposes) of the hackney carriage vehicle detailed on this licence:</p> <ul style="list-style-type: none"> • The name, address and date of birth of the driver of the vehicle • The number and date of expiry of every licence issued in respect of the driver under Section 51 of the Local Government (Miscellaneous Provisions) Act 1976 and in force during such time as the driver is driving the vehicle • The date on which the driver commenced driving the vehicle • The date on which the driver ceased driving the vehicle <p>The proprietor must keep the records for a period of two years from the date on which the driver first commenced driving the vehicle. These records must be made available upon request to any police officer or authorised officer of the Council.</p>
b.)	Any person who drives a hackney carriage vehicle must have in place a <i>Hackney Carriage and Private Hire Driver's Licence</i> .
c.)	All drivers must be fully aware of the need to provide assistance to passengers, especially those with a disability.
d.)	<p>A driver must not fail or refuse to carry out a booking by or on behalf of a disabled person accompanied by an assistance dog, unless the driver has a medical exemption certificate as issued by the Council.</p> <p>Proprietors must ensure that all drivers of the hackney carriage are fully acquainted with the need to provide all reasonable assistance to passengers, especially those with a disability.</p>
11. Convictions	
	The proprietor or driver of a hackney carriage vehicle must notify the Council within 14 days of any conviction, binding over, caution, warning, reprimand for any matter imposed on them during the term of a licence.

12. Transfer of Licence	
	A proprietor, in transferring the hackney carriage vehicle to another person, must notify the Council within 14 days of doing so, stating the name and address of the person to whom the hackney carriage has been transferred.
13. Change of Address	
	The proprietor of a hackney carriage vehicle must notify the Council in writing of a change of address within 14 days of such change.
14. Operator	
a.)	Where a hackney carriage vehicle receives job bookings from a private hire operator, the proprietor or such driver of the vehicle must notify the Council of all such companies for which they are working and must immediately notify the Council if they cease to work for any company. The vehicle must display sole relevant door signage for each booking undertaken.
b.)	Equipment used for the purposes of receiving and accepting information related to bookings must be fitted securely and in a manner that does not obstruct the view of the driver through the windscreen. Wires used for connection of equipment must not be left in a dangerous manner.
15. Inspections	
a.)	The proprietor must permit an authorised officer or a police constable to inspect the vehicle at all reasonable times.
b.)	Where an authorised officer or police constable is not satisfied as to the condition of a vehicle for use as a hackney carriage, the proprietor must, after being notified in writing, present the vehicle for inspection at such time at Sheffield City Council's testing station.
c.)	If an authorised officer or police constable is not satisfied as to the condition of the vehicle for use as a hackney carriage upon completion of an inspection as stated above, the authorised officer may suspend the licence. The suspension will not be lifted until such time the vehicle has passed a compliance test at Sheffield City Council's testing station.
16. Information and Guidance	
a.)	The proprietor or driver of the vehicle must at all times carry within the driver's compartment of the vehicle the <i>Safe Loading and Unloading of Manual Wheelchair passengers in a hackney carriage 2010</i> and the <i>Safe loading and unloading of powered wheelchair passengers in a hackney carriage</i> guidance booklet as provided by the Council. The booklets should be made available for inspection on the request of an authorised officer, police constable or passenger on request.
b.)	The proprietor or driver of the vehicle must at all times carry within the driver's compartment of the vehicle a copy of the <i>Hackney Carriage Byelaws</i> as provided by the Council. The booklet should be made available for inspection on the request of an authorised officer, police constable or passenger on request.
17. Equalities Act 2010	
a.)	The Council has a duty under the Equalities Act 2010 to exercise its functions, and have due regard to the need to: <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; • Advance equality of opportunity between people who share a protected characteristic and those who do not; • Foster good relations between people who share a protected characteristic and those who do not.

	In discharging the duty, the Council will take a serious view of any judgement under the Equality Act 2010 against any applicant for the grant, renewal or transfer of any licence as issued by the Council.
b.)	Drivers of a hackney carriage vehicle must not refuse to carry out a booking by or on behalf of a disabled person accompanied by an assistance dog unless the driver has a medical exemption certificate in the approved manner or in the vehicle.
c.)	Drivers of a hackney carriage vehicle must not refuse to carry out a booking by or on behalf of disabled person in a wheelchair, fail to provide them with appropriate assistance, or to charge them extra unless the driver has a medical exemption certificate in the approved manner of the vehicle.

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Part 22 – Compliance and Enforcement

The primary aim of the Licensing Authority is public safety, and to provide a service that businesses and individuals can depend on for reasons of health, safety, welfare, equality, and consistency.

Therefore, the undertaking of compliance and enforcement checks on licenced private hire vehicles is essential in order to achieve this. Ultimately these checks are undertaken in order to ensure vehicles are fit for purpose, are complying with the law and licence conditions and to ensure the safety of passengers, pedestrians, and other road users.

The Licensing Authority ensures that licenced private hire vehicles are complying with statutory requirements and licensing conditions by undertaking regular enforcement and compliance checks, whether it be independently or with partners such as South Yorkshire Police and the Driver and Vehicle and Standards Agency (DVSA).

A broad range of tools and powers are available to the Licensing Authority should breaches of compliance be found. The following options, which will be discussed in more detail throughout this section include, but are not limited to:

- No Action
- Informal Warning
- Formal Warning
- Review
- Suspension
- Revocation
- Simple Caution
- Prosecution

Where appropriate and where there are causes for concern the Licensing Authority will pass on information to partner organisations such as the police and Sheffield City Council Transport Services.

Equally, the Licensing Authority will act on information received from those and other partner organisations and deal with complaints in line with the Licensing Authority's Complaints Procedure. A copy of the complaints procedure can be obtained by contacting the Licensing Authority.

Part 23 - Better Regulation Delivery Office: Regulators' Code, 2014

In undertaking enforcement duties, the Licensing Authority will pay particular attention to the Regulators Code, April 2014. This sets out the standards that the licensing authority should follow when undertaking compliance and enforcement checks. Therefore, the Licensing Authority will:

- carry out their activities in a way that supports those they regulate to comply and grow
- provide simple and straightforward ways to engage with those they regulate and hear their views
- base their regulatory framework activities on risk
- share information about compliance and risk
- ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- ensure that their approach to their regulatory activities is transparent

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Part 24 - Better Regulation Unit: Enforcement Concordat

Attention will also be paid to the principals of good enforcement as contained in the Enforcement Concordat and the Licensing Authority will ensure that when carrying out enforcement we are:

- **Open:** The Licensing Authority will provide information in plain language and will be transparent in the activities it undertakes. It will also be clear with customers on how the service operates.
- **Helpful:** The Licensing Authority will work with licensees to advise and assist with compliance. A courteous and efficient service will be provided by all staff and licensees will have a single point of contact and telephone number for further dealings. Applications will be dealt with promptly and where possible enforcement services will operate effectively to minimise overlaps and time delays.
- **Proportionate:** The Licensing Authority will minimise the costs of compliance for licensees by ensuring any action taken is proportionate to the risks involved; an account of the circumstances and attitude of licensee will be considered at all times.
- **Consistent:** The Licensing Authority will carry out all duties in a fair, equitable and consistent manner. Licensing officers will exercise judgement in all cases and arrangements will be put in place to promote consistency.

The Licensing Authority will also provide a well-publicised, effective and timely complaints procedure that is easily accessible to licensees and members of the public.

Any advice given by licensing officers on behalf of the Licensing Authority will be put clearly and simply at all times and confirmed in writing.

The Licensing Authority will also ensure that before formal action is taken as a result of enforcement or compliance checks, an opportunity to discuss the circumstances will be provided in order to resolve the points of difference. However, in circumstances where immediate action is necessary, such as health and safety or preventing evidence being destroyed, the Licensing Authority will be required to take a more formal approach. An explanation as to why such action was required will be given at the time and confirmed in writing in most cases within five days and, in all cases, within 10 working days.

Part 25 - Enforcement and Non-Compliance Options

In line with the Regulators' Code and Enforcement Concordat the Licensing Authority will choose the most appropriate form of enforcement under the circumstances. The Licensing Authority has at its disposal a range of enforcement and non-compliance options.

Where there have been several instances of non-compliance and at the discretion of the Licensing Authority, licensees (vehicle proprietors) may be referred to the Licensing Sub-Committee without further warning where a decision will be made as to the future of their private hire vehicle licence.

Stage 1 - No Action

A decision of no action may be taken where formal enforcement is deemed inappropriate under the circumstances. In such cases the offender, and where necessary, the complainant, will be informed of the reasons for the decision.

The Licensing Authority will look at all the evidence before making a determination on how to proceed following enforcement and compliance checks. It may be that evidence comes to light after the checks, indicating no action is required.

Stage 2 - Informal Warning/Words of Advice

Where there is a minor contravention and where the degree of risk from a given situation is minor, an informal warning may be deemed the most appropriate form of action.

An informal warning may come in the form of a verbal notice and recorded as such on the record. A culmination of verbal notices may result in a more serious form of action; this will be reviewed on a case-by-case basis.

This type of warning may be used where there is little or no impact on licensees (vehicle proprietors), service users and members of the public and where all other forms of enforcement action are viewed as inappropriate and/or disproportionate.

Stage 3 - Formal Warning

A formal warning is a tool that is available for more serious breaches of licence conditions. Each event is viewed on a case-by-case basis and enforcement officers will use their judgment as to whether to exercise the formal warning procedure.

A formal warning will be held on the licensees' record for a set period of time, not exceeding three years. Should the licensee be referred to the Licensing Sub-Committee while the warning is live, the Licensing Sub-Committee will be made aware of it.

Suspension of licence

Where there has been a serious breach of licence, non-compliance, or any other reasonable cause it may be deemed appropriate to issue a suspension notice.

The power to suspend a vehicle licence is contained in Section 60 of the Local Government (Miscellaneous Provisions) Act 1976. Further information on these suspensions can be obtained from the Acts themselves.

A suspension may be issued where the vehicle is deemed to be unfit for purpose, in terms of the mechanical condition, safety and/or comfort. A suspension notice may also be issued for 'any other reasonable cause'.

Upon the suspension of a licence the licence holder may appeal the decision to the Magistrates Court; there is no other recourse available.

Revocation

In circumstances of more serious breaches of conditions, such as the private hire vehicle being unfit for purpose, non-compliance with the provisions of the Act of 1847 or the Act of 1976 or for any other reasonable cause, a revocation of the licence may be deemed necessary.

The power to revoke a licence is retained by the Licensing Committee and will be implemented where there is considered to be an immediate and on-going risk to public safety.

If a decision is reached whereby the licence is revoked, they will have the opportunity to appeal the decision to Magistrates Court.

Refusal to Renew

Reasons for non-renewal of a licence may be due to information received at renewal stage; such as the private hire vehicle being unfit for purpose, non-compliance with the provisions of the Act of 1847 or the Act of 1976 or for any other reasonable cause.

In making a decision on whether to refuse to renew a licence the Licensing Sub-Committee will take into account information received from the Licensing Authority and any supporting documents that are supplied by the applicant.

If a decision is reached whereby the licensee is refused, they will have the opportunity to appeal the decision to Magistrates Court.

Caution

Where a serious breach of conditions or non-compliance has been evidenced, but where a prosecution would not be in the public interest, a formal caution may be issued.

Guidance as issued by the Health and Safety Executive provides practical advice and sets out certain preconditions that must be adhered to in order for a formal caution to be used:

- The offender making a clear and reliable admission of the offence before a simple caution may be offered
- A realistic prospect of conviction if the offender were to be prosecuted in line with the Code for Crown Prosecutors
- The offender agreeing to receive a simple caution
- A full explanation of the ramifications of accepting a caution

In addition, a formal caution may be issued where the offender has no previous history in relation to the offence and has done everything in their power to make amends. If a formal caution was offered and refused by the offender, the matter would then proceed to court. In any event, a decision to offer a caution will rest solely with the Licensing Authority.

A formal caution issued by the Licensing Authority will not be passed on to third party organisations automatically. However, if internal services or neighbouring authorities seek information on licensees, information will be discharged, subject to appropriate Data Protection Act provisions.

Prosecution

A prosecution will be implemented in cases where there has been a flagrant breach of licence conditions and where other options have been considered and deemed unsuitable, or where serious issues of public safety have arisen.

In order for a prosecution to be initiated there must be enough evidence to provide a realistic prospect of a conviction and it is in the public interest to do so. In determining whether a prosecution should be initiated the Code for Crown Prosecutors should be considered:

- Is there enough evidence against the defendant
- Is it in the public interest to bring the case to court

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Part 26 - Consultation

In developing this policy, the Licensing Authority consulted widely and gave due consideration to the views of all those who responded to the consultation process.

The Licensing Authority is committed to consulting with as wide an audience as possible, regarding this and any future licensing policy or any amendments in accordance with this policy.

The Licensing Authority has conducted a full consultation of this policy by way of writing and/or emailing consultees, providing relevant information on the Council website.

The views of all consultees were considered and given proper weight when writing and / or reviewing this policy.

A list of consultees can be found below. This list is not exhaustive but is an example of those who have been consulted.

Licensees	Elected Members
Local Members of Parliament	Sheffield City Council Transport Services
Transport4All	Sheffield City Council Sheffield Safeguarding Children's Board
Sheffield City Council Highways Service	South Yorkshire Police
South Yorkshire Fire Service	Sheffield City Council's Equality Team
Neighbouring Local Authorities	Sheffield City Council's Public Health Service
Sheffield City Council's Parking Services	National Association of Licensing and Enforcement Officers
Institute of Licensing	Sheffield Disability Hub
Sheffield City Council Strategy and Policy Service	Campaign for Better Transport
Chambers of Commerce	Local Traders
Women's Groups	Pubwatch

Appendix A

Sheffield City Council Licenced Hackney Carriage Taxi CCTV - Technical Specification and System Requirements

In order to be considered suitable for installation in a licensed Hackney Carriage vehicle, the system must meet the following requirements.

Reference	Specification	Details
1.0 Operational Technical Specifications		
1.1	100% solid state design or a proven vibration and shock resistant system	The system should not have any fan and the recording should be vibration and shock proof, i.e. <ul style="list-style-type: none"> • Flash-based SSD (100% industrial grade) • Hard disk with both mechanical anti-vibration and anti-shock mechanism and self-recovery and self-check file writing system • SD cards will be accepted
1.2	8 to 36 Volts DC	Operational between 8 and 36 volts DC
1.3	Reverse polarity protected	System to be protected against reverse voltage
1.4	Short circuit prevention	System to be protected against short circuits
1.5	Over voltage protection	System to be protected against high voltage transients likely to be encountered in the vehicle electrical system
1.6	Automotive Electromagnetic Compatibility Requirements	The camera equipment should be CE-marked with confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles
1.7	System override switch to be located in a position where it is not accessible from inside the vehicle (i.e. in the boot/engine compartment). The override switch must be illuminated when switched on.	The system is required to be active at all times that the vehicle is being used as a licenced vehicle. This will allow the system to be deactivated during times when the vehicle is being used for domestic use. The switch that deactivates the system must be located within the vehicles boot or engine compartment (i.e. it must only be possible to deactivate the system from outside of the vehicle)
1.8	First-in/first-out buffer recording principle	The system must automatically overwrite to create a constant cycle recording
1.9	Access Record	A service log must be kept and maintained by the approved installer and the local authority
1.10	Security, duration and auto-clearing of log files	
1.11	Image export formats and media	Images must be encrypted to a minimum of FIPS 140/2
1.12	Image protection during power disruption	Images must be preserved in the event of loss of power. Battery back-up will not be permitted
1.13	Unit must operate without the ignition being turned on	The Unit must have the ability to operate for at least 1 hour without power from the ignition. The device must be hardwired to both constant and ignition supply

1.14	Image and audio data shall be recorded and stored in a unit separate from the camera head.	Self-contained storage cards within the camera head will not be accepted.
1.15	GPS capability	System must have GPS capability
1.16	The system shall not record audio except when audio recording is activated by means of an approved trigger switch	The system should have the ability to start recording audio data by means of a trigger switch.
1.17	The system must be capable of recording audio time synchronised to the recorded images	<p>If activated, the audio must record within the video file.</p> <p>The system should have the ability to start recording audio data by means of at least two trigger buttons.</p> <p>One trigger button must be capable of being activated by the driver.</p> <p>A separate independent trigger button must be located on each passenger row of seating within the vehicle and be capable of being activated by any passenger occupying that row.</p>
1.18	The audio playback, when triggered, shall be in 'real time' and synchronised with the images that are captured	All audio files must be simply added to the video files as a voiceover, not in separate files
1.19	Audio data and image data must be stored together, not in separate files, and must be protected against unauthorised access or tampering.	
1.20	The system must support testing of the audio function for installation and inspection purposes.	
1.21	Images recorded by the system shall not be displayed within the vehicle	Any monitors may only display live images as clearly visible by having a glance around as per ICO specifications, it must not display recorded images.
1.22	The system must have at least two trigger switches for audio activation	<p>If activated, the audio must record within the video file.</p> <p>The system should have the ability to start recording audio data by means of at least two trigger buttons.</p> <p>One trigger button must be capable of being activated by the driver.</p> <p>A separate independent trigger button must be located on each passenger row of seating within the vehicle and be capable of being activated by any passenger occupying that row.</p>

1.23	The system must include a visual indicator that will clearly show when audio recording is taking place. This indicator must be visible to all passengers within the vehicle.	This may take the form of an indicator LED built into the audio switch, or a remote LED that can clearly be seen by passengers.
2.0 Storage Capacity Technical Specifications		
2.1	Minimum of 28 days i.e. (28x24 hours) of recording capacity	The camera system must be capable of recording and storing a minimum of 28 days of images of HD1 (720/288) size or better
2.2	Images must be clear in all lighting conditions	System to provide clear images in bright sunshine, shade, dark, total darkness, and when strong backlight is present without the need for additional components
3.0 Camera Head Technical Specifications		
3.1	Camera installation non-obstructive	The camera and all system components shall be installed in a manner that does not interfere with the driver's vision or view of mirrors or otherwise normal operation of the vehicle.
3.2	Protected camera disconnect	The camera head shall be designed to disconnect for ease of removal and replacement by maintenance personnel
3.3	Special tools for adjustment/removal	To prevent inappropriate interference, only tools supplied to authorised fitters should be capable of carrying out adjustments or removal
3.4	Field of view to capture all passengers in the vehicle	The lens of the camera must be of a type that captures the driver and all passengers of the vehicle on the recorded image. The lens must be of a style not to create a 'fishbowl' effect
3.5	Compatible for use in vehicles with a partition (shield)	The camera system must be adaptable to provide clear images when a vehicle is equipped with a shield. This may be accomplished with the use of multiple camera heads.
3.6	Multiple cameras	The unit shall be capable of supporting up to four cameras. Four cameras may be required to provide adequate coverage in larger vehicles and/or certain purpose built vehicles.
4.0 Storage Device (Recorder) –Technical Specifications		
4.1	Impact and shock resistance	The recorder shall be impact resistant, sufficient to withstand a typical car accident, or striking with a large, heavy object such as a suitcase.
4.2	Controller in concealed location	The storage unit shall be concealed from view and effectively inaccessible except by authorised personnel.
4.3	Download port provision	The recorder shall be equipped with a communication port within the hard drive housing for downloading by an authorised officer.
4.4	Download port cable length – 300 millimetres minimum	When required, any download port shall be at least one foot in length for ease of download
4.5	Recorder to be securely affixed to the vehicle	
4.6	Log register camera system parameter modifications	
4.7	Log to register each user access	
4.8	Log to register each image download session	

4.9	Log to register modification/manipulation of download images	
4.10	Log to register exporting of download images	
4.11	Log to register exporting of download images	
4.12	Log file protected against unauthorised access	
4.13	Time/date stamp	All stored images must be time and date stamped
4.14	Vehicle ID number stamp	All stored images must have vehicle identification (VIN & or number plate)
4.15	Controller non-modifiable ID code stamp	Each recorded image shall be automatically stamped with a unique and non-modifiable code that identifies the controller that was used to record the image
4.16	Controller (Storage Recorder)	Manufacturer to supply Sheffield City Council with a supply of specialised tools to allow for the removal of the controller and download of data when required.
5.0 Specifications for Video and Audio Recording Rate		
5.1	Video image recording on system activation (when audio is not activated)	The system shall record images at a minimum rate of twenty-five images per second
5.2	Video image recording when audio is activated	The system shall record images at the rate of twenty-five images per second during periods when audio recording is activated (either due to time requirement, or through activation by the driver trigger switch or passenger audio button)
5.3	When activated, audio recording must be in real time and synchronised with the video recording	When activated, audio recording must be in real time and synchronised with the video recording
5.4	System to continue to record images (and audio when applicable) when engine is off	System must continue to record images (and audio when applicable) for 1 hour after engine/ignition is switched off
6.0 Specification for activation via driver or passenger trigger/audio button		
6.1	The activation of a trigger button when activated by driver or passenger	The system must be fitted with at least two trigger buttons that once activated will trigger the recording of audio and video
7.0 Downloading Technical Specification		
7.1	Provision of necessary software, cables, security keys to Sheffield City Council Licensing Service	
7.2	Windows compatible	Once downloaded and converted
7.3	Downloaded images stored in non-volatile media	
7.4	Downloaded images stored in secure format	
7.5	Verifiable image authenticity	Each image shall be watermarked with vehicle ID, and time and date, and be tamperproof.
7.6	Provision of technical support to Sheffield City Council Licensing Service when necessary	To assist in accessing system in case of damage to the vehicle or to the system in case of accident within a reasonable time frame

7.7	Wireless download prohibited	Unit must not allow for wireless downloads. Wireless diagnostic may be used.
7.8	Filter the specific images for events and times for the approximate time of the crime committed	The playback software must list the files in date and time slot order for ease of location of required file.
8.0 Requirements in Relation to System Information		
8.1	Provision of service log	The unit manufacturer shall have a service log. . The manufacturer shall also enclose detailed instructions for the drivers with each unit shipped.
8.2	Serial number indication	The unit will be marked with a serial number
8.3	Installation date indication on service log	A certificate of installation must be provided which will indicate the installation date
8.4	Clarity of operating instructions	The system shall be provided with clear and concise operation instructions which are written or presented with due consideration to varying levels of literacy.
8.5	Installation by authorised agents	The unit shall only be installed by manufacturer's authorised agents
8.6	Provision of authorised agents list to the Council Licensing Service	The manufacturer or supplier shall provide a list of all authorised agents to the Council Licensing Service.
8.7	Documentation	The manufacturer must provide clear and concise operating instructions which are written or presented in layman's terms
8.8	Image Protection	All captured images must be protected using encryption software that meets or exceeds the current FIPS 14-2 (level 2) standard or equivalent.
9.0 System Requirements in Relation to Vehicle Inspection Facility - Inspections		
9.1	Provision of system status/health indicator	The driver shall have an indicator showing when the system is operational and when there is a malfunction. This shall include the images as shown to verify the status of each camera.
9.2	Mounting location of system status/health indicator to be seen.	The indicators shall be mounted in such a way so as to allow for ease of view
9.3	Design and or installed to be testable by Sheffield City Council Licensing Service, or persons acting on behalf of the Council, such as vehicle inspectors	The system shall be designed and installed such that the system may be easily tested by Sheffield City Council Licensing Service.
10. General System Requirements		
10.1	Vandal and tamper resistance	All component parts must be securely mounted, hard wired and small and discreet enough to remove the risk of tampering.
10.2	Provision of statement of compliance	In addition to a formal test of all aspects of this requirement specification, a statement of compliance shall be provided and signed by an officer of the company
10.3	Reliability in operational and environmental conditions	The system shall provide reliable and full functionality in all operational and environmental conditions encountered in the operation of licensed vehicles.

10.4	Programmability of image timing parameters	It shall be possible to change timing and parameters without the requirement to change components
10.5	Training and Technical support and Equipment	Manufacturer must provide Sheffield City Council Licensing Service with a Training and Technical Support
10.6	Software and Hardware	Manufacturer to supply Sheffield City Council Licensing Service with supply of cables and software to be installed under the supervision of the Council's authorised staff
10.7	Agreement between the camera manufacturer and Sheffield City Council	Agreement to allow Sheffield City Council access to the relevant software from the supplier so that in the event the manufacturer goes out of business, Council will be able to support the system

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Appendix B- Sheffield City Council Hackney Carriage Byelaws

Byelaws made under Section 68 of the Town Police Clauses Act 1847, and Section 171 of the Public Health Act 1875, by the Sheffield City Council with respect to hackney carriages in the City of Sheffield.

Interpretation

1. Throughout these byelaws the “Council” means the Sheffield City Council; “the district” means the whole of the City of Sheffield; and “authorised officer” means any officer or person authorised by the Council to inspect or supervise hackney carriages and the drivers thereof.

Hackney carriage to display number of licence

2. (a) The proprietor of a hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be displayed on the outside and inside of the carriage by means of the plates supplied by the Council.
- (b) A proprietor or driver of a hackney carriage shall not:
 - (i) Wilfully or negligently cause or suffer any such number to be concealed from public view whilst the carriage is standing or plying for hire;
 - (ii) Cause or permit the carriage to stand or ply for hire with any such numbered plate so defaced that any figure or material particular is illegible.

Notices Etc. prohibited on hackney carriage

3. A proprietor or driver of a hackney carriage shall not place or suffer to be placed any printed, written, painted or other matter by way of advertisement or notice on any part of the carriage except with the consent of the Council.

Punctual attendance when previously hired

4. The proprietor or driver of a hackney carriage who has agreed or has 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 at such appointed time and place.

Conduct of drivers

5. The driver of a hackney carriage shall at all times when the carriage is standing or plying for hire be clean and respectable in his dress and person, shall behave in a civil and orderly manner and shall conduct himself with civility and propriety towards every person seeking to hire, or hiring, or being conveyed in the carriage, shall comply with every reasonable requirement of any person hiring the carriage, and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

Driver not to smoke whilst carriage is occupied by passengers

6. A driver of a hackney carriage shall not save with the express consent of the hirer, smoke at any time whilst the carriage is occupied by a passenger or passengers.

Driver not to permit any person or animal to ride outside hackney carriage

7. A driver of a hackney carriage shall not in any circumstances whilst driving or plying for hire permit or suffer any person or animal to ride upon any part of the outside of the carriage or beside or with the driver on the front of the carriage.

Canvassing prohibited

8. A proprietor or driver of a hackney carriage when standing or plying for hire shall not, by calling out, or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.

Provision and wearing of badges

9. A driver shall at all times when acting in accordance with the drivers' licence granted to him wear such badge, provided by the Council, in such position and manner as to be plainly and distinctly visible.

Carriage of personal luggage and animals

- 10.(a) The driver of hackney carriage so constructed or adapted for the conveyance of luggage shall, when requested by any person hiring the carriage, convey personal luggage in it or on it not exceeding in the aggregate 50kgs in weight, and shall not afford all reasonable assistance in loading and unloading any such luggage conveyed in or on the carriage and belonging to or in charge of any person hiring or being conveyed in the carriage;
- (b) Every such driver shall, when requested by the person hiring the carriage, afford all reasonable assistance in moving any such luggage to or from any gate, door or entrance at any house, station or place at which he may take up or set down any such person;
- (c) Nothing in this byelaw shall compel any driver to permit the carrying in or on the carriage of any article or animal which is of such bulk or amount or character that the carrying of it, or its placing in or on its removal from the carriage, would be likely to cause damage to the carriage or its fittings;
- (d) Personal luggage, where reasonably practicable, shall be conveyed within the vehicle rather than on the exterior of the vehicle;
- (e) In this byelaw the expression "personal luggage" includes a perambulator and a child's push-chair.

Number of persons to be carried in hackney carriage

11. The proprietor or driver of a hackney carriage shall not convey or permit to be conveyed therein a greater number of persons exclusive of the driver than the number of persons specified in the licence granted in respect of such hackney carriage

Occupation of stands

12. Every driver of a hackney carriage shall, when plying for hire in any street and actually hired;
- (a) Ensure that his hackney carriage does not cause any inconvenience or hazard to any other vehicle or pedestrian;
 - (b) When instructed to do so by a Police Officer or an authorised officer proceed with reasonable speed to one of the stands appointed by the Council;
 - (c) 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 so as to face in the same direction;
 - (d) From time to time when the carriage in front is driven off or moved forward to cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward;
 - (e) When the first carriage on the stand remain with the carriage and be ready to be hired at once by any person.

Fares and charges for hackney carriages

13. The proprietor or driver of a hackney carriage shall be entitled to take for the hire of the carriage the rate or fare prescribed by the Council from time to time the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage shall be hired by distance the proprietor or driver thereof shall not be entitled to take for the hire of the carriage a fare greater than that recorded on the face of the taximeter except where;

- (a) Specifically authorised to do so by the Council; and
- (b) Where the extra fare is notified to passengers by a notice supplied by the Council and affixed to the inside of the vehicle so as to be clearly visible to all passengers.

Drivers of hackney carriage not to demand more than authorised fare

14. The proprietor or driver of a hackney carriage shall not demand nor represent himself as entitled to take for a journey a greater sum than the amount authorised to be taken in accordance with byelaw 13.

Statement of fares to be exhibited in hackney carriage

15. (a) The proprietor of a hackney carriage shall:

- (i) Cause the table of fares supplied by the Council to be fixed on the inside of the carriage in such a position as to be easily read by a passenger;
 - (ii) Cause such table to be renewed as necessary;
 - (iii) Display any statement or notice that the Council consider necessary on the inside of the vehicle.
- (b) The proprietor or driver of a hackney carriage shall not wilfully or negligently cause or suffer the letters or figures in the table of fares or any other statement or notice that the Council require to be displayed to be concealed or rendered illegible at any time when the carriage is plying for hire or being used for hire.

Furnishing of hackney carriage

16. (a) The proprietor of a hackney carriage shall:
- (i) Provide sufficient means by which any person in the carriage may communicate with the driver;
 - (ii) Cause the roof covering to be kept watertight;
 - (iii) Provide necessary windows with means of opening and closing not less than one window on each side;
 - (iv) Cause the seats to be properly cushioned or covered;
 - (v) Cause the floor to be provided with proper carpet, mat or other suitable covering;
 - (vi) Cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (vii) Cause means to be provided for securing luggage;
 - (viii) Cause an efficient fire extinguisher of a make and type approved by the Council to be carried on the carriage in such a position as to be readily available for use and maintained in good working order at all times;
 - (ix) Provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- (b) A proprietor of a hackney carriage shall not install, without the consent of the Council in writing, any fitting (including a wireless transmitting or receiving set).

Search for and disposal of property accidentally left in hackney carriage

17. Every proprietor or driver of a hackney carriage shall:
- (a) Immediately after the termination of any hiring or as soon as practicable thereafter, carefully search the carriage for any property which may have been accidentally left therein;
 - (b) If any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him;

- (i) Carry it as soon as possible and in any event within twenty four hours, if not sooner claimed by or on behalf of its owner, to the South Yorkshire Police Lost Property Office, Sheffield, and leave it in custody of the officer in charge on his giving receipt for it;
- (ii) Be entitled to receive from any person to whom the property shall be re0delivered an amount equal to 10p in the pound of its estimated value (or fare for the distance from the place of finding to the Lost Property Office aforesaid whichever be the greater) such amount not to exceed ten pounds.

Taximeters

18. The Proprietor of a hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached, and maintained in a manner approved by an authorised officer of the Council and so as to comply with the following requirements, that is to say:
- (a) The taximeter should be fitted with a key, flag or other device, the operation of which will bring the machinery of the taximeter into operation and cause the word "HIRED" to appear on the face of the taximeter.
 - (b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
 - (c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance or by time in pursuance of the table of fares fixed by the Council.
 - (d) 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.
 - (e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
 - (f) The taximeter and all fittings thereof shall be fixed 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.

Starting or stopping of taximeters

19. The driver of a hackney carriage provided with a taximeter shall:
- (a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter.
 - (b) As soon as the carriage is hired by distance or time and before the beginning of the journey, bring the machinery of the taximeter into action by operating the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring
 - (c) Cause the display of the taximeter to be kept properly illuminated throughout any part of the hiring which is during the hours of darkness, these being the time between half-an-hour

after sunset and half-an-hour before sunrise and also at any other time at the request of the hirer.

- (d) Immediately on completion of the hiring cause the taximeter to cease recording but so that the amount of the fare recorded shall remain displayed on the face of the taximeter to permit the hirer to have a reasonable opportunity of examining the same.

Hackney carriage to bear sign "For Hire" or "Taxi"

20. The proprietor of a hackney carriage shall cause the carriage to be fitted with a sign which bears the words "FOR HIRE" or "TAXI" in letters at least two inches in height and is fitted with the means whereby these words may be electrically illuminated; such sign shall be fitted in the centre at the front of the canopy of the carriage in such manner that the aforesaid words are clearly and distinctly visible and legible at all times when the sign, is illuminated.

Illumination of sign "FOR HIRE" or "TAXI"

21. The driver of a hackney carriage shall cause any sign bearing the words "FOR HIRE" or "TAXI" which is affixed on the carriage in accordance with the requirements of Byelaw No.20 to be electrically illuminated so as to be clearly visible both day and night at all times when the carriage is standing or plying for hire within the City, but not hired.
22. A proprietor 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 fittings thereof of the seals affixed thereto.

Provided that if a taximeter affixed to a hackney carriage is found to be defective or inaccurate, the proprietor of the carriage, or a person authorised by him, may break the seals of the taximeter for the purpose of effecting the necessary repairs. In such case the proprietor shall, within twenty-four hours give or cause to be given notice of the action to which he has taken in writing to an authorised officer of the Council, specifying the number of the licence of the carriage and the maker's name and number of the taximeter.

Provided also that nothing in this byelaw shall be deemed to authorise a hackney carriage to be used or continued in use as such after the seals on any taximeter with which the hackney carriage is provided have been broken as aforesaid and before the taximeter has again been certified to register correctly by an authorised officer of the Council.

Interior lighting of hackney carriage

23. The proprietor of a hackney carriage shall furnish the carriage with an efficient lamp so constructed and so affixed as to afford sufficient lighting for the interior of the carriage, and the driver of the carriage shall at all times, while standing plying or driving for hire, cause the lamp to be kept properly adjusted and ready for lighting, and shall, at the request of the hirer, cause it to be properly lighted during the hiring.

Driver to produce copy of byelaws

24. The driver of a hackney carriage who is standing, plying or driving for hire shall at any time when required by an authorised officer, or any police constable or any hirer produce a copy of these byelaws, clean and in good order for perusal and inspection by that authorised officer, constable or hirer.

Penalty

25. Every person who offends against any of the foregoing byelaws shall be liable on summary conviction for every such offence to a fine not exceeding £100, and, in the case of a continuing offence, to a further fine not exceeding £5.00 for each day during which the offence continues after conviction therefore.

Repeal

26. The byelaw with respect to hackney carriages made by the Council on the 16th day of February, 1978 and confirmed by one of Her Majesty's Principal Secretaries of State on the 1st day of April, 1978.

Provided that the repeal of the said byelaws shall not interfere with the prosecution of any offence committed before the said repeal against, or the recovery of a fine incurred under, the said byelaws.



Report to Policy Committee

Author/Lead Officer of Report: Steve Lonnia
Lead Officer for the Night-Time Economy, Counter
Terrorism, Sports Grounds and Projects

Tel: 0114 2734264

Report of: Ajman Ali, Executive Director Operational Services
Report to: Waste & Street Scene Committee
Date of Decision: 15th February 2023
Subject: Proposal for a new street trading resolution

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1454				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

Purpose of Report:

This report sets out the results of the public consultation undertaken in relation to the proposal to change the designation of streets in Sheffield City Centre from Consent Streets to Prohibited Streets under the Local Government (Miscellaneous Provision) Act 1982.

Recommendations:

The Waste and Street Scene Policy Committee is recommended to:

- consider the representations made to the public consultation;
- approve the proposals set out in this report; and
- refer the approved proposals to Full Council to pass the resolution changing designated streets in Sheffield City Centre from Consent Streets to Prohibited Streets.

Background Papers:

None

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: James Lyon, Finance Business Partner
	Legal: Nadine Wynter, Service Manager, Legal Services
	Equalities & Consultation: Ed Sexton, Equalities & Involvement Officer
	Climate: Jessica Rick, Sustainability Programme Officer
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	SLB member who approved submission: Ajman Ali, Executive Director Operational Services
3	Committee Chair consulted: Cllr Joe Otten, Cllr Mike Chaplin and Cllr Alexi Dimond
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: Steve Lonnia
	Job Title: Lead Officer for the Night-Time Economy, Counter Terrorism, Sports Grounds & Projects
Date: 23rd January 2023	

1. PROPOSAL

1.1 BACKGROUND

- 1.1.1 The purpose of this project is to improve the on-street food trading offer across the city centre, providing more opportunities for local street food businesses (especially start-ups) and the creation of mini street food markets. We aim to work in partnership with existing businesses such as the Peddler Market (Warehouse), Kommune and Steelyard (Container Outlet) who have all shown that by bringing together the top brands from around the UK nationally and regionally is a recipe for success and an on-street offer that there is a huge hunger for.
- 1.1.2 Currently the Council uses two pieces of legislation to administer and control street traders and/or markets within the city centre, the Local Government (Miscellaneous Provisions) Act 1982 regulating street trading and the Markets and Fair Clauses Act 1847 to regulate Markets.
- 1.1.3 Members will be aware that the city centre is already a designated market area and we host many market events, on the Moor there is regular market presence and on Fargate, it is used more for occasional markets. This process is administered and enforced by the Council's Markets Service.
- 1.1.4 In relation to street trading the whole of the city is designated as consent streets and the Licensing Service currently issue around 50/60 consents on an annual basis. There are currently 5 consents in the city centre, and these are administered and enforced by the Licensing Service.
- 1.1.5 The **Street Food Movement** over recent years has become a well-established global phenomenon and in the UK is an exciting development in the culinary offer of towns and cities, with gifted food entrepreneurs choosing to bring their menus to the streets rather than through the more traditional route of a restaurant kitchen. Many cities including Leeds, York, Manchester and Birmingham have bought into the ethos of quality street food, and this is one of our aspirations to ensure Sheffield remains as one of the UK's foremost cities.
- 1.1.6 The current street trading system is outdated; it does not reflect the new vibrant street food scene and the street trading legislation restricts the Council's options to move forward.
- 1.1.7 The challenge for us, therefore, is to find a way to sustainably operate a high-quality street food regime in the central retail core, which can add to the vitality and viability of the street scene, draw visitors between the sites and crucially, increase their dwell time and spend time in the city.
- 1.1.8 Such an offer will also play a vital role in closing the gap between the daytime and night-time economies, offering those who work in the city centre an attractive culinary offer and attracting families into the city for the early evening. We can mix this with other on-street activities such as Theatre, Music, and other cultural activities.

1.2 CURRENT SITUATION

- 1.2.1 The current situation is that all streets (which includes roads, footways, forecourts, or other areas to which public have access) within the Sheffield City boundary are designated as consent streets.
- 1.2.2 The last designation took effect as from 1st April 2002 and was approved by members of the Licensing Board at its meeting on the 29th January 2002.

1.3 THE PROPOSAL

- 1.3.1 It is proposed that the Council should re-designate the whole of the City Centre (everything within the inner ring road) as “Prohibited Streets” under the Local Government (Miscellaneous Provisions) Act 1982, Schedule 4 Street Trading. The rest of the city would remain as consent street as they are currently designated.
- 1.3.2 Under the existing Markets designation within the City Centre we would then provide the ability for applications for both individual and multiple trader market licences under the Markets and Fair Clauses Act 1847.
- 1.3.3 The existing street trading consent holders, whose consent expired on the 30th November 2022 would be given an option to apply for a short term consent under the existing street trading scheme until 31st March 2023 (4 months) after which street trading would cease under the proposed new resolution or they will be able to voluntarily move across the new street food initiative under Markets.
- 1.3.4 Officers would draft, and present to Committee the specific street food market licence documents such as a policy, regulations, qualitative criteria, table of fees, sites/locations, the licence, and conditions for traders to comply with if they are to obtain a Market Licence and to reflect the Council’s aspirations more accurately for the City Centre.

1.4 THE LEGISLATION

- 1.4.1 Part III, of the Local Government (Miscellaneous Provisions) Act 1982, as adopted by the Council, gives the Local Authority power to administer and enforce the said provisions of Schedule 4 of the 1982 Act in relation to Street Trading.

- 1.4.2 Section 2 of Part III, Schedule 4 of the Act states:

- 2(1) A district council may by resolution designate any street in their district as –
 - (a) a prohibited street;
 - (b) a licence street; or
 - (c) a consent street

- 2(2) If a district council pass such a resolution as is mentioned in sub paragraph (1) above, the designation of the street shall take effect on the day specified in that behalf in the resolution (which must not be before the expiration of the period of one month beginning with the day on which the resolution is passed).
- 2(3) A council shall not pass a resolution unless –
- (a) they have published a notice of their intentions to pass such a resolution in a newspaper circulating in the area;
 - (b) they have served a copy of the notice –
 - (i) on the chief officer of police for the area in which the street to be designated by the resolution is situated; and
 - (ii) on any highway authority responsible for that street
- 2(9) The council shall publish notice that they have passed such a resolution in two consecutive weeks in a local newspaper circulating in that area

1.5 THE FORMAL PROCESS

- 1.5.1 Step 1 – a report and the requirement to publish the Council’s intention to pass a new resolution under the Local Government (Miscellaneous Provision) Act 1982 was agreed at the Waste & Street Scene Committee on the 23rd November 2022. This included notifying in writing the Chief Constable, South Yorkshire Police and the Highways Authority, and a public notice published in the local press giving 28 days for any comments to be made.
- 1.5.2 Step 2 – In the report of the 21st December 2023, the Committee considered all the necessary process requirements under the Markets and Fair Clauses Act 1847. This included proposals for a new Street Food Market Licence, new Street Food Market Licence Regulation, the licence and associated conditions, and fees to start immediately. Members approved all the above and for the new initiative to commence on the 1st January 2023.
- 1.5.3 Step 3 – This report that is to be heard at the 15th February 2023 Committee meeting will consider representations to the consultation undertaken at step 1 and to determine whether to approve or reject the proposed new resolution for approval at Full Council.
- 1.5.4 Step 4 – if approved at the February 2023 the matter will be referred to Full Council to pass the new resolution in March 2023. If approved at the March meeting a notice must be published local press stating that we have passed a new resolution. This must be published for two consecutive weeks, and the new resolution will come into force on the date published in such notice.

2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 The proposal has the potential to bring a whole new experience to the streets of Sheffield City Centre, and an opportunity to work collaboratively with new and existing street food providers. Potentially provide new job / business opportunities and to help businesses take the first step on the ladder towards setting up and opening a new premises within the city.
- 2.2 The proposal will help support the City Centre Vision by providing opportunities for small and/or new business start-ups to provide a new place to eat, drink, socialise, explore, and relax whilst enjoying the great outdoors and a new culinary experience.
- 2.3 The vision is to create an offer of a new street food initiative that will provide something for everyone, and throughout the daytime, early evening and late-night economies. A diverse offer of food tastes that will match up with the diverse population of the city.
- 2.4 We will help provide a street food experience that is clean, green, safe and vibrant for those that live, work, learn in or visit our great city.
- 2.5 The proposal is a small part of a wider project to create a night-time economy that is safe, vibrant, welcoming and that works for and welcomes everyone. To enable us to celebrate what we currently have, but to also ensure that we keep looking forward, improving and aiming to be the best.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 A letter was sent to the five existing city centre consent holders on the 23rd August 2022, to enter in to an early dialogue with those most affected by the proposals. Consent holders were given until the 7th October 2022 to respond in writing.
- 3.2 The five consent holders were also offered the opportunity for a face-to-face meeting to discuss the proposal(s), The holders of three consents took up this offer and discussions have taken place.
- 3.3 The initial concerns of these traders were around any potential increase in fees, particularly during the current financial climate, and the safety / security of their businesses and livelihoods. Their concerns were noted and were dealt with and responded to as part of the informal consultation process carried out above.
- 3.4 Following agreement by Members to move the proposals forward and approve the publication of a notice stating the Council's intentions to change the street trading resolutions, a wider public consultation process commenced with all current street trading consent holders and others.

- 3.5 Consultation letters were sent to the Chief Constable, Chief Fire Officer, Head of Transport and Highways, Head of Planning, Head of Markets and City Centre Management and any other relevant bodies/individuals.
- 3.6 The consultation period with current consent holders began on the Monday 30th November 2022 and formal notice was sent to the Police etc. and published in the Sheffield Star during the week commencing 30th November 2022. The closing date for comments was Friday 6th January 2023.
- 3.7 No representations were received in response to the formal consultation that was undertaken as set out in 3.6 above.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

- 4.1.1 The Council has legal obligations under the Equality Act 2010 and, specially, the Public Sector Equality Duty. This places certain requirements on Public Authorities, including having due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.
- 4.1.2 The equality impact assessment for this proposal anticipates broadly positive impacts in relation to health, race and partner organisations. It highlights that the proposal 'would be expected to contribute positively to the city's diversity profile.' It also notes that, as with any licensing arrangements, checks of traders and workers would be carried out as required.
- 4.2 Financial and Commercial Implications
- 4.2.1 There are no direct revenue implications as a result of this reports.
- 4.2.2 Full financial and commercial implications were considered in full at the meeting of 21st December 2022. When the committee considered the new fees etc.
- 4.2.3 The principal of this proposal and the income generation were also agreed by Co-operative Executive last year as part of the budget considerations.
- 4.3 Legal Implications
- 4.3.1 As stated in the body of the report a resolution was passed on 29 January 2002 that all streets within the Sheffield City boundary shall be designated Consent Streets. The Council must follow a statutory process to vary or rescind that resolution, which includes considering any representations relating to the proposed resolution.

4.4 Climate Implications

- 4.4.1 A full climate impact assessment is not required. However, climate implications have been undertaken and have been discussed with Jessica Rick, Sustainability Programme Officer.
- 4.4.2 There are 9 core areas to be considered as part of a climate impact assessment, and this project has considered five of those. The areas being Transport, Energy, Economy, Resource Use and Waste.
- 4.4.3 The impact of the proposals is expected to be positive in terms of emissions from vehicles and power sources. This includes our intention to gradually move away from vehicles that do not meet the criteria for the new clean air zone. Stalls / Trailers that use gas or electric and move away from diesel generators etc through installation of access to mains power.
- 4.4.4 The impact of the proposals is expected to be positive in terms of resource use and waste as a result of market trading activities. We will encourage the use of compostable materials for serving food and move away from single use plastics. All waste is to be removed and recycled where possible.
- 4.4.5 These measures will improve the ability of traders to operate more sustainably.

4.5 Implications for the Licensing and Markets Services

- 4.5.1 Although we are proposing to prohibit street trading in the city centre, this will not have a detrimental effect on the Licensing Service.
- 4.5.2 The service will lose income from the five existing city centre consents (approximately £16K) however, the cost of administration / enforcement work will also be reduced by the same amount. As you will be aware Licensing can only recover its reasonable costs so this will balance itself out.
- 4.5.3 The Markets Service will inherit the five existing consents, and these will be transferred on to a new market licence.
- 4.5.4 That this proposal will assist the Markets Service to meet their financial targets for 22/23.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The Council could maintain the status quo. However, in order to secure the benefits outlined in this and previous reports this option is not recommended.

6. REASONS FOR RECOMMENDATIONS

- 6.1 Moving forward with the proposals outlined in this Report will improve the on-street food trading offer across the city centre, providing more opportunities for local street food businesses (especially start-ups) and the creation of mini street food markets.

Richard Eyre
Director of Street Scene & Regulation
Sheffield City Council
Town Hall
Sheffield, S1 2HH

February 2023

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Report to Policy Committee

Author/Lead Officer of Report: Tony Kirkham,
Interim Director of Finance and Commercial
Services

Tel: +44 114 474 1438

Report of: *Tony Kirkham*
Report to: *Waste & Streetscene Committee*
Date of Decision: *15th February 2023*
Subject: *Month 8 Budget Monitoring*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? (<i>Insert reference number</i>)				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

Purpose of Report:

This report brings the Committee up to date with the Council’s financial position as at Month 8 2022/23 General Fund revenue position

Recommendations:

The Committee is recommended to:

1. Note the Council’s financial position as at the end of November 2022 (month 8).

Background Papers:

[2022/23 Revenue Budget](#)

Lead Officer to complete: -			
1	<p>I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</p> <p>Finance: <i>Tony Kirkham, Interim Director of Finance and Commercial Services</i></p> <p>Legal: <i>Sarah Bennett, Assistant Director, Legal and Governance</i></p> <p>Equalities & Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i></p> <p>Climate: n/a</p>		
<p><i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i></p>			
2	<p>SLB member who approved submission: <i>Tony Kirkham</i></p>		
3	<p>Committee Chair consulted: <i>Cllr Bryan Lodge</i></p>		
4	<p>I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</p>		
	<table border="0"> <tr> <td> <p>Lead Officer Name: <i>Tony Kirkham</i> <i>Jane Wilby</i></p> </td> <td> <p>Job Title: <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p> </td> </tr> </table>	<p>Lead Officer Name: <i>Tony Kirkham</i> <i>Jane Wilby</i></p>	<p>Job Title: <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>
<p>Lead Officer Name: <i>Tony Kirkham</i> <i>Jane Wilby</i></p>	<p>Job Title: <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>		
	<p>Date: 24th January 2023</p>		

1. PROPOSAL

1.1 This report sets out the 2022/23 Month 8 financial monitoring position for the Council and each of the Policy Committees.

1.2 Council Portfolio Month 8 2022/23

1.2.1 The Council is forecasting a £17.1m overspend against the 2022/23 budget as at month 8.

Full Year £m	M8		M8	M7	Movement
	Outturn	Budget	Variance	Variance	
Corporate	(470.9)	(468.4)	(2.5)	(1.5)	(1.0)
City Futures	47.0	47.3	(0.3)	0.2	(0.5)
Operational Services	114.0	114.4	(0.4)	(0.2)	(0.2)
People	316.3	298.8	17.5	17.4	0.1
Policy, Performance Comms	3.5	2.9	0.6	0.5	0.1
Resources	7.2	5.0	2.2	2.3	(0.1)
Total	17.1	0.0	17.1	18.7	(1.6)

1.2.2 This overspend is due to a combination of agreed Budget Implementation Plans (“BIPs”) not being fully implemented and ongoing cost / demand pressures that are partially offset by one-off savings.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Corporate	0.0	0.0	(2.5)	(2.5)
City Futures	(0.1)	0.0	(0.2)	(0.3)
Operational Services	(6.3)	3.1	2.9	(0.3)
People	0.2	15.5	1.8	17.5
Policy, Performance Comms	(0.1)	0.3	0.3	0.5
Resources	(0.7)	1.8	1.1	2.2
Total	(7.0)	20.7	3.4	17.1

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 21/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 22/23 budget and current forecast overspend at M8 is set to be £17.1m leaving a remaining risk allocation of £18.2m

M8	£m
Allocated reserves	70.0
21/22 Budget overspend	19.8
22/23 Base budget committed	15.0
22/23 BIP shortfall	20.6
22/23 pressures	3.4
22/23 in year mitigations	(7.0)
Reserves used @ M8	51.8
Remaining reserves	18.2

} (£17.1m overspend @ M8)

1.3 Committee Financial Position

1.3.1 Overall Position - £17.1m overspend at Month 8

There is a £11.6m overspend in the Adult Health and Social Care Committee and a £6.6m overspend in the Education, Children and Families Committee	Full Year Forecast £m @ Month 8	Outturn	Budget	Variance
	Adult Health & Social Care	165.2	153.6	11.6
	Education, Children & Families	136.6	130.0	6.6
	Housing	8.2	8.7	(0.5)
	Transport, Regeneration & Climate	41.5	42.0	(0.5)
	Economic Development & Skills	11.6	11.7	(0.1)
	Waste & Street Scene	54.6	54.9	(0.3)
	Communities Parks and Leisure	45.7	46.2	(0.5)
	Strategy & Resources	(446.3)	(447.1)	0.8
	Total	17.1	0.0	17.1

Most of the full year forecast overspend is attributable to shortfalls in Budget Implementation Plans (BIPs) delivery	Variance Analysis £m @ Month 8	One-off	BIPs	Trend	Total Variance
	Adult Health & Social Care	(0.4)	9.4	2.6	11.6
	Education, Children & Families	1.1	6.0	(0.6)	6.5
	Housing	0.0	0.0	(0.5)	(0.5)
	Transport, Regen & Climate	(2.1)	2.1	(0.6)	(0.5)
	Economic Dev't & Skills	(0.1)	0.0	0.0	(0.1)
	Waste & Street Scene	(3.3)	0.4	2.6	(0.4)
	Communities Parks & Leisure	(1.2)	0.4	0.3	(0.5)
	Strategy & Resources	(1.0)	2.3	(0.4)	0.9
	Total	(7.0)	20.6	3.4	17.1

£7.0m of one-off savings are mitigating part of the ongoing overspend

Contributions from provisions for energy and waste inflation mitigate the in-year impact of rising baseline costs. These are one-off contributions that will not help our position in 23/24 as the trend continues.

The government's Autumn Statement only gives us protection on the energy price cap on current rates until the end of the financial year. There has been a drop in wholesale prices recently, forecasters expect this to result in a fall in prices by Q3 2023 but are still likely to remain higher than pre-pandemic levels.

Balancing the 22/23 budget was only possible with £53m of BIPs, £32m are reported as deliverable in year	Budget Savings Delivery Forecast @M8 £m	Total Savings 22/23	Deliverable in year	FY Variance
	Portfolio			
	People	37.7	22.3	15.4
	Operational Services	7.1	4.0	3.1
	PPC	1.2	0.9	0.3
	Resources	6.7	4.9	1.8
	Total	52.7	32.1	20.6

Focus must be on delivering BIPs in 22/23 and preventing the

Of the £32m BIPs forecast as being deliverable, £10m are rated red, which indicates considerable risk that these will not be delivered in full which would increase the existing forecast overspend.

budget gap from widening	Of the £20.6m savings that are forecast to be undelivered this year, some can be delivered next financial year. It is estimated that £12m of this year's undelivered savings will still be unachievable in 23/24.
Adult Health and Social Care are forecast to overspend by £11.6m	<p>The high cost of packages of care put in place during covid has increased our baseline costs into 22/23. Work is underway as part of an investment plan with additional resource to tackle the underlying issues although recruitment issues are impacting our ability to deliver.</p> <p>The committee position was fairly stable from M7 to M8; purchasing budgets in Older People's and Physical Disabilities improved whereas Learning Disabilities expenditure continues to rise, this month increasing by a further £350k.</p>
Education, Children and Families are forecast to overspend by £6.6m	<p>Forecast under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health are looking unlikely and the residential children's home strategy looks unlikely to deliver financial benefits.</p> <p>The committee's financial position declined in M8 by £0.2m from M7 mainly due to a reduction to the Aldine House income by a further £0.5m due to delays in a management appointment in the service that has limited capacity in the setting. There has also been an adverse movement in Special Educational Needs transport of £0.5m. Improvements in staffing forecasts across the service have partly offset these larger overspends.</p>

1.4 Waste & Street Scene Committee is £0.3m underspent at Month 8

The Waste & Street scene committee is forecasting to underspend by £0.3m.	Full Year Forecast £m @ Month 8	Outturn	Budget	Variance
	Streetscene & Regulation <i>City Centre Management; Director of Street Scene; Environmental Regulations; Highway Maintenance; Highways Contract; Licensing; City Markets; Waste Management; Emergency Planning; Parking Services; Covid Hub)</i>	54.6	54.9	(0.3)
	Total	54.6	54.9	(0.3)

A breakdown of budgets included in the W&SC committee is provided below for further detail on the split between income and expenditure budgets:

Service Area	Net Budget	Outturn - Income	Outturn - Expend	Total Outturn @M8	Variance
WASTE MANAGEMENT	28.5	-5.2	33.2	28.0	-0.4
HIGHWAYS CONTRACT	20.2	-49.3	69.5	20.2	0.0
ENVIRONMENTAL REGULATIONS	5.0	-1.4	6.6	5.2	0.2
SHEFFIELD CITY MARKETS	1.9	-1.6	3.5	1.9	0.1
HIGHWAY MAINTENANCE DIVISION	1.7	-2.5	3.7	1.3	-0.4
CITY CENTRE MANAGEMENT	1.4	-1.5	3.1	1.7	0.3
DIRECTOR OF STREETSCENE AND RE	0.7	-0.2	1.1	0.9	0.2
EMERGENCY PLANNING	0.3	-0.1	0.4	0.3	0.0
LICENSING	0.1	-1.5	1.7	0.2	0.0
PLACE HUB	0.0	0.0	0.1	0.1	0.0
COVID HUB	0.0	-9.2	9.2	0.0	0.0
PARKING SERVICES	-4.8	-11.4	6.3	-5.1	-0.3
	54.9	-83.9	138.4	54.6	-0.3

Underlying inflationary pressures on energy and waste management present a significant issue for the 23-24 business plans.	Variance Analysis £m @ Month 8	One-off	BIPs	Trend
	Streetscene & Regulation <i>City Centre Management; Director of Street Scene; Environmental Regulations; Highway Maintenance; Highways Contract; Licensing; City Markets; Waste Management; Emergency Planning; Parking Services; Covid Hub)</i>	(3.4)	0.4	2.6
	Total	(3.4)	0.4	2.6

The Waste contract provides for an uplift in costs at RPIX which was re-based at 8% for 22/23. This was £0.8m higher than the

budgeted level. Similarly, energy cost increases of 100% on street lighting are resulting in a £2.1m issue in 22/23.

Both these pressures are being mitigated in 2022/23 through one-off provisions / reserves, which will be exhausted for the 2023/24 budget.

The impact of the proposed pay offer creates an additional £0.2m pressure to the committee

The pay award of £1,925 flat rate per employee was paid to employees in M8, including backpay, unwinding the provision made into forecasts in M4. The award impacted the Committee spend by £0.2m

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The recommendations in this report are that each Policy Committee undertakes any work required to both balance their 2022/23 budget and prepare for the 2023/24 budget.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 There are no direct equality implications arising from this report. It is expected that individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

4.2 Financial and Commercial Implications

- 4.2.1 There are no direct financial implications from this report.

4.3 Legal Implications

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

- 4.3.3 By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

4.4 Climate Implications

- 4.4.1 There are no direct climate implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course.

4.4 Other Implications

4.4.1 No direct implication

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

6. REASONS FOR RECOMMENDATIONS

6.1 This paper is to bring the committee up to date with the Council's current financial position as at Month 8 2022/23

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Report to Policy Committee

**Author/Lead Officer of Report: David Wain,
Technical Officer, Highways Maintenance.**

Tel: 0114 2057424

Report of: Richard Eyre, Director of Street Scene & Regulation
Report to: *Waste and Street Scene Policy Committee*
Date of Decision: *21st December 2022.*
Subject: *Grass Verge Options, including Wildflower Planting and Community Funded new Street Trees*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? (<i>Insert reference number</i>)				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

Purpose of Report:

This report sets out a new approach to managing the competing demands on the Council's urban verges around the city, including options for protection measures to prevent anti-social parking, establishment of wildflowers and community funded tree planting.

Recommendations:

That the Committee approves

- 1) The new Grass Verge and Community Funded Street Tree Planting Policies as outlined in appendix 1.
- 2) That the Council's Ecology Section (alongside the Sheffield and Rotherham Wildlife Trust) be permitted to give residents advice on appropriate wildflower species for grassed areas near their homes.
- 3) That Local Area Committees, Citizens and Elected Members have a greater suite of verge protection measures made available to them and for bespoke verge protection measures to be applied where safe/appropriate to do so.
- 4) That authority be delegated to the Head of Highways Maintenance to develop the 'Trees for Streets' offer for Sheffield in consultation with the Sheffield Street Tree Partnership.

Background Papers

Report to Cabinet October 2017: Changes to Environmental Maintenance Services

Verge Management and Verge Parking Policy: Briefing for Highways Committee (December 2022)

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance:
	Legal: Richard Cannon, Professional Officer
	Equalities & Consultation:
	Climate: Jessica Rick, Sustainability Officer
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	SLB member who approved submission: Ajman Ali, Exec. Dir. Operational Services
3	Committee Chair consulted: Cllr Joe Otten
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.

Lead Officer Name: David Wain	Job Title: Technical Officer, Highways Maintenance
Date: 12 th December 2022	

1. PROPOSAL

1.1 Introduction

- 1.1.1 There is around 2.8 million m² of grass verges which form part of the public highway, maintained by Amey on behalf of the Council.
- 1.1.2 All aspects of Highways Maintenance (from surfacing of footways and carriageways, litter and fly tipping removal, street lighting and street signs, gritting and environmental maintenance such as tree care and planting, flower beds and shrubs and grass cutting) for highways maintainable at the public expense is undertaken by Amey on behalf of the Council as part of a PFI contract to 2037.
- 1.1.3 Across the city, residents and communities aspire to different uses and methodologies for verges and to maintenance. On some roads, parking is at a premium as Sheffield's housing stock and verges were constructed when most people didn't own a car. Some communities are keen to invest in new street trees to provide shading and new ecology whilst others value wildflowers or the traditional look of regular mowing.
- 1.1.4 This report proposes approval of a range of options available for managing verges across the city. These are detailed in Appendix 1 - Grass Verge and Community Funded Street Tree Planting Policies. The options allow the flexibility to use different approaches across neighbourhoods depending on local needs and priorities of the Council's customers.

1.2 Background

1.2.1 Wildflowers

As part of the 2017 Street Scene Savings decision, the Leader approved reductions to mowing frequency to 20% of all grassed areas in the Council's maintained highway network to enable the natural establishment of wildflower. However, this would not include verges which were directly outside people's homes (i.e. standard verges on suburban streets of normal layout).

- 1.2.2 Typically, wildflowers require low quality soils to thrive, which is contrary to the condition of most verges which, with a cut and leave grass technique, are Nitrogen rich. It can also be difficult to establish a range of wildflowers, without one species becoming dominant. Where the Council has implemented wildflower verges on highway, these are only cut once per year with the clippings removed and the Council's seed mix has been developed to reflect native species with a prolonged range of flowering time.

1.2.3 Section 142 Licences to Residents

The Council has operated a scheme for residents to maintain verges

outside (only) their own homes typically to permit the planting of bedding plants and deployment of planters.

- 1.2.4 Although general maintenance of such highway areas is easily licensed, the complication arises when cultivating or planting physically into highway verges as the particular type of licence which the Council may grant for this activity (under section 142 of the Highways Act 1980) requires residents to indemnify the Council as highway authority against any claim in respect of injury, damage or loss in order for the Council to lawfully grant the licence. For the Council's purposes, this requires that the residents demonstrate sufficient public liability cover should someone be injured.
- 1.2.5 The Council's insurance team experts have scoured the market and this kind of insurance is simply not available to residents who are not qualified highway maintenance professionals or running a similar formal society or group with public liability insurance (for example an allotments group). Therefore, it remains a difficult and unpractical option for most residents to use.
- 1.2.6 The proposal in this report is therefore to utilise the pre-existing deaccrual model within the Streets Ahead contract to change the classification of cutting of areas down to a single annual cut and take a passive approach to residents then overseeding these areas with their own wildflower seeds. This ensures Amey as the Council's PFI provider retain liability both from an insurance and maintenance perspective.
- 1.2.7 **Community Tree Planting**
Through the Sheffield Street Tree Partnership, trial schemes for the past two years have seen over 100 new street trees planted from funding raised by local residents.

The trials have provided learning such as considerations for prospective locations, local consultation and raising awareness of the opportunity to fund new street trees. The Council has also negotiated reduced rates with Amey for the planting of community funded street trees.

1.3 **Proposals**

1.3.1 **Wild flower/no mow**

1.3.1i Appendix 1 details the Council's proposed new approach to supporting the development of local wildflower verges.

1.3.1ii No large-scale changes to grass cutting frequency across the entire grass verge estate are being proposed as part of this proposal. It will only affect isolated, appropriate areas of grass rather than whole swathes of the city. Where resident wildflower seeding is proposed in respect of suburban verges, the caveat included in the 2017 decision described in paragraph 1.2.1 will be dispensed with.

- 1.3.1iii This change will enable areas of highway grass in suburban areas within view of people's homes (as deemed to be appropriate by the Council's Highways Maintenance Division) to be placed upon a relaxed mowing cycle to facilitate the establishment of wildflowers.
- 1.3.1iv This change to mowing regimes will be achieved through the pre-existing contractual de-accrual model, meaning that no contract change is needed and liabilities remain clear for all parties.
- 1.3.2v With over 2 million m² of verges, Amey do not have the time to check on each mowing cycle which have been rewilded. Therefore, the Council cannot uphold requests for wild flowering of verges on a piecemeal basis, so areas need to be cohesive swathes of grass that have resident, LAC and backing from the Council as highway authority.
- 1.3.2vi The goal is to encourage biodiversity and the establishment of wildflower in these areas. Despite the absence of a Section 142 licence, the Council will not seek to prosecute any residents found to be spreading wildflower seed or carrying out other cultivation of these areas, nor will the Council discourage voluntary activities from proactive members of the community which are beneficial to biodiversity - such as raking off of grass cuttings
- 1.3.2 **Resident Led Verge Protection Measures**
- 1.3.2i Section 4 of Appendix 1 details the proposed approach to actions taken by residents to deter the use of verges for parking.
- 1.3.2ii It is proposed that the Council take a relaxed approach to residents deploying low level planting or decoration of verges. However, any significant structures or intrusion into the soil will result in action where this presents health and safety risks and/or liability issues for the Council.
- 1.3.2iii It is proposed that, in these areas (as deemed to be appropriate by the Council's highways specialists), the Council will not expect residents to seek a license under Section 142 of the Highways Act 1980 for their maintenance or management – they shall be retained under the overarching management of the Council's PFI contractor, Amey.
- 1.3.2iv The Council retains powers which enable it to carry out enforcement in respect of nuisances on the highway and, where that thing constitutes a danger (including a danger caused by obstructing the view), to remove that thing forthwith. This enables the Council to act where complaints are received, or where a safety issue is highlighted by the Council's highway cyclical safety inspection programme.
- 1.3.3 **Community Funded Street Trees**
- 1.3.3i Working with the non-profit organisation Trees for Streets, the Council has identified an appropriate web platform for residents to make requests for additional street tree planting in their community.

- 1.3.3ii The platform offers a mapping system where residents can very simply drop a pin for a tree request, follow a few qualifying questions around site suitability and either crowd fund or pay outright for an appropriate street tree.
- 1.3.3iii Any additional street trees will need to meet the outcomes of the Sheffield Street Tree Partnership Strategy in terms of being a resilient and climate tolerant selection.
- 1.3.3iv The Council will also consider requests for fruit trees subject to site suitability, and if going in a soft verge.
- 1.3.3v Trees which fail in the first three years due to insufficient watering or vandalism will not be replaced by the Council.
- 1.3.3vi Community engagement will be actively encouraged both in terms of crowd funding, agreeing locations and involvement in the successful establishment of the new tree.
- 1.3.4 **Council-Led Verge Protection Measures**
- 1.3.4i The Council already has a large number of verge protection measures available via the Streets Ahead contract. The various options for protection measures are detailed in section 5 of Appendix 1 to this report.
- 1.3.4ii This policy does not seek to introduce any new measures or powers, but instead recognise that Local Area Committees or Elected Members may choose to seek their own verge protection measures in response to localised issues which may be outside of the scope and scale of the Streets Ahead project.
- 1.3.4iii The work to implement the verge protection measures will be carried out by the Council and its Highways Maintenance Division will retain ultimate control over schemes from a road safety, suitability and safe passage of emergency or maintenance vehicles perspective to ensure that verge protection or anti parking measures do not inadvertently cause a safety issue for highway users.
- 1.3.4v This policy in no way prevents blue badge holders from seeking a designated parking bay to be installed outside of their property – any proposal for such will be assessed against the relevant criteria in the usual way.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 One of the Council's six strategic goals in the Our Sheffield Delivery Plan 2022/23 is for strong and connected neighbourhoods which people are happy to call home.
- 2.2 The Council's commitment through this is for clean, vibrant and caring communities including focused work in the year to improve the quality and appearance of our roads, pavements and neighbourhood centres across the city.
- 2.3 The proposals in this report provide a range of solutions and options for different communities to address local needs.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 A public consultation was run via the Council's Citizenspace platform between 26th September 2022 and 14th October 2022. This was promoted via GovDelivery, to increase awareness of the survey and the opportunity to participate.
- 3.2 1891 responses were received as well as direct correspondence from representatives of The Sheffield and Rotherham Wildlife Trust and some elected members on behalf of their constituents.
- 3.3 Public consultation outcomes for rewilding can be summarised as follows:
 - a. The majority of respondents felt that the Council currently cuts grass at ***"about the right frequency"***.

As such, no large-scale changes to grass cutting frequency across the entire grass verge estate are being proposed as part of this committee decision, which will only affect isolated, appropriate areas of grass rather than whole swathes of the city.
 - b. **67.48%** of all respondents felt that there **should be more wild verges** across the city.
 - c. **72.18%** of respondents said that they would be supportive of larger areas of highway grass (not the verges outside people's homes) being managed as wild areas.
- 3.4 With regards to verge protection, the top preference for residents was access to a community tree planting project where people could fund trees being planted outside their homes to prevent anti-social verge parking.
- 3.5 The second strongest preference for respondents around verge protection was that the Council should not actively enforce against

residents undertaking their own verge management or protection measures to prevent anti-social verge parking.

3.6

A full analysis of the consultation is provided in appendix 2.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

4.1.1 An Equality Impact Assessment has been completed.

4.2 Financial and Commercial Implications

4.2.1 As the changes will be made utilising the existing contractual accrual and deaccrual mechanisms, there are no financial implications.

Any costs for verge protection measures would be met by Local Area Committees.

Any costs for community tree planting would be met through crowdfunding via the forthcoming Council website or via individual donations, again via this platform.

4.3 Legal Implications

4.3.1 Section 41 of the Highways Act 1980 ('the 1980 Act') imposes a duty on the Council, as highway authority, to maintain highways which are maintainable at the public expense. This duty is delivered, in part, through the Streets Ahead highways maintenance contract between the Council and Amey. Other functions which are unrelated to maintenance may be carried out on the Council's behalf by Amey within the terms of the contract.

4.3.2 The Council is under a further duty at section 130 of the 1980 Act to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority, including any roadside waste which forms part of it. The proposals described in this report are not considered to conflict with these duties. In the event that any scheme which is purported to be carried out pursuant to these proposals should conflict with the aforementioned duties, whether that constitutes a nuisance or otherwise, the Council will exercise its powers (including powers of enforcement where applicable) so as to remain compliant with its duties.

4.3.3 Section 142 of the 1980 Act enables the Council to grant licences which permit the occupier or the owner of any premises adjoining the highway to plant and maintain, or to retain and maintain, trees, shrubs, plants or grass in such part of the highway as may be specified in the licence. In other words, the Council may choose to grant licences in respect of an area of highway directly outside of residents' homes

(including verges) for those residents to maintain. This may include, for example, the planting and cutting of grass or to retain barrel planters with decorative bedding plants. However, the licensee must indemnify the highway authority against any claim in respect of injury, damage or loss arising out of the planting or presence in a highway of trees, shrubs, plants or grass to which the licence relates. The Council is not required to grant a licence wherever activities which may be the subject of a licence are carried out.

- 4.3.5 Where any thing is deposited on a highway so as to constitute a nuisance, section 149 of the 1980 Act enables the Council to serve a notice requiring that the thing be removed by the person who deposited it there. This would include residents responsible for placing an obstruction on a highway verge. If that thing is considered to constitute a danger to users of the highway (including a danger caused by obstructing the view) and ought to be removed without the delay in giving notice or obtaining the aforementioned order via the court, then the Council may remove it immediately. The proposals described in this report do not conflict with the potential use of these powers and the Council's ability to use them will not be affected by the proposed policy change.
- 4.3.6 Community tree planting proposals will be facilitated using powers for the improvement of the highway under Part V of the Act. Specifically, under section 96 of the Act, the Council may exercise its power to plant trees, shrubs and other vegetation (and lay out grass verges) in highways maintainable at the public expense. Anything not included within that section which is necessary to facilitate community planting proposals and deemed by the Council to be work carried out for the improvement of the highway will be achieved using other powers under part V, such as the general power of improvement under section 62 of the Act. The Council is not under a duty to improve the highway and therefore not required to facilitate community planting.
- 4.3.7 Community funding for tree planting will be received as a donation pursuant to section 139 of the Local Government Act 1972. This provides that the Council may accept, hold and administer gifts of property made for the purpose of discharging any of its functions or gifts made for the benefit of the inhabitants of its area (or some part of it) and may execute any work (including works of maintenance or improvement) incidental or consequential on the exercise of the powers.

4.4 Climate Implications

- 4.4.1 The scheme has demonstrable climate change impacts.

There are two key actions arising:

- a. Interested residents or groups will need to be signposted to the Sheffield and Rotherham Wildlife Trust or Council's ecology department for specialist advice on wildflower seeds and also for education on the benefits of raking off of arisings after cutting.
- b. Interested residents or groups should be encouraged to compost any arisings raked off at home rather than disposing of them into the Council's waste streams to minimise the amount of waste generated by the project and service changes.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 An alternative model which would enable residents to cultivate, seed and maintain their own wildflower verges directly outside their properties licensed under Section 142 of the Highways Act 1980 was explored.
- 5.2 This piece of legislation requires the homeowner must indemnify the highway authority against any claim in respect of injury, damage or loss arising out of management and maintenance of that area of the public highway. The Council therefore requires homeowners to have specific Public Liability Insurance for this purpose, which exhaustive searches of the market proved unattainable for the average citizen.
- 5.3 An alternative model where the Council would cut, collect, transport and dispose of grass clippings was previously explored as per the recommendations of the Wildlife Trust to optimise conditions for wildflower establishment.
- 5.4 This model was found to be financially prohibitive, requiring not only a full re-procurement of fleet and more stop/start approach to grass verge cutting which would result in slower progress and more operatives being required to deliver the service – but would also generate additional carbon through additional vehicle mileage in transporting of vast quantities of grass clippings across the city.
- 5.5 Highways Maintenance Division will therefore instead provide a quotation to Local Area Committees, members of scheme leads for sowing of Yellow Rattle as a natural grass sward suppressant, and let key interested stakeholders such as the Wildlife Trust and Council's Ecology Section extoll the benefits of residents raking off and home composting arisings from grass cutting activities.

6. REASONS FOR RECOMMENDATIONS

- 6.1 Approval of the recommendations will allow:
 - An increase in the number of areas of wildflowers and areas on reduced grass cutting cycles in suburban areas in keeping with

resident desires and the consultation outcomes.

- The rollout of a community tree planting website and crowdfunding portal for the planting of trees in protecting verges from anti-social parking practices as well as improving the aesthetic and climate resilience of neighbourhoods in 2023.
- Key stakeholders such as the Wildlife Trust and Council's Ecology Section to engage with interested Local Area Committees, residents and elected members and provide specialist technical input around wildflowers and rewilding in their community.
- A suite of verge protection measures being made available to each Local Area Committee in accordance with consultation results for verge protection schemes to be deployed where appropriate on a bespoke basis, reflecting the needs, identity and use of each neighbourhood.

These steps will all cumulatively contribute positively to the city's response to the declared Nature Emergency.

Appendix 2 Consultation Response Analysis

Consultation outcomes can be summarised as follows:

- d. The majority of respondents felt that the Council currently cuts grass at “*about the right frequency*”.

As such, no large-scale changes to grass cutting frequency are being proposed as part of this change, which will only affect isolated areas of grass rather than whole swathes of the city.

- e. 67.48% of all respondents felt that there should be more wild verges across the city.

This is in line with the recommendations being made to committee to make changes to the 2017 decision around placing grass verges onto reduced cutting cycles to encourage the growth of wildflowers.

- f. 72.18% of respondents said that they would be supportive of larger areas of grass (not verges outside people's homes) being managed as wild areas.

Again, this is in alignment with the proposed changes being made which would not impact upon grass verges on a typical street layout and would be focussed upon more incidental and ancillary areas of highway grass land in suburban areas.

- g. With regards to verge protection, the top preference for residents was access to a community tree planting project where people could fund trees being planted outside their homes to prevent anti-social verge parking.

The Council is currently working on the launch of a crowdfunding and community tree planting website planned for early 2023 implementation in recognition of this.

- h. The second strongest preference for respondents around verge protection was that the Council should not actively enforce against residents undertaking their own verge management or protection measures to prevent anti-social verge parking.

Although the Council and Amey have powers under Section 149 the Highways Act 1980 to act when there is “nuisance” and “danger”, it is considered that this can clearly be applied with pragmatism when residents are managing and maintaining verges in a safe way.

- i. In terms of delivering a bespoke solution to the needs, design and aesthetic of each neighbourhood, opinion was overwhelmingly that either residents, local councillors or the Local Area Committee

should decide the "best fit" for dealing with each neighbourhood based on its identity.

Less than 20% of respondents felt that the Council's Highways Maintenance Division Engineers should make these decisions.

As such this report recommends that the suite of options for verge protection be made available to Local Area Committees and Local Elected Members to take guidance from their constituents and citizens in deployment of verge protection measures.

Highways Maintenance Division will just provide an advisory role in these schemes around safety, suitability and legal tolerances.

Separate correspondence was received directly from Dr. Nicky Rivers of The Wildlife Trust with regards to the proposals on the consultation highlighting the benefit of a "cut and collect" service for grass clippings to optimise the likelihood of establishment of wildflowers in such areas.

The Council is not in a financial position to be able to offer this service change to the Streets Ahead contract, however residents and Local Area Committees who express an interest in establishing such wildflower areas will be pointed in the direction of The Wildlife Trust or Council's Ecology Department for specialist guidance on the benefits of collection of grass clippings after our Highways Contractor, Amey, has cut the areas in question.

In accordance with the Climate Impact Assessment for this scheme, residents will also be actively encouraged to compost any arisings at home rather than disposing of them into the Council's waste streams to minimise climate impact and reduce the amount of waste generated by the scheme.

Grass Verge and Community Funded Street Tree Planting Policies

This document sets out Sheffield City Council's policies for the following:

- 1) Rural Road and Dual Carriageway Verge Cutting (existing policy and contract provision with Amey)
- 2) Suburban Grass Verge Cutting (existing policy and contract provision with Amey)
- 3) Suburban Wildflower Verges
- 4) Resident led Verge Protection Measures
- 5) Council led Verge Protection Measures
- 6) Community Funded Street Trees

1: Rural Road and Dual Carriageway Verge Cutting

- 1.1 The Council's published policy for management of highway grassed verges in rural areas and busy dual carriageways is covered by the 2017 Leader's Decision as part of a suite of Street Scene related savings. The 2017 Leader's decision is clear that verges which are directly outside people's homes should **not** be included in this change.

(<https://democracy.sheffield.gov.uk/ieDecisionDetails.aspx?Id=1887>)

This new policy document does not seek to change these existing contract requirements. In the further sections of this policy document, alternative localised solutions are offered, based on the community needs.

- 1.2 Rural verges and some grassed areas along Dual Carriageway areas are cut on a single annual cycle. Approximately 20% of all grassed verges on the public highway in Sheffield (circa 560,000m²) are managed on this basis.
- 1.3 Sight lines and visibility splays around junctions, directional signage and safety features such as chevron arrows and bollards are cut more frequently to ensure they are not impeded by longer vegetation.
- 1.4 Arisings (clippings) from cutting the grass in these areas are left in situ to naturally mulch down.
- 1.5 Species such as Yellow Rattle which can act as a natural suppressant to the grass sward are sown in selected areas to help the establishment of wildflowers.

2. Suburban Grass Verge Cutting

- 2.1 Grass verges on typical streets are cut to keep the grass within set tolerances to ensure they are an appropriate length to ensure the public highway and adjacent footpaths are useable safely.

Again this new policy document does not seek to change these existing contract requirements. In the further sections of this policy document, alternative localised solutions are offered, based on the community needs

- 2.2 Achieving these tolerances means grass verges outside people's homes on typical suburban streets are attended approximately every 4-6 weeks.
- 2.3 Indicative schedules for grass cutting are published on the Council's website for residents to be able to check whether their street is due for cutting on a particular week.
- 2.4 Approximately 75% of grass verges on the on the public highway in Sheffield (circa 2.1 million square metres) are managed on this basis.
- 2.5 Arisings (clippings) from cutting the grass in these areas are left in situ to naturally mulch down.
- 2.6 Residents or businesses wishing to cut verges outside their own homes to a higher standard than the Council's baseline service provision can do so under Section 142 of the Highways Act.
- 2.7 Between 2000 and 2010, Sheffield City Council and community groups planted around 1 million daffodil bulbs per year. There are vast areas of daffodils on the highway network, especially on suburban streets.
- 2.8 Areas of highway grassed verge containing daffodils or other spring-flowering bulbs are not cut until the flowers have died back and the nutrient has returned into the bulb to ensure flowering continues for the following year.
- 2.9 These areas of bulbs may be left as "islands" within larger grassed verges, or the entire verge may be left uncut dependant upon the constraints of the individual site.

3. Suburban Wildflower Verges:

- 3.1 Section 142 of the Highways Act 1980 permits licensing of areas of grass verge directly outside of homes for residents to maintain the area on a self-managed basis.
- 3.2 Current examples involve residents cutting the grass themselves to a high amenity standard (as per 2.6) and has extended to residents placing barrel planters with decorative bedding plants to prevent antisocial parking.
- 3.3 Although general maintenance of such highway areas is easily licensed, the complication arises when cultivating or planting physically into highway verges as the residents then legally have to take on insurance liability and demonstrate sufficient public liability cover should someone be injured.
- 3.4 This kind of insurance is simply not available to residents who are not qualified highway maintenance professionals or running a similar formal society or group with public liability insurance (for example an allotments group).
- 3.5 Due to many decades of “cut and leave” grass cutting where the arisings have been left to naturally biodegrade, highway grass verges are often very nutrient rich in Nitrogen, meaning that they are exceptionally difficult to establish wildflowers into.
- 3.6 Wildflowers require significant degradation of the soil quality as they only thrive in very poor-quality soils. The Council does not support the deliberate stripping of soil or use of pesticides such as glyphosate in residential streets.
- 3.7 A public consultation held in 2021 **67.48%** of all respondents felt that there should be more wild verges across the city.
- 3.8 Local Area Committees or Elected Members can fund wildflower verges in locations agreed with Highways Maintenance Division to be appropriate from a safety and amenity perspective - which will be installed our highway maintenance contractor by Amey.
- 3.9 Verges are not transitioned to wildflower on a “piecemeal” basis, therefore any areas proposed for wildflower verges need to be cohesive swathes of grass

that have resident, LAC and highways backing.

- 3.10 A variety of input levels for wildflower areas have been devised for Local Area Committees and Elected Members to enable a “sliding scale” of community engagement and involvement with wildflower projects on their street. **(See table below for indicative prices)**

Option 1	High flowering, colourful wildflower mix, good for pollinators	£28.69 per metre square
Option 2	Scarify ground and sow low flower content, low colour mix, with little improvement to biodiversity	£5.06 per metre square
Option 3	Overseed with Yellow Rattle	£4.25 per metre square
Option 4	Single Annual Cut and Collect Mowing Service	£4.51 per metre square

All prices subject to annual inflation / RPIX increases.

- 3.11 Yellow Rattle is the Council’s preferred option to be used as a grass suppressant in areas of high community involvement and interest to facilitate establishment of wildflower areas.
- 3.12 Resident scattered wildflower seed on areas subject to grass suppressant planting will not be policed by the Authority and will not be subject to Section 142 licensing conditions or liabilities as it would be impossible to determine whether the seed germinated naturally from windblown seed or from that spread from a packet.
- 3.13 Taking account of feedback received from the Wildlife Trust, residents will be actively encouraged to rake off and compost grass clippings at home to provide optimal conditions for the establishment of wildflowers.



Example site that has been subject to resident involvement during 2022 trials.

4. Resident Led Verge Protection Measures

- 4.1 There are many instances around the city where residents proactively place their own items on the verge to deter parking from encroaching onto highway verges.
- 4.2 The main items used are rocks, usually painted white and stakes pushed into the soil, again usually with a white tip or reflective tape such as the images below:



Examples of resident installed verge protection measures to prevent parking

- 4.3 Section 149 of the Highways Act 1980 enables the Council to write to residents and request removal whenever complaints are received, or a safety issue is highlighted by our routine highway cyclical safety inspection programme.
- 4.4 Also under Section 149 Highways Act, the Highway Authority can remove items with **immediate effect** if they constitute a danger and the thing in question ought to be removed without delay.

- 4.5 In instances when items are deposited on the highway and cause a “nuisance” i.e. are cause for complaint from residents and the Council, having investigated, deems them a nuisance – a letter will be sent to the nearest resident who deemed to have been most likely to be have deployed the stones and ask that they be removed forthwith.
- 4.6 Residents deploying dangerous items on the highway will instead be pointed towards safer alternatives such as barrel planters, licensed by the Council’s Highway Regulations Team if appropriate for the location.
- 4.7 Residents will not be entitled to compensation, or the return of dangerous items such as stones, spikes or stakes which are removed from the highway. Such items are typically collected by street cleaning teams and returned to the depot site at Olive Grove Road to be recycled. In accordance with Section 149 of the Highways Act 1980, any proceeds from the disposal of these items may be used to defray the expenses of removing them and, if there are any, to apply any further balance of the proceeds for maintenance of the public highway.
- 4.8 Although the Council and Amey have the power under Section 149 the Highways Act 1980 to act when there is “nuisance” and “danger”, it is considered that this can clearly be applied with pragmatism when residents are managing and maintaining verges in a safe way.
- 4.9 Resident-led installations of verge protection measures when done safely and not overtly detracting from the visual amenity of the street scene will be tolerated.
- 4.10 Recognising both the environmental and visual amenity benefits that verges provide to neighbourhoods, a perceived loss of parking space, or being unable to park directly outside a specific address due to verge protection measures is not considered to pass the threshold for the Council to act to remove it.
- 4.11 “Fairy gardens” (see image below) and other such small-scale bedding plant or spring bulb plating around highway trees to prevent people parking too

close to trees and potentially damaging their root systems will be tolerated.



Example “Fairy Garden”

- 4.12 Barrel Planters, filled with decorative bedding plants or other floral decorations will be actively encouraged to protect verges from parking (whether funded by residents, Elected Members or Local Area Committees) subject to licensing and approval under Section 142 of Highways Act 1980 to ensure they are deployed on appropriate sites.



Example Barrel Planters placed by residents to prevent verge parking

5. Council Led Verge Protection Measures

- 5.1 The Council’s default approach to reports of verge damage is a soil and seed repair, typically undertaken within 3 months of a complaint being received.
- 5.2 Consideration may be given to preventative parking measures at the worst of sites where the frequency of repairs become unsustainable. Measures which will be considered include:
- Bollards
 - Domed Concrete Bollards
 - Tree Planting

- Other more bespoke measures such as traffic regulation orders or enforceable lining schemes (i.e. double yellows or parking restrictions where funding is available).



Example of preventative tree planting



Example of Domed Concrete “Mushroom” bollards

- 5.3 Preventative measures are only considered where they will not have an adverse effect of displacing cars to the extent that they may block a street to the point that it is not accessible by emergency vehicles and gritters.
- 5.4 This policy does not affect Blue Badge holders meeting the Council’s criteria for provision of a disabled parking bay marked on the highway outside their home at <https://www.sheffield.gov.uk/parking/request-disabled-parking-bay>
- 5.5 There are a number of streets across the city where preventative measures therefore cannot be applied safely, and residents may need to tolerate a poorer quality aesthetic of damaged or overrun verges in these instances.
- 5.6 Local Area Committees or Elected Members may recognise sites which they deem to require verge protection. Where sufficient funding can be identified for the installation of verge protection schemes, where safe, proportionate and appropriate to do so, this shall be facilitated via the Council’s New Works team.

(See table below for indicative prices)

Black and White or Plain Steel Bollard	Each	£594.60
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Green Oak Bollard with 100mm mowing strip	Each	£1492.47
Green Oak Bollard with 100mm mowing strip and reflective bandings	Each	£1732.28
Billy / Belinda Bollards (appearance of school children)	Each	£969.34
Tree (Verge Planted, Excluding ornamental guards or grilles)	Each	£1334.07
Galvanised Steel Pedestrian Guardrail Fence	Per Linear Metre	£152.37 plus utility search charges.
Concrete Domed Bollard	Each	TBC

All prices subject to annual inflation / RPIX increases.

- 5.7 For illegal vehicle crossings, where possible, the Council will actively engage with residents to formalise the construction through Highways Development Control and an appropriate contractor.



Example illegal driveway crossing

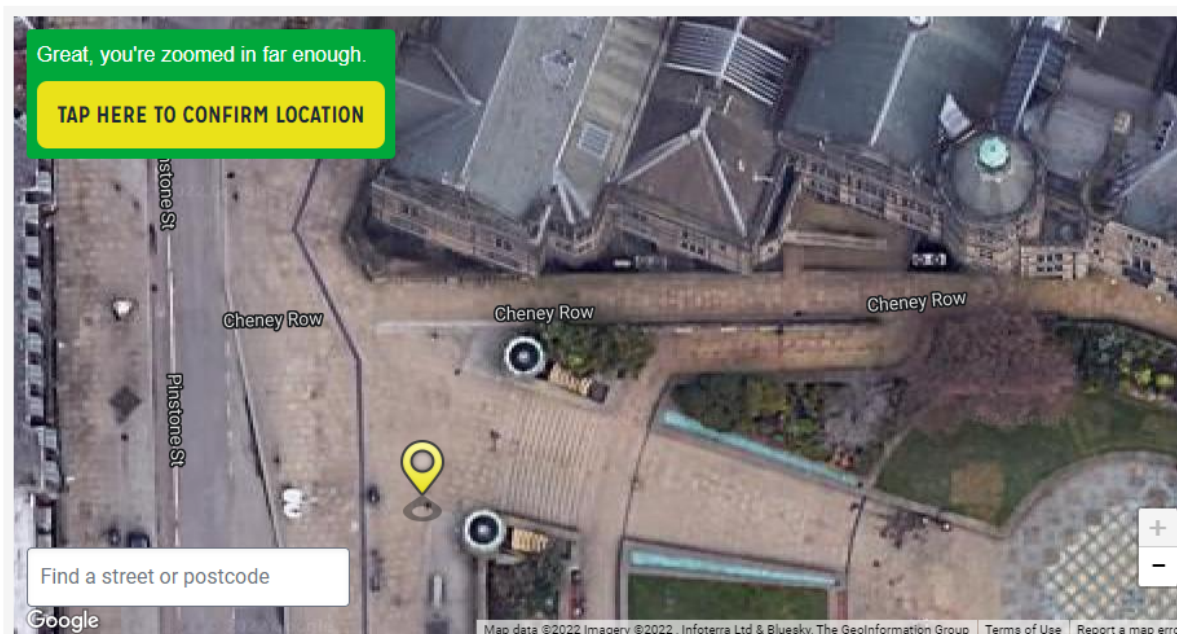
- 5.8 Wild flowers or “wilding” of areas of highway grassed verge subject to repeated vehicle overrun, especially by illegal off road motorcycles or quad bikes may be considered as a physical means of deterring such damage from occurring to highway verges. This is not deemed to be effective on normal residential streets.

6. Community Funded Street Trees

- 6.1 Outcome 6 of the Sheffield Street Tree Partnership Strategy commits the Council to creating a means of residents funding additional street trees being planted in their community.
- 6.2 For 2021 and 2022, the Council delivered this in-house utilising significant officer resource and time.

- 6.3 From 2023 the Council will implement an online platform via Trees for Streets, enabling communities to coordinate crowdfunding, as well as physically drop a pin on an interactive map to request trees in specific locations.
- 6.4 Location suitability screening, payment and species choice will all be coordinated on one accessible online platform.

Tap anywhere on the map to place the marker in the exact location you'd like your tree planted



Example of “pin drop” system on the Trees for Streets portal.

- 6.5 Residents are offered a selection of species which meet the objectives of the Sheffield Street Tree Partnership Strategy which are proven to be resilient to the challenges of the highway environment as well as being tolerant to climate change.
- 6.6 Residents can also request a fruit tree if it is to be planted a soft verge.
- 6.7 Streets seeking to plant a number of fruit bearing trees will be encouraged to consider socially responsible means of distributing any excess fruit each year to reduce food waste, and home composting of spoiled fruit which has fallen onto the highway verges.
- 6.8 All sites are subject to a site suitability assessment from a qualified highway and tree specialist prior to being approved. In the event that a tree cannot be planted, the sponsor will be contacted to discuss alternatives.

- 6.9 All works are coordinated and delivered by our highways contractor, Amey. Residents should not dig into the public highway or verges as the risk of striking cables and causing significant injury or disruption to essential utilities from digging holes is very high.
- 6.10 Businesses and Community Groups can also fund street tree planting through this scheme. Similar examples adopted in London Boroughs have included Estate Agents planting a new tree outside every house they sell.
- 6.11 In accordance with Outcome 4 of the Sheffield Street Tree Partnership Strategy, to ensure that the benefit of this project is not solely benefitting affluent communities, additional tree planting projects and corporate sponsorship of trees by businesses will actively encourage participants to consider additional trees in areas with the Lowest Indices of Multiple Deprivation rankings, Poorest Air Quality and Lowest Canopy Cover of existing trees to rebalance the city's distribution of highway trees in a more equitable way.
- 6.12 Trees which are vandalised, or do not successfully establish during the first three years are not replaced.
- 6.13 After three years, trees are inspected, plotted by the Council's tree inspectors and will then be inspected for safety every 5 years and maintained in perpetuity for the rest of the tree's life at the Council's expense, so there is no ongoing maintenance liability to residents, nor new householders if they choose to move house.
- 6.14 Community engagement is actively encouraged for establishment of any new tree planting – from being there on the first day of planting, to watering and watching them establish.
- 6.15 The platform will also include the option to sponsor trees in parks and on Council housing land.

Part A

Initial Impact Assessment

Proposal name

Grass Verges

Brief aim(s) of the proposal and the outcome(s) you want to achieve

There is around 2.8 million m2 of grass verges which form part of the public highway, maintained by Amey on behalf of the Council.

All aspects of Highways Maintenance (from surfacing of footways and carriageways, litter and fly tipping removal, street lighting and street signs, gritting and environmental maintenance such as tree care and planting, flower beds and shrubs and grass cutting) for highways maintainable at the public expense is undertaken by Amey on behalf of the Council as part of a PFI contract to 2037.

Across the city, residents and communities aspire to different uses and methodologies for verges and to maintenance. On some roads, parking is at a premium as Sheffield’s housing stock and verges were constructed when most people didn’t own a car. Some communities are keen to invest in new street trees to provide shading and new ecology whilst others value wildflowers or the traditional look of regular mowing.

The report proposes approval of a range of options available for managing verges across the city: Grass Verge and Community Funded Street Tree Planting Policies.

The options allow the flexibility to use different approaches across neighbourhoods depending on local needs and priorities of the Council’s customers.

Proposal type

Budget

non-Budget

If Budget, entered on Q Tier? Yes No

Q Tier reference

Year of proposal (s)

21/22 22/23 23/24 24/25 other

Decision Type

- Committee (select below)**
- Adult Health and Social Care Policy Committee
- Communities, Parks and Leisure Policy Committee
- Economic Development and Skills Policy Committee
- Education, Children and Families Policy Committee
- Housing Policy Committee
- Strategy and Resources Policy Committee
- Transport, Regeneration and Climate Policy Committee
- Waste and Street Scene Policy Committee
- Regulatory Committees (e.g. Licensing Committee)
- Other Policy Committee or sub-Committee
- Local Area Committees

- Leader**
- Executive Director/Director**
- Officer Decisions (Non-Key)**
- Council (e.g. Budget and Housing Revenue Account)**

Lead Committee Member

Douglas Johnson

Lead Director for Proposal

Richard Eyre

Person filling in this EIA form

David Wain

Equality Lead Officer

Louise Nunn

Lead Equality Objective

- | | | | |
|---|---|--|--|
| <input type="radio"/> Understanding Communities | <input type="radio"/> Workforce Diversity | <input checked="" type="radio"/> Leading the city in celebrating & promoting inclusion | <input type="radio"/> Break the cycle and improve life chances |
|---|---|--|--|

Portfolio, Service and Team

Lead Portfolio

Operational Services

Is this Cross-Portfolio?

- Yes No

Is the EIA joint with another organisation (eg NHS)?

- Yes No

Please specify

Consultation

Is consultation required?

- Yes No

If consultation is not required please state why

Consultation process was carried out in September/October 2022 and 1,891 responses were received. Details of this are included in the report.

Are Staff who may be affected by these proposals aware of them?

- Yes No

Are Customers who may be affected by these proposals aware of them?

- Yes No

If you have said no to either please say why



Initial Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

For a range of people who share protected characteristics, more information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

Identify Impacts

Identify which characteristic the proposal has an impact on tick all that apply

<input type="radio"/> Health	<input checked="" type="radio"/> Transgender
<input checked="" type="radio"/> Age	<input checked="" type="radio"/> Carers
<input checked="" type="radio"/> Disability	<input type="radio"/> Voluntary/Community & Faith Sectors
<input checked="" type="radio"/> Pregnancy/Maternity	<input checked="" type="radio"/> Partners
<input checked="" type="radio"/> Race	<input checked="" type="radio"/> Cohesion
<input checked="" type="radio"/> Religion/Belief	<input checked="" type="radio"/> Poverty & Financial Inclusion
<input checked="" type="radio"/> Sex	<input checked="" type="radio"/> Armed Forces
<input checked="" type="radio"/> Sexual Orientation	<input checked="" type="radio"/> Other

Cumulative Impact

Does the proposal have a cumulative impact?

- Yes No

<input checked="" type="radio"/> Year on Year	<input type="radio"/> Across a Community of Identity/Interest
<input type="radio"/> Geographical Area	<input type="radio"/> Other

If yes, details of impact

This project/process will be across the City

Does the proposal have a geographical impact across Sheffield?

- Yes No

If Yes, details of geographical impact across Sheffield

This will be the same across the City

Local Area Committee Area(s) impacted

- All Specific

If Specific, name of Local Committee Area(s) impacted

Initial Impact Overview

Based on the information about the proposal what will the overall equality impact?

In providing a range of options and a flexible approach to managing verges across the city, the policy should support fostering good relations. The clear explanation of options and approach to handling complaints should help mitigate conflict in local neighbourhoods.

Ultimately, as the Highway Authority our prevailing duty is to provide a safe, accessible highway for all users.

Is a Full impact Assessment required at this stage? Yes No

If the impact is more than minor, in that it will impact on a particular protected characteristic you must complete a full impact assessment below.

Initial Impact Sign Off

EIAs must be agreed and signed off by an Equality lead Officer. Has this been signed off?

Yes No

Date agreed 31/01/2023

Name of EIA lead officer Louise Nunn

Part B

Full Impact Assessment

Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes No *if Yes, complete section below*

Staff

Yes No

Customers

Yes No

Details of impact

Verges across the city range from small, narrow strips of land to more substantial spaces which can accommodate recreational activities. Verges also form green corridors to bigger green spaces such as parks and also the rural environment. The policies proposed include measure to protect verges, options for localised wild flower planting and facilitating additional street tree planting.

The health benefits of green spaces are well documented across academic and government research. Green spaces encourage exercise with derived benefits ranging from the physical gains of reduced obesity, increased mobility to mental health and wellbeing gains.

The proposals include community funding option for additional street trees. Street tree cover provides shade, reducing the intensity of the sun during hot weather. In addition, they help lower air pollution levels. These will be localised positive impacts for those with breathing impairments.

The report also recognises available parking may be a local pressure and verges may get used for this.

Whilst this reduces the green benefit of verges, in providing clarity of how we will manage such use of verges, it should help alleviate customer's stress and frustration which can have a negative impact to health.

Comprehensive Health Impact Assessment being completed

Yes No

Please attach health impact assessment as a supporting document below.

Public Health Leads has signed off the health impact(s) of this EIA

Yes No

Name of Health Lead Officer

Age

Impact on Staff

Page 526
Impact on Customers

Yes No Yes No

Details of impact

Key issue arising from the policy proposals is any perception of impact to accessibility and this having a negative impact to those with low mobility. There are numerous sources of evidence that mobility is the most frequently reported impairment older people. Therefore, the proposals may negatively impact older people. The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge. Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases the only alternative may be the road.

Disability

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

As with age, impact of increased/ longer vegetation may negatively impact customers with reduced mobility.
The proposal for localised placing of stones or alternative as a physical preventative parking may also impact people with visual impairment. Again the key mitigation there should be access via footpath and no need for use of the verge. The proposal for the stones or alternative to be on the verge and not in to the footpath or road. The council will remove any stones etc that are identified as a hazard and prevent safe highway use.
The council will ensure clear lines of sight are maintained at junctions, cutting back vegetation as necessary.

Pregnancy/Maternity

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge.
Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Race**Impact on Staff**

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge.
Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Religion/Belief**Impact on Staff**

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge.
Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Sex**Impact on Staff**

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge.
Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Sexual Orientation

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge. Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Gender Reassignment (Transgender)

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge. Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Carers

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge. Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Voluntary, Community & Faith sectors

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The proposals include a scheme for community funding for additional street trees. The scheme is a positive impact, providing clear guidance on where street trees can be planted. The costs are provided so groups know the target for donations. It open to individuals and or community groups and all faith sectors to donate funds and identify a spot for a new street tree to be planted. The local benefits of street tree planting are identified above in the health section.

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge.

Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Partners

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge.

Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Cohesion

Staff

Yes No

Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge.

Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Poverty & Financial Inclusion

Impact on Staff

Yes No

Impact on Customers

Yes No

Please explain the impact

Armed Forces

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge. Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Other

Please specify

Impact on Staff

Yes No

Impact on Customers

Yes No

Details of impact

The policy proposals may encourage areas of longer grass length, wildflowers and increased vegetation discouraging access of/ over the verge. Mostly, the mitigation to this access issue is there will be a footpath alongside the verge. In some cases, the only alternative may be the road.

Action Plan and Supporting Evidence

What actions do you need to take following this EIA?

What evidence have you used to support the info in the EIA?

A rapid evidence review of the benefits of parks and green spaces for people and communities https://www.tnlcommunityfund.org.uk/media/insights/documents/Space-to-thrive_2019-A-rapid-evidence-review.pdf?mtime=20191018095850&focal=none

Benefits of Street Trees: <https://www.streettreesforliving.org/benefits-of-street-trees>

UK disability statistics: Prevalence and life experiences:
<https://researchbriefings.files.parliament.uk/documents/CBP-9602/CBP-9602.pdf>

Detail any changes made as a result of the EIA

Following mitigation is there still significant risk of impact on a protected characteristic. Yes No

If yes, the EIA will need corporate escalation? Please explain below

Sign Off

EIAs must be agreed and signed off by an Equality lead Officer. Has this been signed off?

Yes No

Date agreed

DD/MM/YYYY

Name of EIA lead officer

Review Date

DD/MM/YYYY



Report to Policy Committee

Author/Lead Officer of Report: Gillian Charters,
Head of Waste Management & Highway
Maintenance

Email: gillian.charters@sheffield.gov.uk

Report of: Ajman Ali, Executive Director of Operational Services
Report to: Waste and Street Scene Policy Committee
Date of Decision: 21st December 2022
Subject: Amey Performance Report

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>Appendix 2 is not for publication because it contains exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).</i>				

Purpose of Report:

To provide an overview of the performance of Amey, including any current challenges and improvement plans.

To seek approval for improvement plan(s) and the new street scene and waste customer charter.

Recommendations:

The Waste and Street Scene Policy Committee is recommended to:

1. Note the details of the performance update
2. Note the new street scene and waste customer charter improving information to our customers on Amey and Veolia service delivery
3. Agree the actions set out in the Report including tracking the delivery of the improvement plan against contract compliance
4. Receive a further update on Amey Performance in six months-time

Background Papers:

Department for Transport, Technical Note: Road Condition and Maintenance data, published 10.11.2021

Department for Transport, Official Statistics: Road conditions in England to March 2022.

<https://www.gov.uk/government/statistical-data-sets/road-condition-statistics-data-tables-rdc#table-rdc0120>

- RDC0122: Road Condition Indicator scores for surveyed local authority classified principal roads, by LA in England
- RDC0130: Percentage of unclassified roads where maintenance should be considered, by local authority in England

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: Jane Wilby, Head of Accounting
	Legal: Sarah Bennett, Assistant Director of Legal and Governance
	Equalities & Consultation: Ed Sexton, Equalities Officer
	Climate: Kathryn Warrington, Sustainability Officer
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	SLB member who approved submission:
	Ajman Ali, Executive Director Operational Services
3	Committee Chair consulted:
	Cllr Joe Otten, Chair of the Waste & Street Scene Policy Committee
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: Gillian Charters
	Job Title: Head of Waste Management & Highway Maintenance

Date: *14th December 2022*

1. PROPOSAL

1.1 Background

- 1.1.1 All aspects of Highways Maintenance (from surfacing of footways and roads, litter and fly tipping removal, street lighting and street signs, gritting and environmental maintenance such as tree care and planting, flower beds and shrubs and grass cutting) is undertaken by Amey on behalf of the Council as part of a Private Finance Initiative (PFI) contract to 2037.
- 1.1.2 PFI contract arrangements were promoted by the Government, where the private sector finances (holds the debt), to build and operate public sector infrastructure and then offsets this investment with the ongoing revenue of long-term management contracts. It provided a mechanism to bring a significant capital injection without increasing Government/ public sector borrowing.
- 1.1.3 The scale and scope of the contract for Sheffield is significant. It includes day to day management of our highway streetscene as well as capital investment in improving our roads and highway infrastructure:
- Core Investment Programme to bring roads & footpath surfaces up to standard and replacement of ageing street lights & traffic signals
 - Ongoing maintenance of assets (roads, footpaths, street lighting, traffic signals, street trees, bridges/ structures, verges)
 - Responsible for clearance of litter and fly tipping & grass cutting on highway network
 - Winter maintenance (gritting priority routes and provision of grit bins)
- 1.1.4 The Council contract is with Amey Hallam Highways. This is special purpose vehicle company, established solely for the Sheffield contract. This company holds the debt from the project which it off-sets against the payment received from the council for the contract.
- 1.1.5 Amey Hallam Highways sub-contract the delivery of the output including the investment works and day to day operations to Amey LG. Amey is a significant player in the infrastructure sector, holding contracts with other local authorities, Highways England and Network Rail.
(note: Amey is currently being sold by it's parent company Ferrovial to a private equity consortium of One Equity Partners and Buckthorn Partners).
- 1.1.6 Further information about PFI and an illustration of the metrics for the Sheffield contract is included in Appendix 1.

1.2 Amey Performance

- 1.2.1 Amey delivery for Sheffield is a combination of scheduled and cyclical works and reactive works to requests and complaints. The output specification is set out in ten schedules of Service Standards for Core Service with approximately 650 performance measures across these. Performance requirements range from annual submissions for scheduled works to response times of hours to incidents on the highway network.

- 1.2.2 In total the contract extends to 134 documents. We have published 125 of these on our website, 30% of those released have no redactions and just over half (55%) are only partially redacted.
- 1.2.3 Amey delivery is reported through a number of mechanisms:
- Annual Newsletter (see appendix 3 for the 2021/22 version)
 - Monthly Report to each Local Area Committee relating to delivery in the area (see appendix 4 for the September 2022 version)
 - Quarterly Strategic Board KPI Dashboard (see appendix 5 for the 2022/23 Quarter 2 version)
 - Regular newsletter to elected Members (see appendix 7)
- 1.2.4 These reports convey the breadth of services the contract cover for the council and the scale of the deployment on a daily and monthly basis across the city.
- 1.2.5 The new waste and street scene customer charter provides an overview of performance by Amey to requests received on a range of key services which have a visible impact on local communities. The charter has been drafted to try and improve customer's knowledge of what to expect from Amey (and also Veolia) and captures performance against this. The charter and the past 3 months of reporting (August – October) is shown in appendix 6.
- 1.2.6 These are all in addition to the contractual monthly management report Amey are required to submit to claim payment. The monthly payment to Amey is published as per the council's commitment to transparency and the Government recommendation for all spend over £250 to be published.
- 1.2.7 The contract requires Amey to declare all known performance failures as part of the monthly bill submission. The council has the joint resources of the Highways Maintenance client team and Commercial and Financial Services team verifying the claim each month and applying any further performance failures.
- 1.3 **Surfacing Requirements**
- 1.3.1 Schedule Two of the Contract details the specification and output for Carriageways (roads) and Footways. Surfaces are required to achieve a score, through various survey techniques, with each road being surveyed every 2 years. Failure to achieve score means the section of road or footpath is scheduled for maintenance.
- 1.3.2 Survey scores are compiled during quarter two each year. The sections which have failed are then compiled into a for surfacing plan for the year ahead which is submitted by Amey before the end of quarter three.
- 1.3.3 The surveying techniques used are industry standard, employed by local authorities across the country and not bespoke to the Sheffield contract. The scores are submitted to the Department for Transport (DfT) and a national data set is published each year (see background papers section for links to data below).
- 1.3.4 Sheffield performs well with 89% of our A roads (the most major roads in the city) and 80% of B and C roads rated as green for condition score. As such we are in the top 20 Local Authorities in England.

- 1.3.5 For unclassified roads, predominantly for Sheffield this means roads on local estates and some rural roads, 10% of these roads trigger a condition score where maintenance should be considered. Sheffield is one of just 25 local authorities at 10% or less.
- 1.3.6 The contract condition score relates to sections of roads, not its entire length. The length of a section is different across the different classifications on road from primary through to local estate roads. The Quarterly Strategic Board KPI Dashboard (see appendix 5) shows the condition scores for the different classifications of roads and footways across seven CAAs- these geographical areas broadly align to Local Area Committee areas. The graphs show the significant improvement in condition score since the start of the contract and consistently show score is below contract fail level (the blue horizontal line).
- 1.3.7 Through the initial core investment phase of the contract, more often the approach by Amey was to complete whole roads. This was because in many cases the adjoining sections whilst not currently hitting failure for scoring they were close to do so and rather than cause repeat disruption to road users, it was more efficient to deploy the surfacing resource one and treat more of the area.

1.4 **Current Performance Challenges**

- 1.4.1 Amey did not meet the contract requirements in relation to carriageway and footway surfacing last year last year and have been working to an improvement plan since April 2022 to achieve contract compliance. The implications of this are discussed in (closed) appendix 2.
- 1.4.2 Good progress is being made with compliance targeted for the end of this financial year (March 2023).
- 1.4.3 Through the development of the improvement plan for footway surfacing and achieving contract compliance, additional ongoing resources have been secured for the remainder of the contract. These are currently being deployed to improve cleansing standards across key routes into the city. Amey have also committed to increasing the standards delivered by their cleansing teams going forward and instigated a new programme of checks by supervisors and managers.
- 1.4.4 With the redeployment of resources from footways, the council has agreed contract compliance for this element of surfacing will be secured in quarter three of 2023/24.
- 1.4.5 A further area of concerns is performance relating to drainage. The Quarterly Strategic Board KPI Dashboard (see appendix 5) shows progress against the scheduled cleansing programme. There is a cumulative impact to this not being met. In addition, Amey are not meeting the timescales to put right any issues or faults found during the scheduled cleaning. The implications of this are discussed in (closed) appendix 2.

2. **HOW DOES THIS DECISION CONTRIBUTE ?**

- 2.1 Our Sheffield Delivery Plan 2022/23 details six strategic priorities for the Council, one of which is Strong and connected neighbourhoods, which people are happy to call home. Our Sheffield Delivery Plan identifies four stages to the Council realising

our strategic objectives, being: stabilise, embed, grow and flourish. The first phase, stabilise, includes addressing urgent performance challenges which the council is prioritising for improvement this year.

- 2.2 For Strong and connected neighbourhoods, which people are happy to call home, the Street and Neighbourhood Environment, urgent challenge has been identified as: Resident satisfaction with the roads is no longer improving and there are a number of challenges with good service standards across the city. From the LAC community engagement, it matters to residents across our localities about the environment of their neighbourhoods, importance of safe roads raised and effective transport
- 2.3 The improvement plans developed by Amey contribute to reducing the number of patches of failed road surface across the city. Progress against the improvement plan delivery and four of the customer charter measures (resolving complaints, flytipping removals, emptying full litter bins and repair of hazardous pot holes) are also part of our monitoring of progress of the Sheffield Delivery Plan 2022/23.
- 2.4 The new service charter together with the monthly reports Amey provide to each LAC raise the profile of the scale and scope of the delivery of the Amey contract in each LAC area and key performance measures achieved.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 The council and Amey have subscribed to the National Highways and Transport (NHT) Network annual survey since the start of the contract in 2012. This is a national opt in survey covering highways maintenance and road use including public transport of around 1000 respondents in Sheffield. From this we have a good benchmark of perception of the condition of our highway network and maintenance works.
- 3.2 Sheffield performs well as shown in the graph which is included in the Quarterly Strategic Board KPI Dashboard, appendix 5. However, following year on year improvement, last years survey is the first in 10 years where results have plateaued.
- 3.3 The council has now established a new customer satisfaction solely for highways maintenance, using many of the highways maintenance questions from NHT survey. This means we can continue to benchmark our performance year on year but we can also add additional highways maintenance questions for response.
- 3.4 This survey launched in October and has over 500 respondents so far. It will close in February each year providing the opportunity to reflect any actions into the Amey Annual Newsletter and service plans for the year ahead.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 As this is a report on current performance and no changes are proposed to policy or service delivery, a full equality impact assessment has not completed.

4.1.2 It is noted, the improvement plan works by Amey mean increased works to sections of footways across the city. In the longer terms this will improve the condition of the footpaths for groups which may have limited or difficulty with mobility such as the protected groups of older people, people with a disability that impairs mobility and pregnancy/ using push chairs & prams. In the short term whilst this increased level of works is taking place there will be reduced space on footways to accommodate pushchairs, wheelchairs and other mobility aids. Alternative safe and accessible space is being designated during such works scenarios

4.2 Financial and Commercial Implications

4.2.1 The financial and commercial implications are considered in (closed) appendix 2.

4.2.2 As per paragraph 1.2.6 above, the monthly spend on the Amey contract is published.

4.3 Legal Implications

4.3.1 The Council entered into the Streets Ahead Highways Maintenance PFI Contract in 2012. The Contract is managed in accordance with its terms. Further details are set out above and in (closed) appendix 2.

4.4 Climate Implications

4.4.1 As this is a report on current performance and no changes are proposed to policy or service delivery, there are no new or additional climate impact implications arising from this report.

4.4.2 As part of the Council's pathway to net zero, Amey's fleet was included in the Council's carbon emissions baseline and as such, we'll be working with them to decarbonise their fleet and they will provide annual emissions reporting. In addition, the way in which we manage our land to increase carbon sequestration opportunities is a key priority and Amey are already collating data on the this which will be supplied as part of the Council's decarbonisation targets.

4.4.3 Headline carbon impact performance and fleet composition is included in the Quarterly Strategic Board KPI Dashboard, appendix 5.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 There are proposed actions set out in this Report, including tracking the delivery of the improvement plan against contract compliance. To the extent that there are alternative options available, these are set out in (closed) Appendix 2.

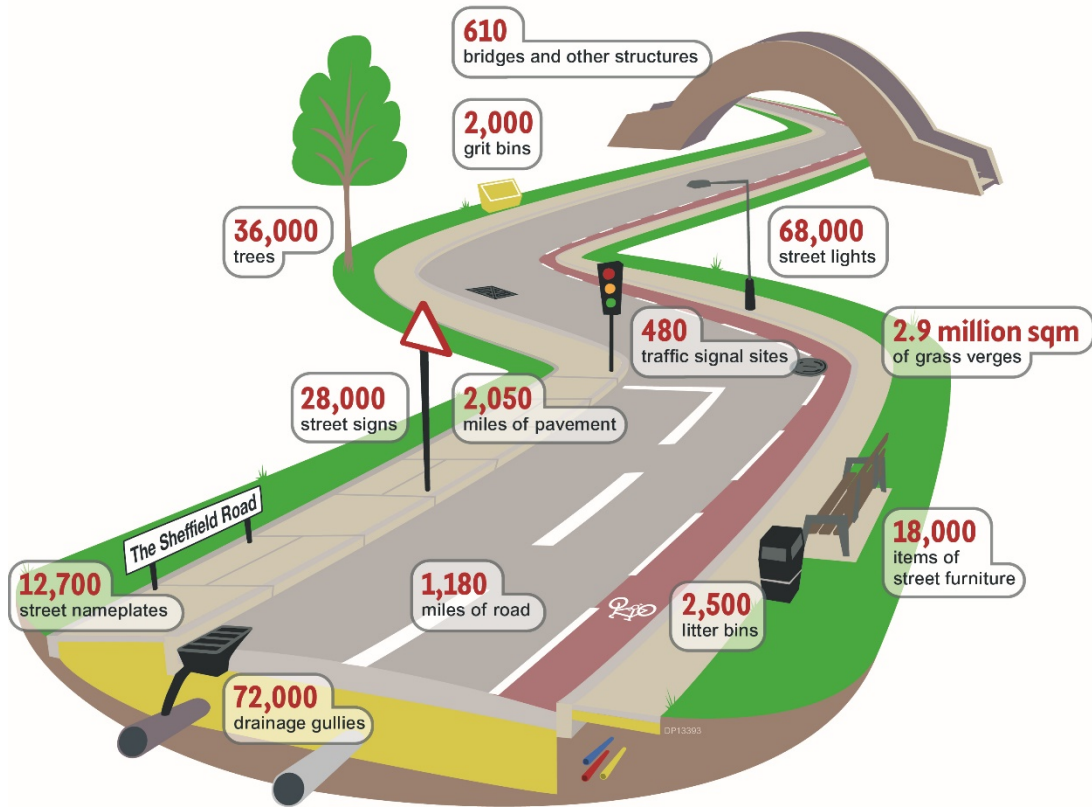
6. REASONS FOR RECOMMENDATIONS

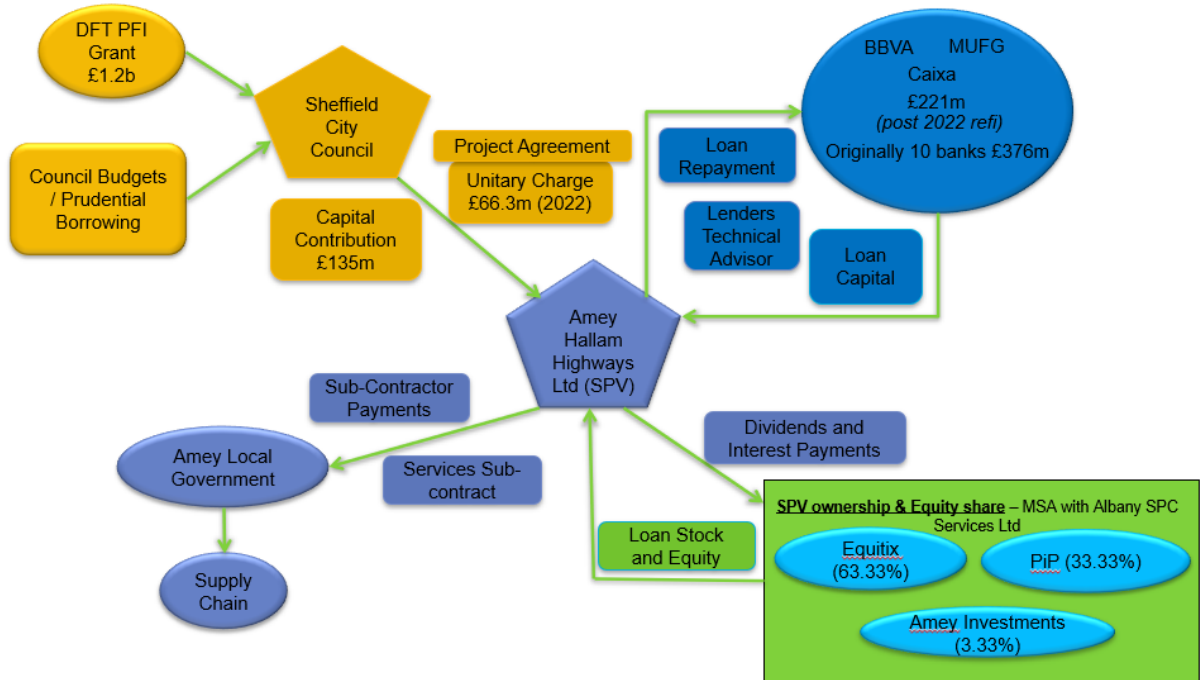
6.1 The Waste and Street Scene Policy Committee are recommended to note the details of the report and the appendices of supporting performance information as these detail the scale and scope of the contract delivery for Sheffield.

- 6.2 In approving the new waste and street scene customer charter, the Committee are ensuring customers understand what to expect in terms of response by Amey to key service requests and Amey's performance against these.
- 6.3 The Waste and Street Scene Policy Committee are recommended to agree the actions noted in the report including the tracking the delivery of the improvement plans for surfacing, receiving a further update to committee on contract performance in six months' time as it is believed this will ensure contract compliance is maintained.

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Scale and Scope of Streets Ahead PFI Contract





Amey Annual Newsletter 2021/22

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2022



Streets Ahead Newsletter





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Introduction

Welcome to the 2022 Streets Ahead Newsletter. We've had a busy, yet exciting year since our last issue, maintaining and improving Sheffield's roads and street scene as well as supporting local projects.

In the last 12 months we have continued to resurface more roads and pavements across the city. The benefits of smoother and safer surfaces are endless, and we hope you are all starting to notice the improvements in your neighbourhood.

As well as the work on the city's roads, we've continued to play an active role in the Sheffield Street Tree Partnership, fulfilling our commitment to work with all partners on behalf of Sheffield's street trees. In the last year alone, the work of the partnership has resulted in Sheffield becoming a Tree City of the World, a certificate of compliance for managing street trees sustainably and the production of an exemplary Street Tree Guidelines booklet.

Despite having very little snowfall this winter, seven consecutive storms meant our teams were working around the clock in challenging conditions. Whilst the storms brought down several highway trees and caused some localised flooding, there was thankfully no significant damage.

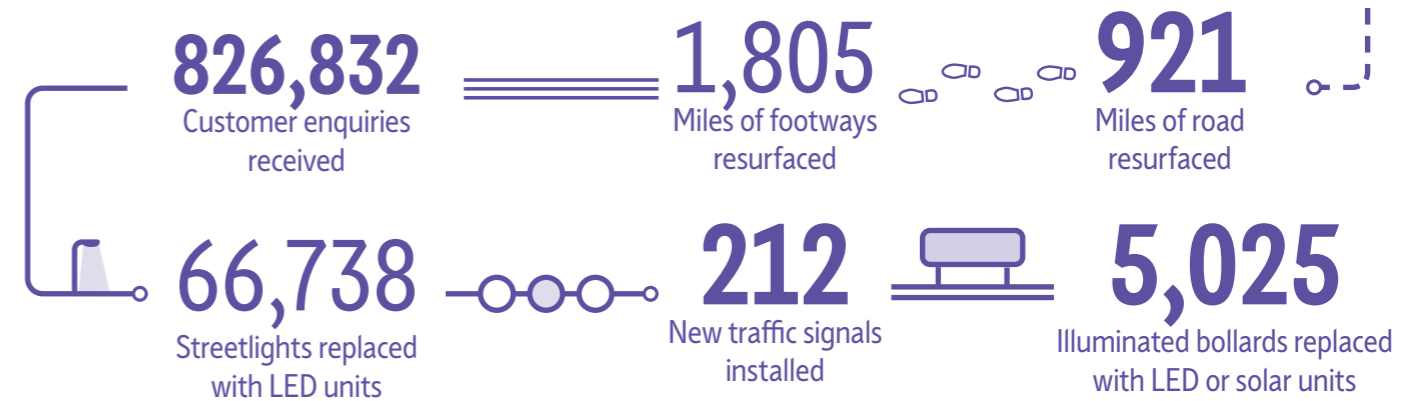
Summer arrived with a bang this year and we've been delighted to have been able to support Sheffield's action – packed events schedule, from helping with litter clearance during the Women's Euros to supporting the various council teams working at Tramlines Festival. It was great to see Sheffielders come together for these iconic occasions and our teams loved being involved.

Finally, I'd like to take this opportunity to thank everyone for their patience as we've delivered our works this year. I hope you find this edition of our newsletter informative and interesting.

Peter Bamfield - Business Director, Amey Streets Ahead

Achievements so far

What we've accomplished since the start of the contract:



What we've accomplished in the past 12 months: (July 2021-July 2022)

From October '21 to April '22
12,000 tonnes
 of grit used & **113** gritting runs

12,202
 Reports of fly-tipping received

50,742
 Gullies cleansed



27,104
 Street cleansing enquiries

5126
 Urgent defects responded to

Bridging the gap

Sheffield has a multitude of historic bridges that span all manner of roads and waterways, and form part of the collection of over 3000 structures our teams maintain, including numerous culverts under the city's streets.

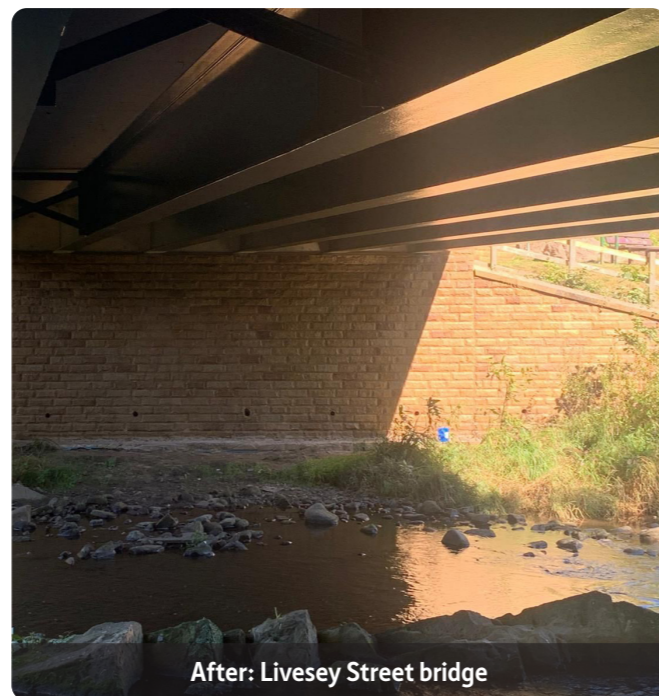
This year, we completed the refurbishment of the steelwork on two bridges in Sheffield.

Livesey Street bridge, which spans the River Don in Hillsborough is prone to vandalism and in addition to repainting the main beams, the work involved removing graffiti and applying an anti-graffiti coating to the stonework.

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complete the works on Broughton Lane Bridge we worked with both Network Rail and Supertram to coordinate track usage which ensured the safety of workers and the users of the railway and Supertram.



Broughton Lane footbridge



After: Livesey Street bridge



Before: Livesey Street bridge

Resurfacing roads and pavements

Our recent resurfacing programme involved one of the busiest routes in and out of the city, Meadowhead and Chesterfield Road. The road was closed in three phases with work undertaken at night to minimise disruption.

After that we resurfaced Jordanthorpe Parkway, working around the roundabout at the end of Dyche Lane and down past the ambulance station.



Jordanthorpe Parkway



Little London Road

Following this we resurfaced Hallowmoor Road in the north of the city, before moving onto Little London Road, resurfacing from the junction with Chesterfield Road, underneath the railway bridge, up to Broadfield Way. Network Rail were on-site to ensure that we worked safely in and around the bridge, all of which went very smoothly, and the work was completed on schedule.



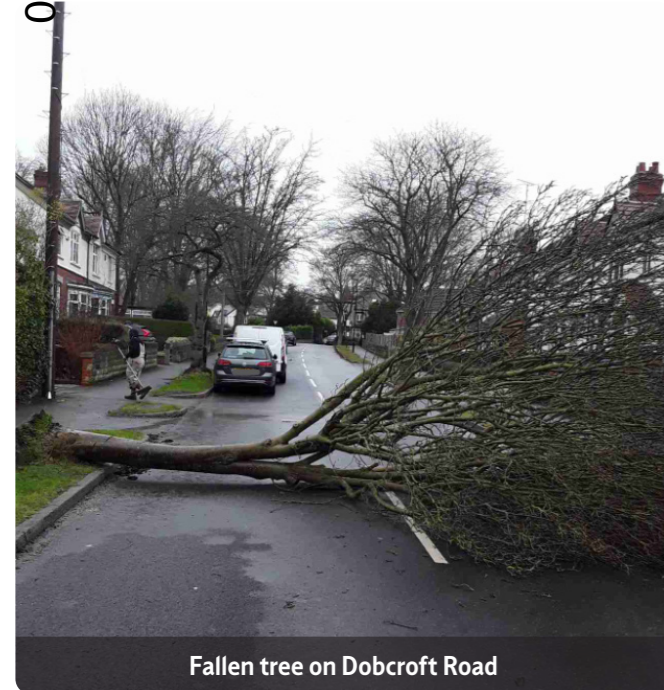
Little London Road

Winter

Our winter maintenance period runs from 1st October to 30th April, and when freezing conditions arrive, we grit 60% of the city's highway network in priority order, from all the main roads that link Sheffield to other major towns and cities and the motorway network, to roads that provide access to local hospitals. We also keep over 2200 grit bins stocked up, re-filling them regularly to ensure grit is available in communities when it's needed the most.

From late November 2021 our teams were gritting the city's roads regularly, especially on higher ground. Despite the number of winter storms, especially the three storms in quick succession during February - Dudley, Eunice, and Franklin, all of which brought extremely strong winds and heavy rain to Sheffield - there was much less snow than last year.

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“Our Arbs teams were already stretched by the time Storm Eunice arrived, having already dealt with 34 urgent reports and 16 fallen trees earlier in the week due to Storm Dudley. Despite very challenging conditions, our teams worked around the clock, responding to 51 urgent calls in a 5-hour period.

In total, we responded to 210 urgent reports of damaged and fallen trees and 85 reports of flooding. Several roads were closed temporarily as the teams worked to clear surface water.”

This Winter we gritted Sheffield priority routes a total of 113 times using approximately 12,000 tonnes of grit salt to help keep the roads clear of snow and ice.



Street tree partnership update

Since 2019, as part of the Sheffield Street Tree Partnership and as outlined in the Sheffield Street Tree Strategy, we have worked with our partners to make sure that the approach to replacing trees locally is transparent, inclusive, exemplary and sustainable.

In the last two years, the work of the partnership has resulted in the production of a Street Tree Guidelines booklet, an award for becoming a Tree City of the World and a certificate of compliance for managing street trees sustainably by the world's largest Forest

Certification Scheme, PEFC UK. These achievements would not have been possible without the hard work of the partnership members.

In March April 2022, the partnership welcomed a new chair, who is already playing an active role in steering the invaluable work of the group. Nathan Edwards, Director of Urban Wilderness, took over from Liz Ballard, CEO of Sheffield and Rotherham Wildlife Trust, who has helped drive delivery of the Sheffield Street Tree Strategy since 2019.



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Dean and Alf sorting out the flower beds on Fitzalan Square

Ground force

Our Grounds Maintenance team are a busy bunch, working all year long to keep the city looking clean and green. Their work is varied, involving clearing leaf litter and detritus from roads and pavements in the autumn, cutting back shrubs and clearing flower beds ready for planting spring bulbs, to maintaining grass verges and cutting grass.

But one of the most colourful parts of their work is during late spring and summer when all the flower beds in the city come alive with vibrant colour. Alf and Dean are tasked with keeping these flower beds weed-free, working across the city, systematically making sure that no matter where they are, the flowers are blooming lovely!

Glyphosate trial

Back in 2021, the council committed to reviewing and reducing its use of glyphosate across Sheffield.

Since then, we have worked alongside the council to look at alternative non-chemical weedkillers as well as completely chemical-free options. We no longer apply glyphosate in shrub beds, floral displays, rose beds, hedgerows and planted areas, or around street furniture on highway verges and we're pleased to say that by the end of the year we will achieve a **25% reduction** in glyphosate use as a result of these changes.

We're also trialling a completely glyphosate-free area in Brincliffe with further trials in other areas planned for the near future. Local residents are being asked to give their feedback on any changes they experience before responses are reviewed and next steps agreed with the council. Watch this space!



Street cleansing team

It's an unfortunate fact that our street cleansing team are rarely anything other than very busy. With two teams made up of 100 operatives, they work around the clock, emptying 3000 litter bins to keep Sheffield litter-free.

Recent events in the city centre, such as Tramlines and the UEFA Women's Euros, has meant that additional teams have worked day and night to keep the streets clean, emptying the additional bins placed in the city centre.



Supporting local litter picking and community groups

In addition to our own teams, Sheffield's army of volunteer litter pickers continue their crusade to rid the city of litter! This year has seen even more groups getting involved from all corners of Sheffield and we're very grateful for all that they do to keep Sheffield clean.

If you want to get involved, take a look at the information on our website about how you can go about this safely, the equipment you can request and how to report your litter picks to us: www.sheffield.gov.uk/home/pollution-nuisance/organise-litter-picks.html



Just some of our local litter picking heroes!



Apprentices

Our apprentices are almost half-way through their two-year apprenticeships at Streets Ahead and are continuing to learn new skills and gain invaluable work experience. Both Ryan and Toby are Degree Apprentices and are thoroughly enjoying their time with us.



Apprentices from left to right: Luke, Liam, Thomas, Joseph & Ryan

“I used to be a car salesman and now I’m working at Amey! I’d like to go far, and this is definitely a good career. The job is really good. They give you a lot of freedom and a lot of trust.” (Ryan)

“Amey offers the best of opportunities along with amazing benefits and many different pathways for a career, and I saw the best one for me to kickstart my journey in Amey. I hope to spend my time learning as much as I can, taking it all in and using it to my advantage.” (Toby)

Since 2012, a total of 97 young apprentices from Sheffield have been employed by Amey and many of them have gone on to secure a permanent job on the contract. We’ve already begun to recruit new apprentices for this year – more information on the Amey website:

www.amey.co.uk/your-career/early-careers/

National careers week

Pupils from Bents Green School in Gleadless spent a whole week with Streets Ahead as part of their Week of Work earlier this year.

From tours of the Olive Grove depot to learning all about the different jobs our employees do, and of course, meeting Phil the Bin, the pupils were kept busy and entertained throughout! We loved having them and look forward to seeing them again soon.



Bents Green School

Amey challenge cup

Four teams of year 9 school girls from 3 schools in Sheffield, Meadowhead High School, All Saints Catholic High School and Ecclesfield Secondary School, took part in the Amey Challenge Cup this year. In the first event since 2019, the school girls were given the task of designing a structure to replace a collapsed bridge over the River Teme. After a fun-packed day and some serious judging, Ecclesfield Secondary School were crowned the winners!



Ecclesfield winners

School assemblies

Our Education Officer has delivered litter assemblies to almost 4000 school pupils in Sheffield during the past academic year. Even Phil the Bin, the Streets Ahead litter mascot, got in on the act, visiting schools to help the pupils understand the harmful impact of litter on the environment.



Phil the Bin with pupils from Rainbow Forge Primary School

Fundraising for Cancer Research UK

Streets Ahead have continued to fundraise in support of Amey’s employee chosen charity, Cancer Research UK. Earlier this year, Streets Ahead were awarded a platinum certificate for our donation of 74 bags of unwanted clothing and household items, which equalled a donation of over £1,600!



Jude De Couto and Dave Smith at Olive Grove depot

Keeping you informed

Those of you directly affected by Streets Ahead works will either receive a letter advising you of arrangements before we start any work or be notified by roadside signs.

Reporting service issues

If you would like to report any issues, please contact us:

Online at www.sheffield.gov.uk/reportmystreet

By email: streetsahead@sheffield.gov.uk

By phone: **0114 273 4567**

Feedback

We would love to hear your feedback on this newsletter and if there is any more information you would find useful.

Please email any comments or suggestions to streetsahead@sheffield.gov.uk.

This document can be supplied in alternative formats. Please contact **0114 273 4567**.

Visit us at www.sheffield.gov.uk/streetsahead

Call us on **0114 273 4567**

Follow us on Twitter for regular updates at [@sccstreetsahead](https://twitter.com/sccstreetsahead)

Sign up for email alerts. Visit www.sheffield.gov.uk and click on the sign-up button. Remember to select Streets Ahead for up-to-date information directly to your inbox.

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Local Area Committee Reports (September 2022)

LAC Monthly Report CA1 South East Sep 2022
LAC Monthly Report CA2 South Sep 2022
LAC Monthly Report CA3 South West Sep 2022
LAC Monthly Report CA4 Central Sep 2022
LAC Monthly Report CA5 North 2022
LAC Monthly Report CA6 North East Sep 2022
LAC Monthly Report CA7 East Sep 2022

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Sheffield Streets Ahead Highways Maintenance

Area Highway Representative Monthly Monitoring Report

September 2022

Local Area Committee -

South East LAC
(Beighton, Birley, Mosborough, Woodhouse)

AHR Contact -

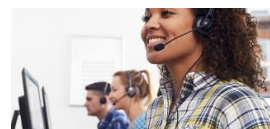


Jillian Fairbrother
07801 988 175
jillian.fairbrother@amey.co.uk



Customer Experience Team

639 total enquiries
 184 related to street cleaning
 29% of the total no of calls in your area



Resurfacing schemes



City-wide
 sq metres of road 9,784
 sq metres of pavements 31,104
 were resurfaced this month



Network Priority Incidents reported

626 Total number of incidents responded to in month for your area.
 The incidents were:
 387 High priority (2 business days and under)
 239 Low priority (typically 28 day response)



Street Lighting and Signage



City-wide We look after 70,458 street lighting columns & signs

We achieved an average repair time of 1.8 days
 Faults that required support of the electrical distribution company were resolved in an average of 8.2 days

In your area, there were:

31 faults recorded
 30 were repaired by Amey
 1 more complex faults were repaired with external support

Grounds Maintenance

Grass cutting

Summer maintenance programme started April 2022
 Winter maintenance will start 31 October 2022



Leaf clearance

'Hot spot' leaf clearance programme is due to start in October 2022 and will continue until the end of January 2023

The tree planting season began at the start of October 2021 and continued until the end of March 2022
 373 trees have been planted this season
 44 trees were in your area



Trees

City-wide 373 trees have been planted this season
 44 trees were in your area

Street Cleaning

Enquiries

City-wide **2,352** street cleaning enquiries were recorded
184 were in your area



Fly-tipping

City-wide **1,219** fly tipping incidents were recorded
90 are in your area **(7%)**

Hotspots for your area were:

street	#incidents
Greengate Lane	5
Moorthorpe Way	5
Birley Vale Avenue	4
Delves Avenue	3
Garland Close	3



Litter Bins



City-wide There are **3,072** litter bins
of which **307** are in your area

32 Litter pick collections were conducted in your area.

From **184** street cleaning enquiries,
80 related to litter, damaged/full bins & graffiti **(43%)**

Highway Drainage

Gullies



City Wide There are **81,609** Highway network surface water gullies

From the planned Annual programme
12,210 gullies are in your area, of which
0 were cleaned this month

2 high flood risk hotspots were also attended in your area.

Winter maintenance

Gritting routes are broken into two categories

Priority 1 routes - the main arterial routes which link Sheffield to other major cities and motorways

Priority 2 routes - other main routes, such as bus routes, link roads, roads where key public service facilities are located and rural routes



City-wide there were **0** gritting runs
there are **2,223** grit bins

238 grit bins are in your area



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Sheffield Streets Ahead Highways Maintenance

Area Highway Representative Monthly Monitoring Report

September 2022

Local Area Committee -

South LAC
(Beauchief & Greenhill, Gleadless Valley, Graves Park, Sharrow
& Nether Edge)

AHR Contact -



Chris Dean
07933 397 441



christopher.dean1@amey.co.uk



Customer Experience Team

640 total enquiries
 213 related to street cleaning
 33% of the total no of calls in your area



Resurfacing schemes



City-wide
 sq metres of road 9,784
 sq metres of pavements 31,104
 were resurfaced this month



Network Priority Incidents reported

639 Total number of incidents responded to in month for your area.
 The incidents were:
 365 High priority (2 business days and under)
 274 Low priority (typically 28 day response)



Street Lighting and Signage



City-wide We look after 70,458 street lighting columns & signs

We achieved an average repair time of 1.8 days
 Faults that required support of the electrical distribution company were resolved in an average of 8.2 days

In your area, there were:

45 faults recorded
 28 were repaired by Amey
 17 more complex faults were repaired with external support

Grounds Maintenance

Grass cutting

Summer maintenance programme started April 2022
 Winter maintenance will start 31 October 2022



Leaf clearance

'Hot spot' leaf clearance programme is due to start in October 2022 and will continue until the end of January 2023

The tree planting season began at the start of October 2021 and continued until the end of March 2022

Trees

City-wide 373 trees have been planted this season
 72 trees were in your area



Street Cleaning

Enquiries

City-wide **2,352** street cleaning enquiries were recorded
213 were in your area



Fly-tipping

City-wide **1,219** fly tipping incidents were recorded
121 are in your area **(10%)**

Hotspots for your area were:

street	#incidents
Abbeydale Road	6
Blackstock Road	6
Raeburn Road	4
Leighton Road	3
Spring Close Mount	3



Litter Bins



City-wide There are **3,072** litter bins
of which **340** are in your area

11 Litter pick collections were conducted in your area.

From **213** street cleaning enquiries,
77 related to litter, damaged/full bins & graffiti **(36%)**

Highway Drainage

Gullies



City Wide There are **81,609** Highway network surface water gullies

From the planned Annual programme
9,960 gullies are in your area, of which
0 were cleaned this month

6 high flood risk hotspots were also attended in your area.

Winter maintenance

Gritting routes are broken into two categories

Priority 1 routes - the main arterial routes which link Sheffield to other major cities and motorways

Priority 2 routes - other main routes, such as bus routes, link roads, roads where key public service facilities are located and rural routes



City-wide
there were **0** gritting runs
there are **2,223** grit bins

338 grit bins are in your area



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Sheffield Streets Ahead Highways Maintenance

Area Highway Representative Monthly Monitoring Report

September 2022

Local Area Committee -

South West LAC
(Crookes & Crosspool, Dore & Totley, Ecclesall, Fulwood)

AHR Contact -

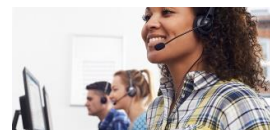


Rebecca McGuchan
07568 605 195
rebecca.mcguchan@amey.co.uk



Customer Experience Team

505 total enquiries
 91 related to street cleaning
 18% of the total no of calls in your area



Resurfacing schemes



City-wide
 sq metres of road 9,784
 sq metres of pavements 31,104
 were resurfaced this month



Network Priority Incidents reported

498 Total number of incidents responded to in month for your area.

The incidents were:

283 High priority (2 business days and under)

215 Low priority (typically 28 day response)



Street Lighting and Signage



City-wide We look after 70,458 street lighting columns & signs

We achieved an average repair time of 1.8 days

Faults that required support of the electrical distribution company were resolved in an average of 8.2 days

In your area, there were:

- 25 faults recorded
- 24 were repaired by Amey
- 1 more complex faults were repaired with external support

Grounds Maintenance

Grass cutting

Summer maintenance programme started April 2022

Winter maintenance will start 31 October 2022



Leaf clearance

'Hot spot' leaf clearance programme is due to start in October 2022 and will continue until the end of January 2023

The tree planting season began at the start of October 2021 and continued until the end of March 2022

Trees

City-wide 373 trees have been planted this season
 64 trees were in your area



Street Cleaning

Enquiries

City-wide **2,352** street cleaning enquiries were recorded
91 were in your area



Fly-tipping

City-wide **1,219** fly tipping incidents were recorded
31 are in your area **(3%)**

Hotspots for your area were:

street	#incidents
Marston Road	2
Totley Brook Close	2
Cobden View Road	2
Cruise Road	2
Redmires Road	2



Litter Bins



City-wide There are **3,072** litter bins
of which **249** are in your area

20 Litter pick collections were conducted in your area.

From **91** street cleaning enquiries,
43 related to litter, damaged/full bins & graffiti **(47%)**

Highway Drainage

Gullies



City Wide There are **81,609** Highway network surface water gullies

From the planned Annual programme
9,299 gullies are in your area, of which
84 were cleaned this month

2 high flood risk hotspots were also attended in your area.

Winter maintenance

Gritting routes are broken into two categories

Priority 1 routes - the main arterial routes which link Sheffield to other major cities and motorways

Priority 2 routes - other main routes, such as bus routes, link roads, roads where key public service facilities are located and rural routes



City-wide
there were **0** gritting runs
there are **2,223** grit bins

439 grit bins are in your area



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Sheffield Streets Ahead Highways Maintenance

Area Highway Representative Monthly Monitoring Report

September 2022

Local Area Committee -

Central LAC
(Broomhill & Sharrow Vale, City, Hillsborough, Walkley)

AHR Contact -



Michael Carl
07917 146 166
michael.carl@amey.co.uk



Customer Experience Team

1232 total enquiries
 506 related to street cleaning
 41% of the total no of calls in your area



Resurfacing schemes



City-wide
 sq metres of road 9,784
 sq metres of pavements 31,104
 were resurfaced this month



Network Priority Incidents reported

1,212 Total number of incidents responded to in month for your area.

The incidents were:

- 717 High priority (2 business days and under)
- 495 Low priority (typically 28 day response)



Street Lighting and Signage



City-wide We look after 70,458 street lighting columns & signs

We achieved an average repair time of 1.8 days
 Faults that required support of the electrical distribution company were resolved in an average of 8.2 days

In your area, there were:

- 56 faults recorded
- 52 were repaired by Amey
- 4 more complex faults were repaired with external support

Grounds Maintenance

Grass cutting

Summer maintenance programme started April 2022
 Winter maintenance will start 31 October 2022



Leaf clearance

'Hot spot' leaf clearance programme is due to start in October 2022 and will continue until the end of January 2023

The tree planting season began at the start of October 2021 and continued until the end of March 2022
 trees have been planted this season
 43 trees were in your area

Trees

City-wide 373 trees have been planted this season
 43 trees were in your area



Street Cleaning

Enquiries

City-wide **2,352** street cleaning enquiries were recorded
506 were in your area



Fly-tipping

City-wide **1,219** fly tipping incidents were recorded
237 are in your area **(19%)**

Hotspots for your area were:

street	#incidents
Lancing Road	7
Penistone Road	6
Gell Street	5
Crookesmoor Road	4
Harold Street	3



Litter Bins



City-wide There are **3,072** litter bins
of which **1,071** are in your area

29 Litter pick collections were conducted in your area.

From **506** street cleaning enquiries,
235 related to litter, damaged/full bins & graffiti **(46%)**

Highway Drainage

Gullies



City Wide There are **81,609** Highway network surface water gullies

From the planned Annual programme

12,427 gullies are in your area, of which
1,553 were cleaned this month

2 high flood risk hotspots were also attended in your area.

Winter maintenance

Gritting routes are broken into two categories

Priority 1 routes - the main arterial routes which link Sheffield to other major cities and motorways

Priority 2 routes - other main routes, such as bus routes, link roads, roads where key public service facilities are located and rural routes



City-wide
there were **0** gritting runs
there are **2,223** grit bins

321 grit bins are in your area



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Sheffield Streets Ahead Highways Maintenance

Area Highway Representative Monthly Monitoring Report

September 2022

Local Area Committee -

North LAC
(East Ecclesfield, Stannington, Stocksbridge & Upper Don, West Ecclesfield)

AHR Contact -



Munim Ahmed
07935 071 620
mohammed.ahmed1@amey.co.uk



Customer Experience Team

520 total enquiries
 137 related to street cleaning
 26% of the total no of calls in your area



Resurfacing schemes



City-wide
 sq metres of road 9,784
 sq metres of pavements 31,104
 were resurfaced this month



Network Priority Incidents reported

516 Total number of incidents responded to in month for your area.

The incidents were:

- 312 High priority (2 business days and under)
- 204 Low priority (typically 28 day response)



Street Lighting and Signage



City-wide We look after 70,458 street lighting columns & signs

We achieved an average repair time of 1.8 days

Faults that required support of the electrical distribution company were resolved in an average of 8.2 days

In your area, there were:

- 33 faults recorded
- 24 were repaired by Amey
- 9 more complex faults were repaired with external support

Grounds Maintenance

Grass cutting

Summer maintenance programme started April 2022
 Winter maintenance will start 31 October 2022



Leaf clearance

'Hot spot' leaf clearance programme is due to start in October 2022 and will continue until the end of January 2023

Trees

City-wide 373 trees have been planted this season
 46 trees were in your area

The tree planting season began at the start of October 2021 and continued until the end of March 2022



Street Cleaning

Enquiries

City-wide **2,352** street cleaning enquiries were recorded
137 were in your area



Fly-tipping

City-wide **1,219** fly tipping incidents were recorded
90 are in your area **(7%)**

Hotspots for your area were:

street	#incidents
Delf Road	7
Load Field Road	7
Canyards Hills Lane	4
Blindside Lane	3
Smithy Wood Road	3



Litter Bins



City-wide There are **3,072** litter bins
of which **296** are in your area

14 Litter pick collections were conducted in your area.

From **137** street cleaning enquiries,
35 related to litter, damaged/full bins & graffiti **(26%)**

Highway Drainage

Gullies



City Wide There are **81,609** Highway network surface water gullies

From the planned Annual programme

12,758 gullies are in your area, of which
17 were cleaned this month

6 high flood risk hotspots were also attended in your area.

Winter maintenance

Gritting routes are broken into two categories

Priority 1 routes - the main arterial routes which link Sheffield to other major cities and motorways

Priority 2 routes - other main routes, such as bus routes, link roads, roads where key public service facilities are located and rural routes



City-wide there were **0** gritting runs
there are **2,223** grit bins

555 grit bins are in your area



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Sheffield Streets Ahead Highways Maintenance

Area Highway Representative Monthly Monitoring Report

September 2022

Local Area Committee -

North East LAC
(Burngreave, Firth Park, Shiregreen & Brightside, Southey)

AHR Contact -

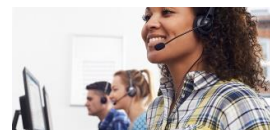


Monir Ahmed
07708 480 246
monir.ahmed@amey.co.uk



Customer Experience Team

1169 total enquiries
648 related to street cleaning
55% of the total no of calls in your area



Resurfacing schemes



City-wide
 sq metres of road **9,784**
 sq metres of pavements **31,104**
 were resurfaced this month



Network Priority Incidents reported

1,161 Total number of incidents responded to in month for your area.

The incidents were:

- 757** High priority (2 business days and under)
- 404** Low priority (typically 28 day response)



Street Lighting and Signage



City-wide We look after **70,458** street lighting columns & signs

We achieved an average repair time of **1.8** days
 Faults that required support of the electrical distribution company were resolved in an average of **8.2** days

In your area, there were:

- 39** faults recorded
- 30** were repaired by Amey
- 9** more complex faults were repaired with external support

Grounds Maintenance

Grass cutting

Summer maintenance programme started April 2022
Winter maintenance will start 31 October 2022



Leaf clearance

'Hot spot' leaf clearance programme is due to start in October 2022 and will continue until the end of January 2023

The tree planting season began at the start of October 2021 and continued until the end of March 2022
City-wide **373** trees have been planted this season
33 trees were in your area



Trees

Street Cleaning

Enquiries

City-wide **2,352** street cleaning enquiries were recorded
648 were in your area



Fly-tipping

City-wide **1,219** fly tipping incidents were recorded
356 are in your area **(29%)**

Hotspots for your area were:

street	#incidents
Fox Street	11
Petre Street	9
Deerlands Avenue	8
Barnsley Road	7
Wade Street	7



Litter Bins



City-wide There are **3,072** litter bins
of which **436** are in your area

81 Litter pick collections were conducted in your area.

From **648** street cleaning enquiries,
255 related to litter, damaged/full bins & graffiti **(39%)**

Highway Drainage

Gullies



City Wide There are **81,609** Highway network surface water gullies

From the planned Annual programme

10,716 gullies are in your area, of which
3,799 were cleaned this month

12 high flood risk hotspots were also attended in your area.

Winter maintenance

Gritting routes are broken into two categories

Priority 1 routes - the main arterial routes which link Sheffield to other major cities and motorways

Priority 2 routes - other main routes, such as bus routes, link roads, roads where key public service facilities are located and rural routes



City-wide there were **0** gritting runs
there are **2,223** grit bins

258 grit bins are in your area



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Sheffield Streets Ahead Highways Maintenance

Area Highway Representative Monthly Monitoring Report

September 2022

Local Area Committee -

East LAC
(Darnall, Manor Castle, Park & Arbourthorne, Richmond)

AHR Contact -



Joanne Shirt
07548 773 517
joanne.shirt@amey.co.uk



Customer Experience Team

1301 total enquiries
573 related to street cleaning
44% of the total no of calls in your area



Resurfacing schemes



City-wide

sq metres of road **9,784**
 sq metres of pavements **31,104**
 were resurfaced this month



Network Priority Incidents reported

1,292 Total number of incidents responded to in month for your area.

The incidents were:

- 646** High priority (2 business days and under)
- 646** Low priority (typically 28 day response)



Street Lighting and Signage



City-wide We look after **70,458** street lighting columns & signs

We achieved an average repair time of **1.8** days

Faults that required support of the electrical distribution company were resolved in an average of **8.2** days

In your area, there were:

- 50** faults recorded
- 44** were repaired by Amey
- 6** more complex faults were repaired with external support

Grounds Maintenance

Grass cutting

Summer maintenance programme started April 2022
Winter maintenance will start 31 October 2022



Leaf clearance

'Hot spot' leaf clearance programme is due to start in October 2022 and will continue until the end of January 2023

The tree planting season began at the start of October 2021 and continued until the end of March 2022

Trees

City-wide **373** trees have been planted this season
71 trees were in your area



Street Cleaning

Enquiries

City-wide **2,352** street cleaning enquiries were recorded
573 were in your area



Fly-tipping

City-wide **1,219** fly tipping incidents were recorded
294 are in your area **(24%)**

Hotspots for your area were:

street	#incidents
Staniforth Road	15
Fisher Lane	12
Lumley Street	7
Ouse Road	5
Coventry Road	5



Litter Bins



City-wide There are **3,072** litter bins
of which **373** are in your area

46 Litter pick collections were conducted in your area.

From **573** street cleaning enquiries,
236 related to litter, damaged/full bins & graffiti **(41%)**

Highway Drainage

Gullies



City Wide There are **81,609** Highway network surface water gullies

From the planned Annual programme

14,239 gullies are in your area, of which
0 were cleaned this month

3 high flood risk hotspots were also attended in your area.

Winter maintenance

Gritting routes are broken into two categories

Priority 1 routes - the main arterial routes which link Sheffield to other major cities and motorways

Priority 2 routes - other main routes, such as bus routes, link roads, roads where key public service facilities are located and rural routes



City-wide
there were **0** gritting runs
there are **2,223** grit bins

245 grit bins are in your area



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Quarterly Strategic Board KPI Dashboard - 2022/23 Quarter 2 version

CAA = Local Area Committees

CAA1 – South East LAC

CAA2 – South

CAA3 – South West

CAA4 – Central

CAA5 – North

CAA6 – North East

CAA7 – East

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Included in this report are the following graphs:

Asset Quality & Conditions – Figures 1 to 6

These 6 x graphs depict the condition score for each of the various categories of highway assets within the contract – The contract threshold is shown on each graph.

Highway Maintenance Ranking (All Local Authorities) – Figure 7

Figure 7 shows the Highway Maintenance overall NHT Survey Results for the 2022 survey. Sheffield’s score has remained static achieving the same score as 2021, the two top performing Authorities have increased their score whilst other Authority’s have increased their position to equal Sheffield’s results. This year the survey was sent to 4,500 households across the authority area and 963 members of the public responded. This represents an overall response rate for Sheffield of 21.4% compared with the national average of 22.8%.

National Highways and Streets Ahead Lost Time – Figure 8

This graph has been compiled by our H&S Safety Manager and depicts our actual Lost Time Accident Incident Rate and compares it to National Highways and that of the Construction Industry.



Quality and Timeliness – Figures 11 and 12

These 2 graphs depict the number of events recorded by workstream. The first graph shows the number of events that required a response within 2 business days or under and everything else shown in the second graph. For an immediate response, the target completion is 98% and for non-immediate response is 95%, indicated on the graph with a dashed red line.

These targets are non-contractual Key Performance Indicators and are set by us. These results should be read in conjunction with performance deductions against the contract. On the occasions where our target is not met then relief is sought which can fluctuate by 3rd party activities beyond our control. (eg. Utility works, cars blocking access...etc)

Flood Risk Management – Figures 13 and 14

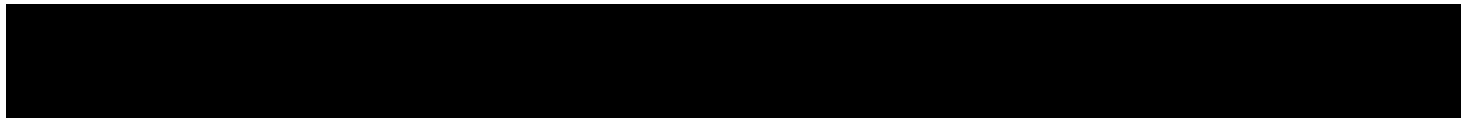
Figure 12 shows the cyclical gully cleaning program, broken down into blocked gullies, broken lids, jammed lids and lid missing. Figure 13 represents the total number of gullies cleaned month on month shown against the accumulative number of gullies on network. Our target being 95% total month on month.

Customer Satisfaction – Figures 15 and 16

These graphs depict the number of complaints and compliments raised over a 3-month period. Figure 14 is the percentage of complaints by month from the annual total.

Environmental – Figures 17 and 18

These graphs provide details of the Streets Ahead carbon expenditure. It is Amey’s aim to be carbon neutral by 2030. As a company we are looking to drop 5% by 2023. Figures 17 represents the total number of vehicles leased to Amey and does not include Short Term Hires.



Workforce – Figures 23 - 26

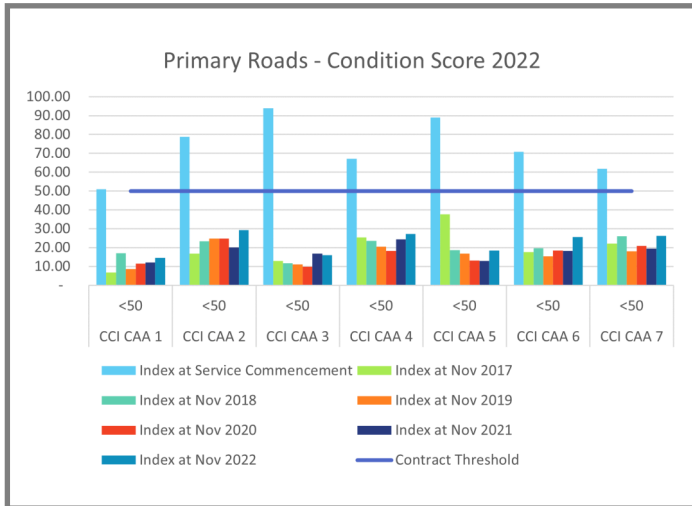
These graphs depict Equality, Diversity, and Inclusivity markers for the Streets Ahead contract. Amey’s aims to achieve the following:

- By 2023 we aim to have a gender and multiculturalism improvement plan in place and achieve 50% female representation on our Early Careers programmes
- By 2025 we aim to achieve 33% female representation and 10% multicultural representation across Amey. Plus maintain 50% female presentation on our Early Careers programmes.
- By 2030 we aim to achieve 40% female representation and 15% multicultural representation across Amey.

Social Value

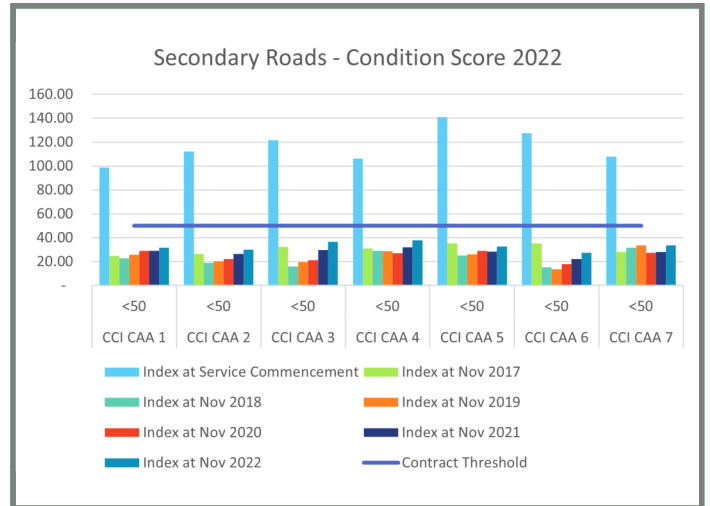
A list of all Social Value activities undertaken.

Asset Quality & Conditions:



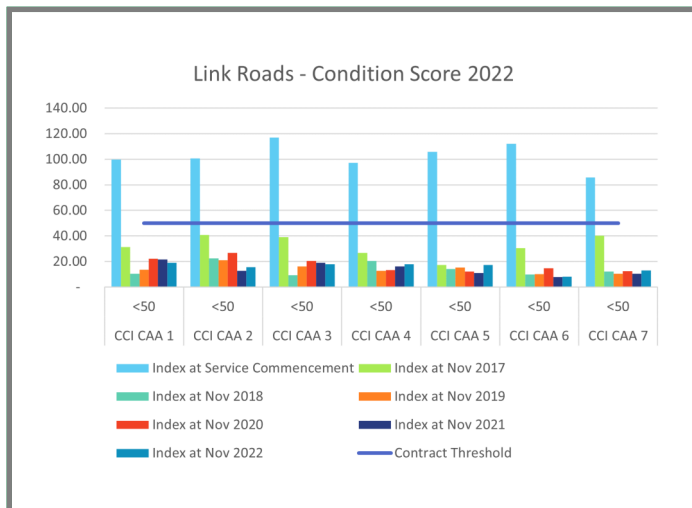
Primary Roads - Condition Score 2022

Figure 1



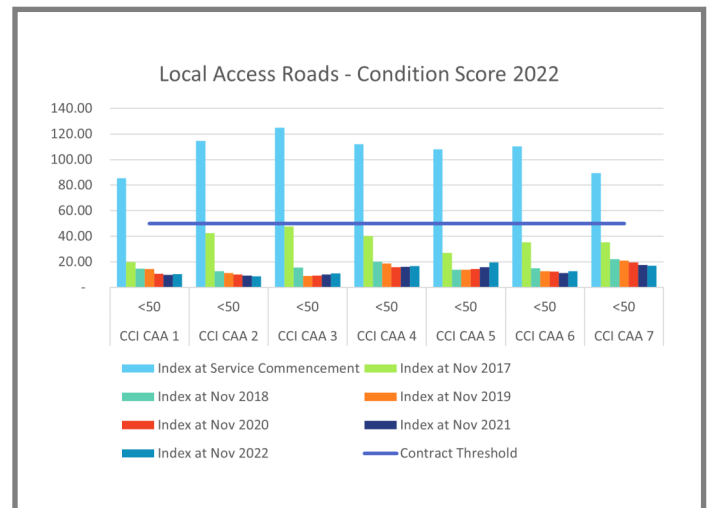
Secondary Roads - Condition Score 2022

Figure 2



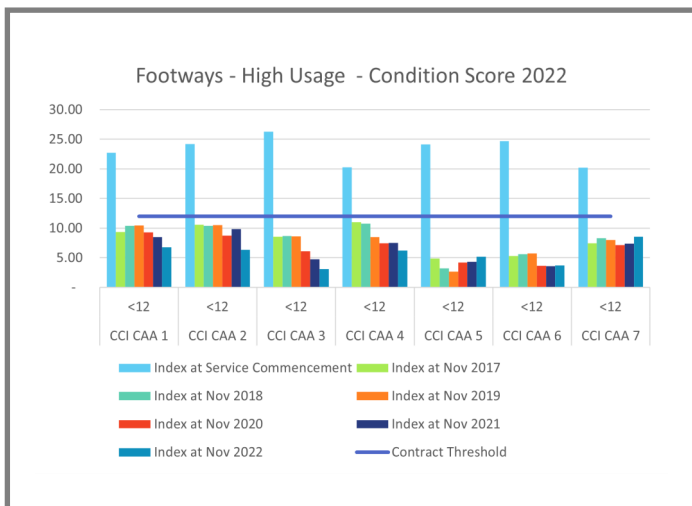
Link Roads - Condition Score 2022

Figure 3



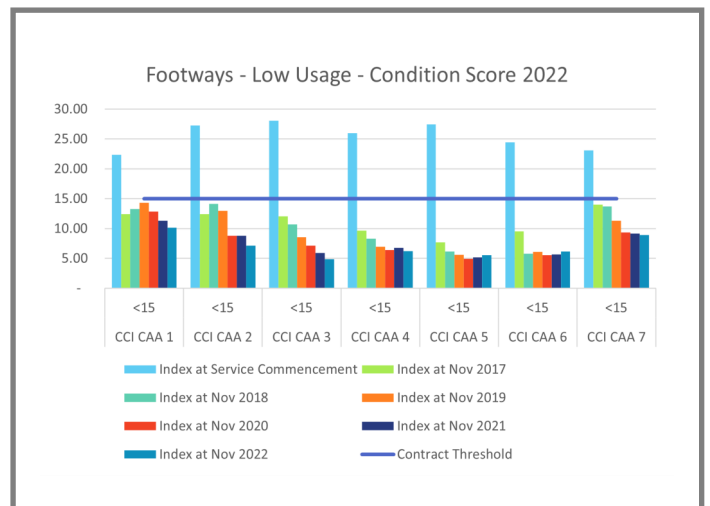
Local Access Roads - Condition Score 2022

Figure 4



Footways - High Usage - Condition Score 2022

Figure 5



Footways - Low Usage - Condition Score 2022

Figure 6

Peer Group Comparisons (from 2021 NHT survey):

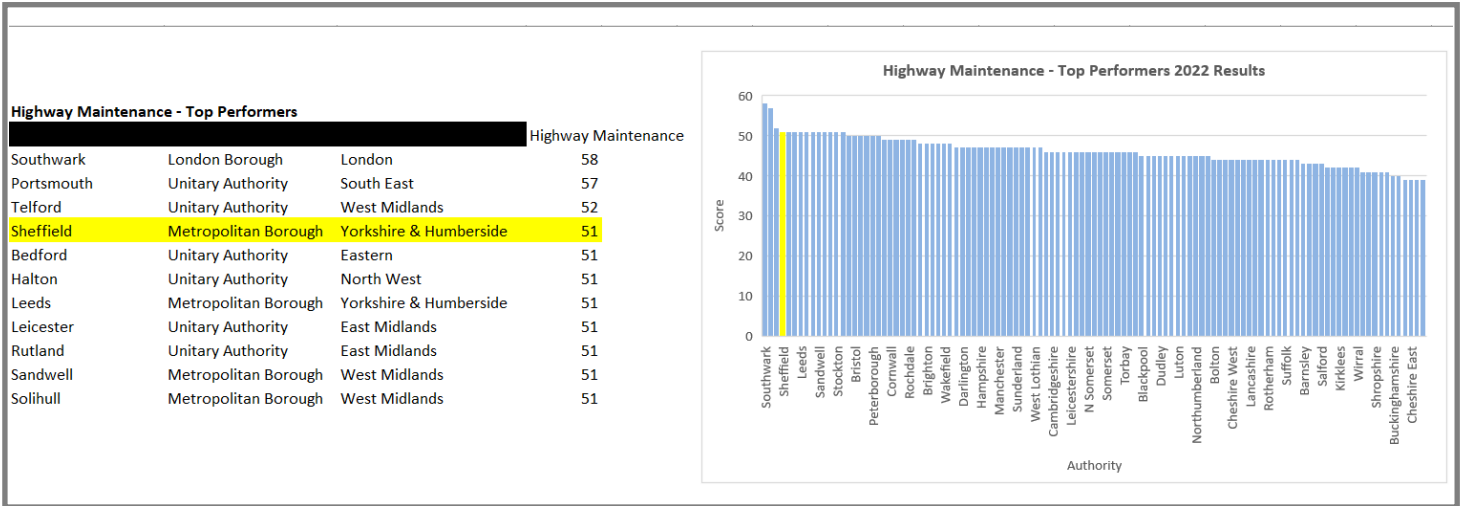
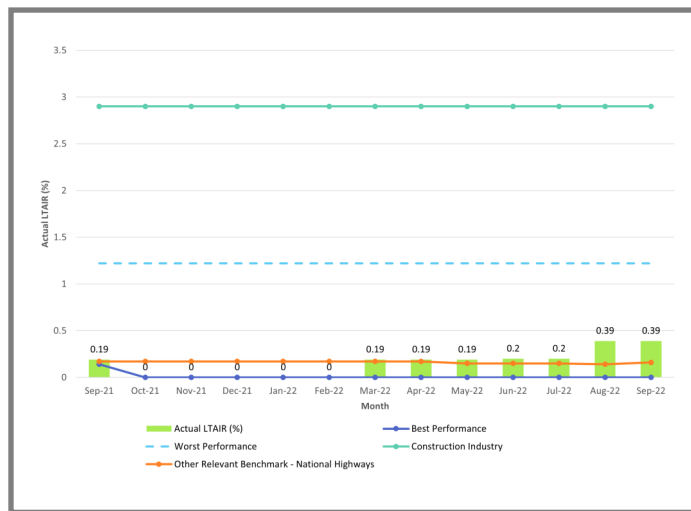


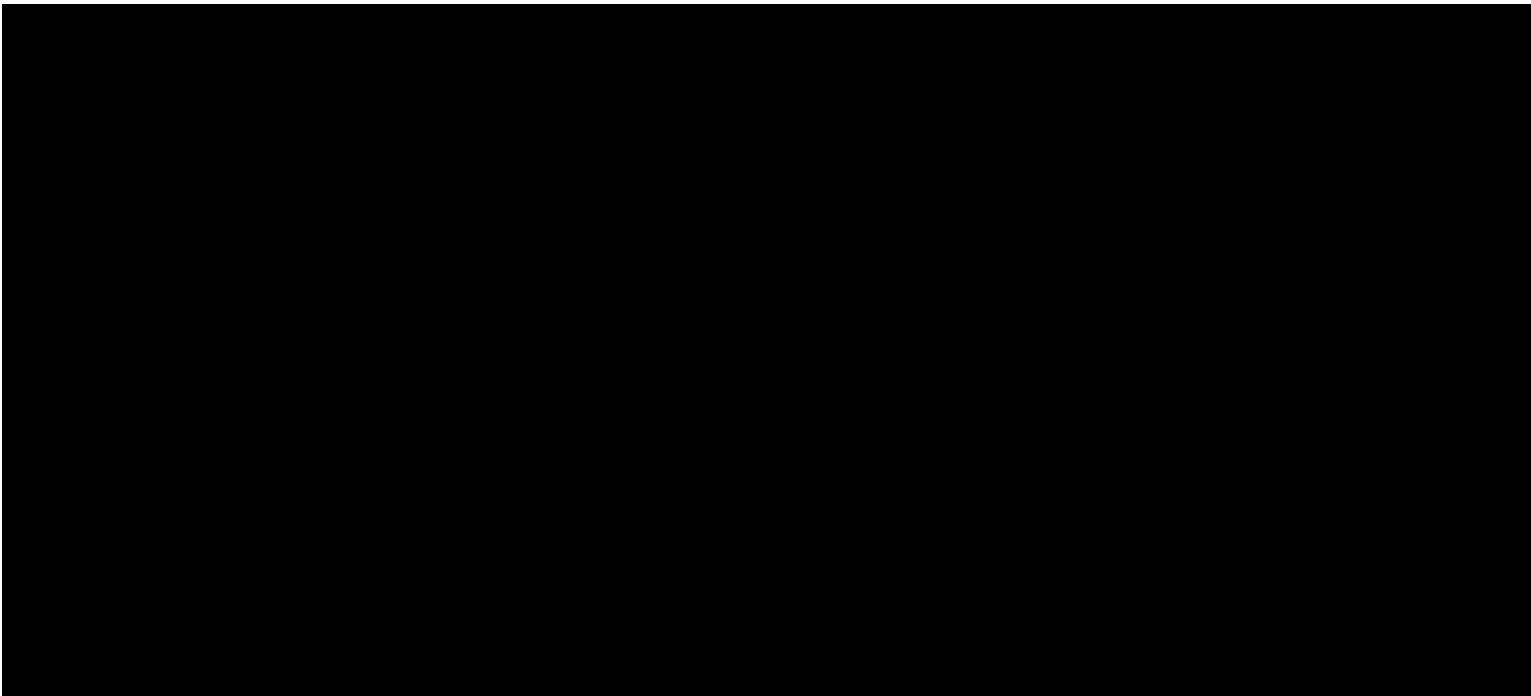
Figure 7

National Highways & 'Streets Ahead' Lost Time:

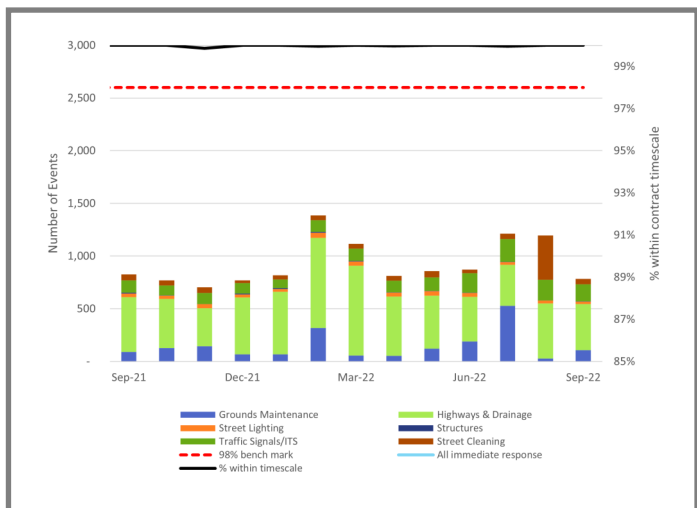


Streets Ahead Lost Time Accident Rate

Figure 8

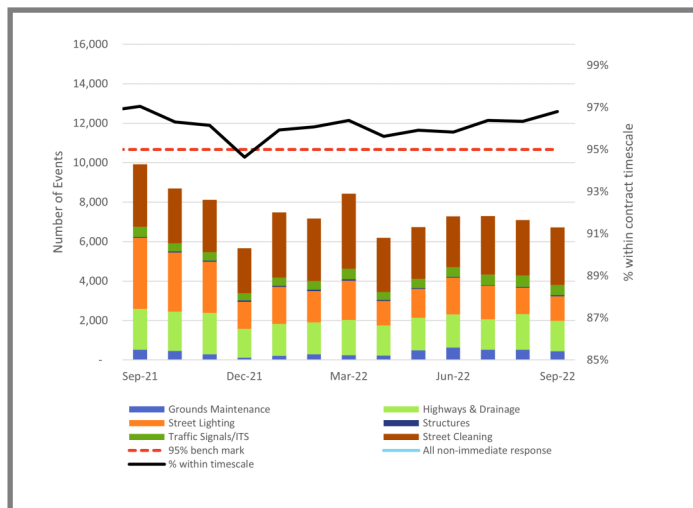


Quality and Timeliness:



Immediate Response (≤ 2 Business Days)

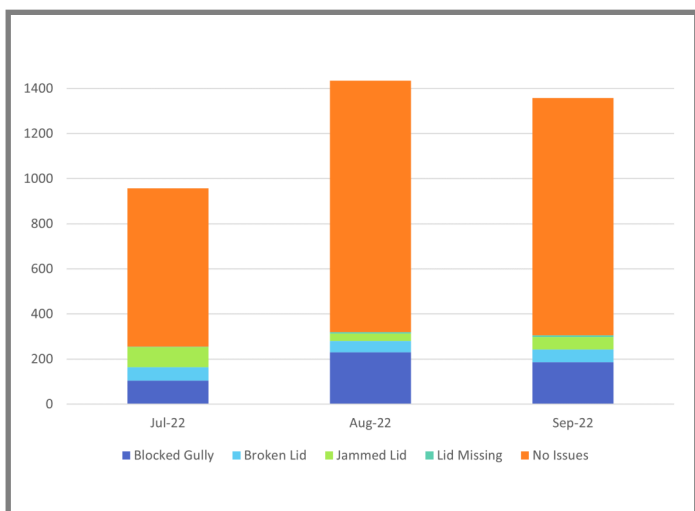
Figure 11



Non-Immediate Response (≥ 2 Business Days)

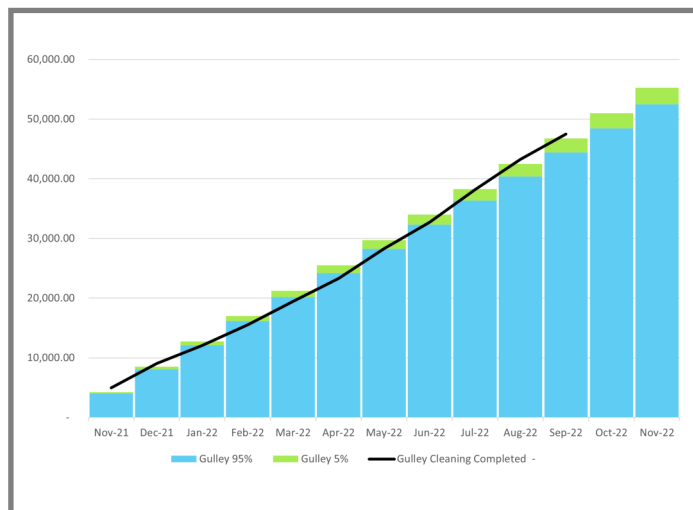
Figure 12

Flood Risk Management:



Cyclical Gully Cleaning Program

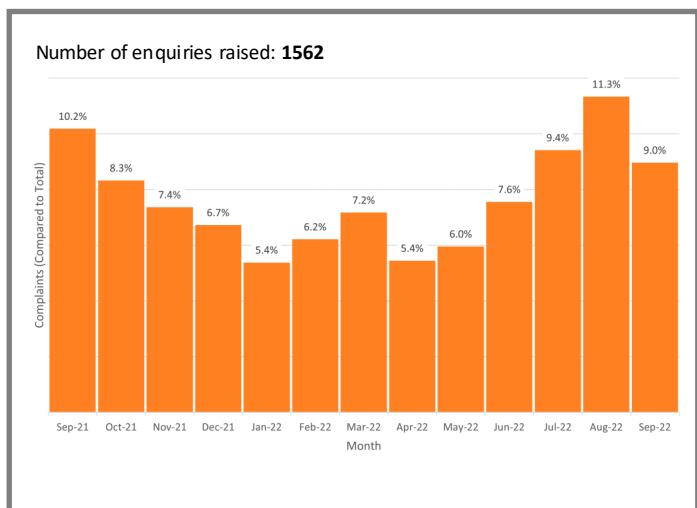
Figure 13



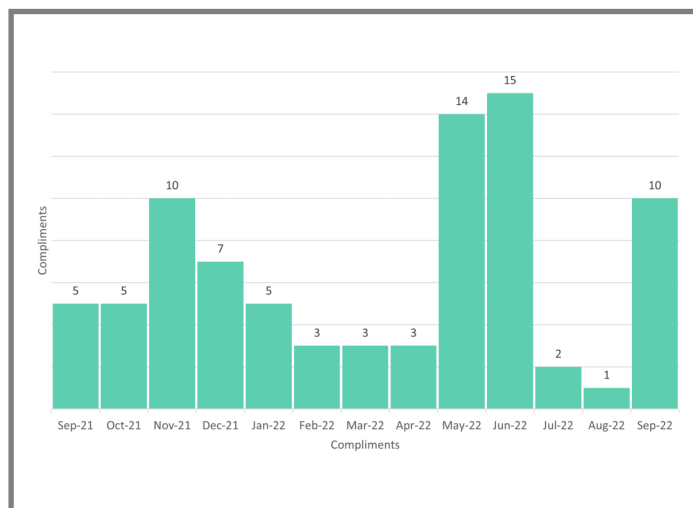
Gully Cleaning Program

Figure 14

Customer Satisfaction:



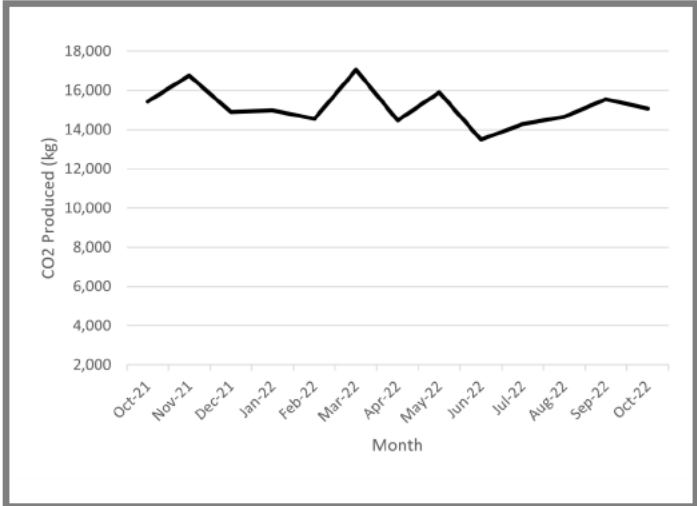
Customer Complaints



Customer Compliments

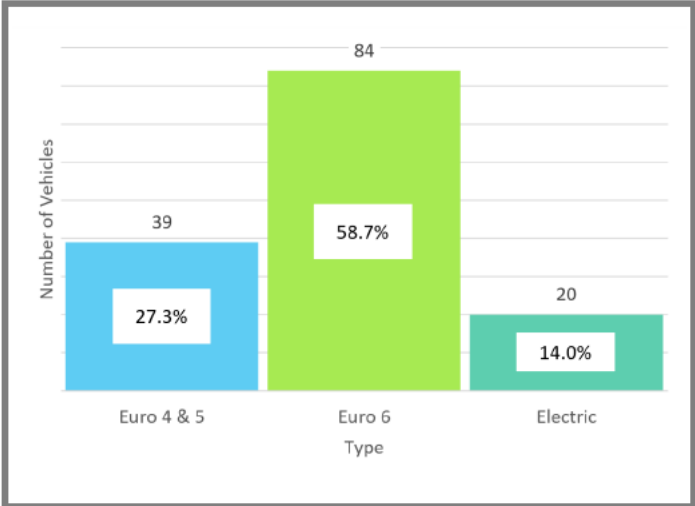
Figure 16

Environmental:



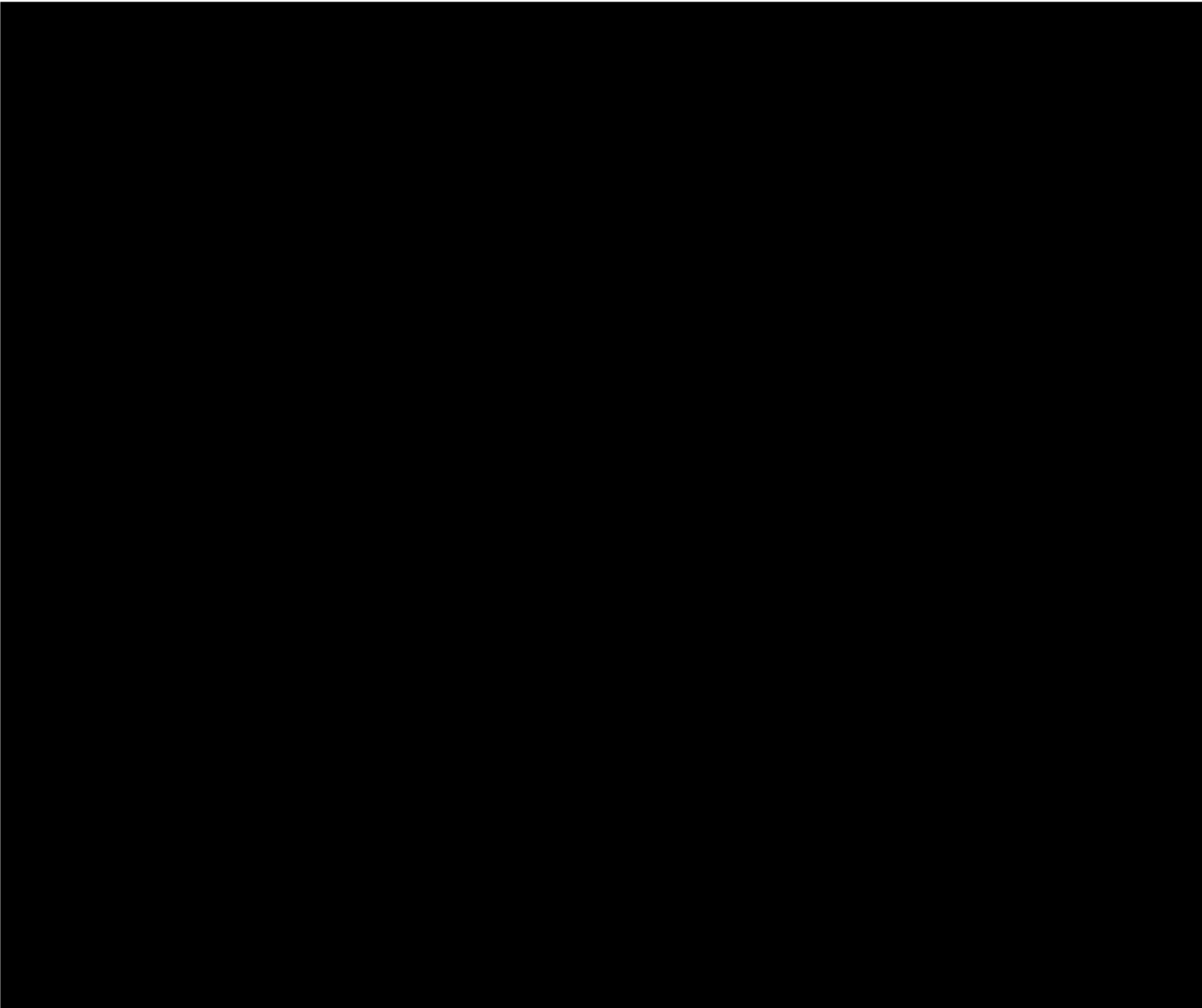
Fleet Carbon Produced (kg)

Figure 17

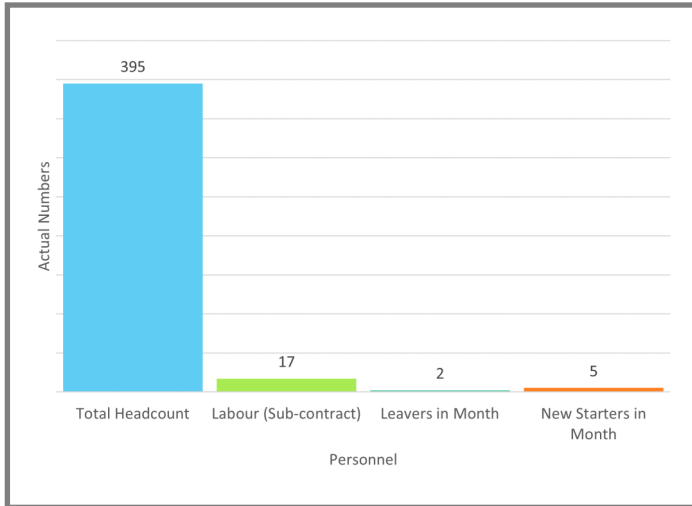


Fleet Management

Figure 18

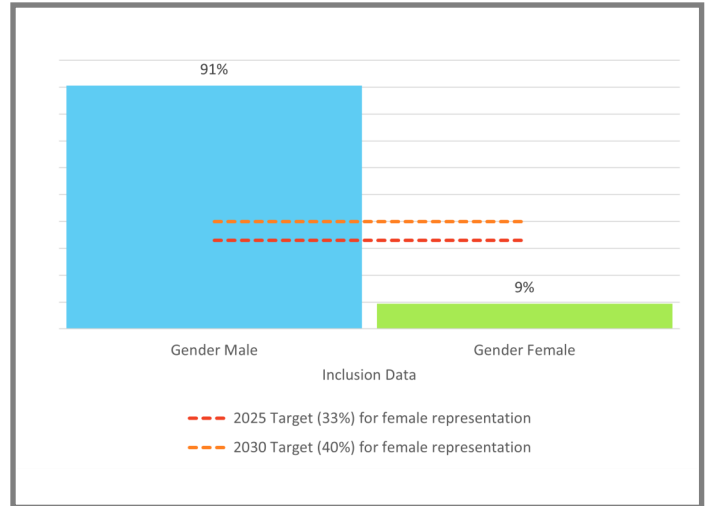


Workforce:



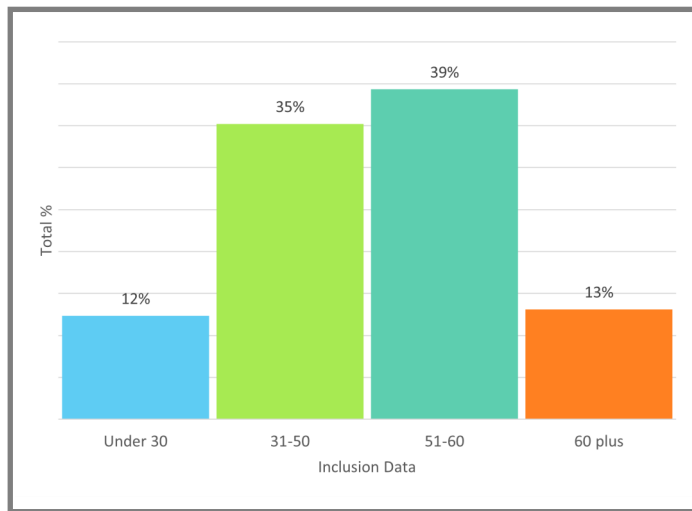
Personnel

Figure 23



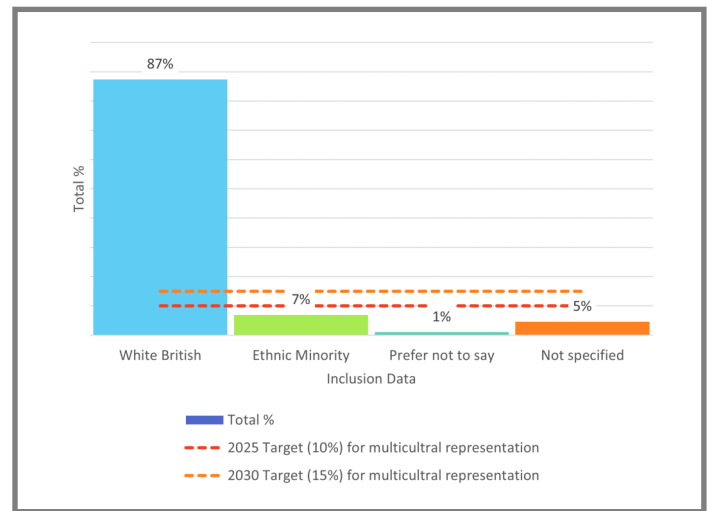
Gender

Figure 24



Age

Figure 25



Ethnic Origin

Figure 26

Social Value:

- Since July employees have participated in a number of social impact days including; installing a new fence for the pig pens at Heeley City Farm, clearing litter & vegetation from the cycle network footpaths at Tinsley Park Road and helping to sort all the donations for St Luke's charity shops to raise money for Sheffield's St Luke's Hospice.
- Community activities – x1 community litter pick in the manor with local residents and sheaf training. Attended Darnall roadshow to promote the free litter picking equipment in libraries
- School & career activities – x4 litter assemblies and workshops with local primary schools. X12 career activities which included CV workshops, talks on early career pathways, members of Streets Ahead staff telling students about their role & responsibilities, apprentices talking about their apprenticeship scheme and types of jobs Amey offer.
- We hosted x1 work experience placement over the summer for a staff members son
- Cancer research – a 'team' walked the Yorkshire 3 peaks to raise funds for cancer research

Sheffield Street Scene & Waste Service Charter Performance Report

We are committed to making Sheffield a great place to live, work and visit by delivering crucial local services whilst making neighbourhoods cleaner and greener.

As part of this commitment, we will work with our waste contractor, Veolia and our Highways contractor, Amey, to deliver sustainable and high- standard services. Working with your Local Area Committee, Amey and Veolia will deliver essential public services to help keep communities clean and tidy.

Please note for the purposes of the charter we have summarised the service we aim to deliver through Veolia and Amey. The full service requirements of both contracts are available on our website.

Our charter sets out what to expect from our services. For some of these commitments there isn't a metric but we've included them in this charter to raise awareness of our service. The performance reported is based on the number of reports received and resolved within the timescales stated for each commitment. Mostly, this is a percentage value, though for some it is the number of incidences.

Our waste service charter, we aim to:

	Metric	August 2022	Sept 2022	Oct 2022
- Collect your household waste bins on your allocated collection day. If we miss your bin and it is our error, we aim to return within 1 working day of a report being logged.	Percentage of missed bins collected within 1 working day	99.75%	99.86%	99.88%
- Recycle waste you have placed in your blue and brown bins. Please help us by making sure you place the right materials and containers in these bins for recycling.	No. of bins not emptied as crew report contaminated	3,513	3,768	3,354
- Provide help where an age related, or medical reason means there is no one in the household able to move your bin to the pavement for collection. Once we have approved your application for an assisted collection, we will collect your bin from your property.	No. of applications processed by SCC	79	90	75
- Offer a chargeable fortnightly green bin collection service for garden waste between April and November.	No. of households on service	19,966	19,967	19,942

- Provide Household Waste Recycling Centres for the free disposal of bulky household waste including furniture, electrical equipment, and garden waste, as well as waste and recycling that does not fit inside your wheelie bins.

Our street scene charter, we aim to respond by:

	Metric	August 2022	Sept 2022	Oct 2022
Environment (litter, fly tipping & greenery)				
- Remove reported fly tipping on the highway, within 5 working days	Percentage of reported & cleared within 5 working days	99.84%	100%	100%
- Remove reported offensive graffiti from street furniture within 1 working day (not including telecoms cabinets)	Percentage of reported & cleared within 1 working day	100%	100%	100%
- Empty litter bins within 1 working day	Percentage of reported & cleared within 1 day	95.80%	93.07%	98.36%
- Clean the city centre shopping area daily, including weekends				
- Clean key shopping sites around the city daily, including weekends	Number not completed	100%	100%	100%
- Cut grass at priority sites monthly between April and November, weather permitting. See our website for our 4 week look ahead of where we are cutting				
- Cut grass once a year on rural verges to maximise biodiversity				
Streetlights and Signs				
- Repair faulty streetlights within 20 working days, dependent on complexity of issue	Percentage of reported & cleared within 20 working days	96.21%	98.28%	98.85%
- Ensure traffic signs are visible and not obscured within 3 working days	Percentage of reported & cleared within 3 working days	100%	100%	100%

- Ensure street name plates are free from obstructions within 1 month	Percentage of reported & cleared within 1 month	100%	100%	100%
Roads and Footpaths				
- Repair hazardous potholes within 24 hours	Percentage of reported & treated within 24 hours	99.78%	99.74%	99.78%
- Undertake an annual safety check of all roads, information available on request				
- Clear reported blocked gullies or drains where surface water is collecting, within 5 working days	Percentage of reported & cleared within 5 working days	0%	0%	28.57%
- Clear reported blocked gullies or drains where surface water isn't collecting within 1 month	Percentage of reported & cleared within 1 month	54.68%	59.29%	70.87%
- Remove obstructions and replace damaged or missing street name plates within 1 month	Percentage of reported & resolved within 1 month	100%	100%	100%
- Inspect all highway structures every 2 years, information available on request				
- Re-paint missing lining within 10 working days	Percentage of reported & resolved within 10 days	0 reports	0 reports	0 reports
Winter				
- Refill empty grit bins within 3 working days	Percentage of reported & filled within 3 working days	100%	100%	100%
- Grit priority 1 routes, then priority 2 routes (when Priority 1 routes are clear), see our website for maps of priority routes. During snow and cold weather we will provide regular	No. of gritting runs completed in month	No requirement	No requirement	0

updates via twitter and our press team on gritting and snow clearance				
- Clear snow from around city centre pavements and hospital sites	No. of occasions	0	0	0
Incident Response				
- Attend site and clear debris when notified by the Police of a highway emergency, within 2 hours	Percentage of reported & cleared within 2 hours	100%	100%	100%
- Respond to bridge strikes within 1 hour	Percentage of reported & cleared within 1 hour	tbc	tbc	tbc
- Respond to knocked down street furniture (bollards/ railings), including assessing damaged traffic lights and street lights within 2 hours	Percentage of reported & assessed within 2 hours	tbc	tbc	tbc
- When flooding occurs, provide sandbags <i>only</i> when other methods to reduce water levels have not been successful and where property or life is at immediate risk	No. of occasions	0	0	0
Customer Services				
- Respond to customer written requests for information within 10 working days (more time may be needed for complex issues)	Percentage of responses completed within 10 working days	82%	87.37%	84.90%
- Resolve complaints, where possible, within 3 working days, or within 28 days if further investigation is needed	Percentage of responses completed within timescales	88%	78.90%	76.24%
- Provide a dedicated Area Highway Representative for each Local Area Committee and provide a monthly report of services delivered in the LAC area.				

Amey Local Rep. newsletter to Members

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Streets Ahead

Area Highway Representatives Newsletter November 2022

SOUTH EAST: Jillian Fairbrother
CENTRAL: Michael Carl

SOUTH: Chris Dean
NORTH: Munim Ahmed

SOUTH WEST: Rebecca McGuchan
NORTH EAST: Monir Ahmed

EAST: Joanne Shirt

Streets Ahead Survey

Residents across Sheffield are being asked to give their feedback on highway improvement and maintenance works across the city. The survey is available on the council's online consultation platform, CitizenSpace, and will run until **October 2024**.

Since the start of the Streets Ahead contract in 2012, Amey have resurfaced over 1,800 miles of pavement, installed over 66,837 new LED streetlights, repaired over 169,051 potholes, and made improvements to over 1,350 bridges and structures as well as ongoing maintenance works keeping the highway network safe for all users.

Let us know your views, visit the [Streets Ahead Survey](#)

Local Area Committees



The East Local Area Committee held a roadshow event on 30 November 2022 in the Arbourthorne area.

Members of the public were able to come along to speak to council services, partners, and local community organisations. Jillian, the Amey local Area Highways Representative attended the session to share information about the works being completed by Streets Ahead.

Earlier this month, she also attended a walkabout session, with council officers, South Yorkshire Police and local community groups to look at issues around the Richmond area.

Issues relating to the highway or the Streets Ahead contract can be directed towards your local area representative. We are available to attend community meetings or walkabouts, or if you are just looking for some support or advice, get in touch.

Resurfacing Update

Footway Resurfacing - December 2022

Footway teams will be working on the following sites during December 2022:-

- Manchester Road
- Fife Street
- Nether Edge area
- Totley area

Road Resurfacing - December 2022

Road surfacing teams, will be working on the following sites during December 2022:-

- Manchester Road
- Drakehouse Lane
- Hastilar Road
- Queen Street
- Shortbrook Road
- Shepcote Lane
- Owlthorpe Greenway
- Nodder Road
- Bright Meadow
- Woodhouse Lane
- Sheffield Parkway
- Birley Moor Road
- Bracken Hill
- West Street (Beighton)
- Orgreave Estate
- Lilac Road
- Normanton Hill

For further information about our resurfacing works, visit [Road and Footway Resurfacing](#) .



Litter Picking Equipment

On 9 November 2022, volunteers from Sheaf Training joined the Sheffield Litter Pickers, the East LAC team and Amey colleagues on a litter pick around the Manor area.

Litter picking equipment provided by Manor library supported volunteers to help them litter pick and make a difference within their local area.



To pick up your equipment, check [library opening times](#), or if you are wanting to get involved and want to find out more about how to [organise a litter pick](#) in your local area, get in touch.

Social Impact Days

During November 2022, some of our Streets Ahead employees used their Amey Social Impact Days to provide a helping hand at St Lukes charity shop at Crookes.

Sorting through the 142 bags of donations kept them all busy, but it was worth it as the money raised from sales of the donations will go directly to support St Luke's hospice.

Social Impact Days are available to all Amey employees so if you are looking for support for a project you have in mind for 2023, your Area Highways Reps may be able to help.



Winter Maintenance Update

The days are getting colder and our teams are prepared for whatever the Winter weather has in store.

Find out more about our gritting routes, locate your nearest grit bin & watch our handy Q&A video.

Are you [Winter ready?](#)



Keep updated on the latest traffic camera images during snow events by following Streets Ahead on Twitter at: [@sccstreetsahead](#)

Merry Christmas

This will be the last newsletter of 2022 and therefore, we would like to take this opportunity to wish you all a very

Merry Christmas and a Happy New Year

Amey teams will continue to be available **24 hours a day / 7 days a week** throughout the Christmas period to deal with any highway emergencies.

Looking forward to 2023, please let us know of any highway issues that may arise in your areas.

Best wishes - AHR Team

Sheffield PFI Performance Update

21st December 2022

Page 601

Personal pride in our public service

EMPOWER | ENGAGE | EXCEL



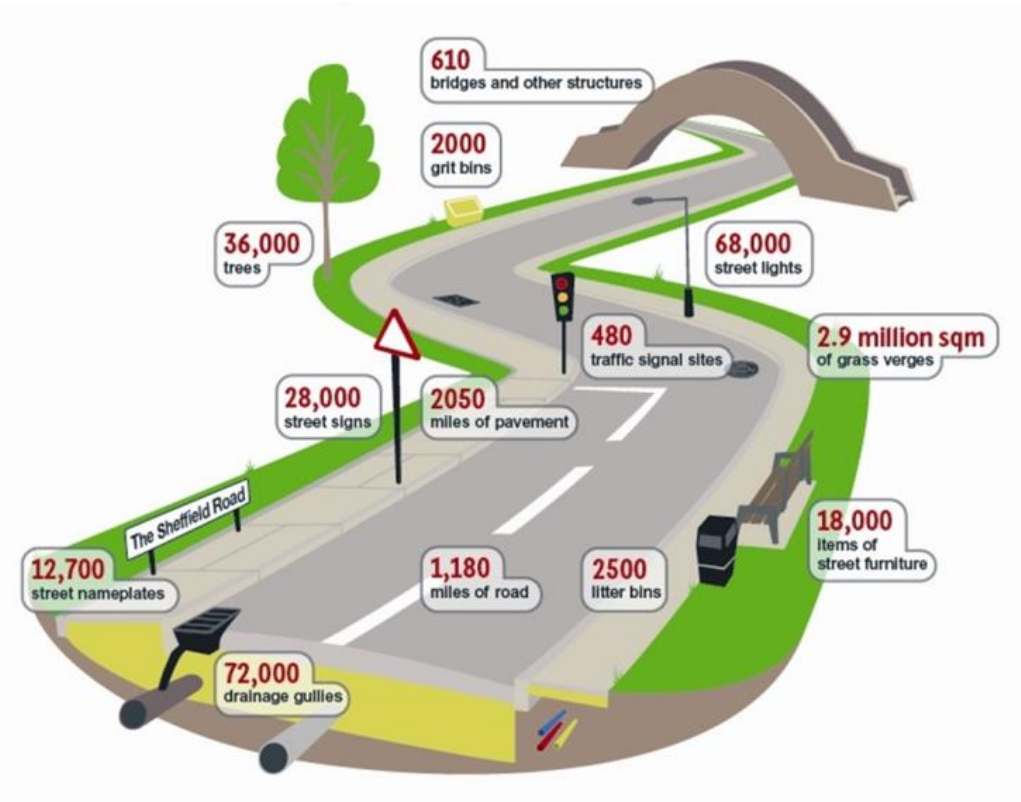
Presentation Contents

1. Contract Scope
2. Lifecycle Improvement Plan
3. Lifecycle Improvement Plan – Default Position
4. Sheffield Network Comparison to National Average
5. Lifecycle Carriageway Examples
6. Lifecycle Footway Examples

1. Contract Scope – What’s Included

- Asset management responsibility
- Asset condition improvement
 - Carriageway - primary & secondary
 - Footway – high & low use
 - Street lighting & lit signs
 - Structures
 - Signage
 - Traffic signals
 - Street cleaning
 - Winter maintenance
 - Grounds and soft estate
 - Street trees
 - Highway drainage and gullies
- Operational maintenance and asset improvement (CIP)
- Additional Non-Core works
- Service commencement date: 20th August 2012
- Contract value of approx. £2 billion over 25 years

Page 603



We have resurfaced over 903 miles of carriageway and 1,794 miles of footway



Page 604

We have replaced around 66,837 street lights in Sheffield with LEDs, making it the first city in the UK to be fully LED lit.



We have improved over 1,351 bridges and structures



We have upgraded 189 traffic signal sites with intelligent technology



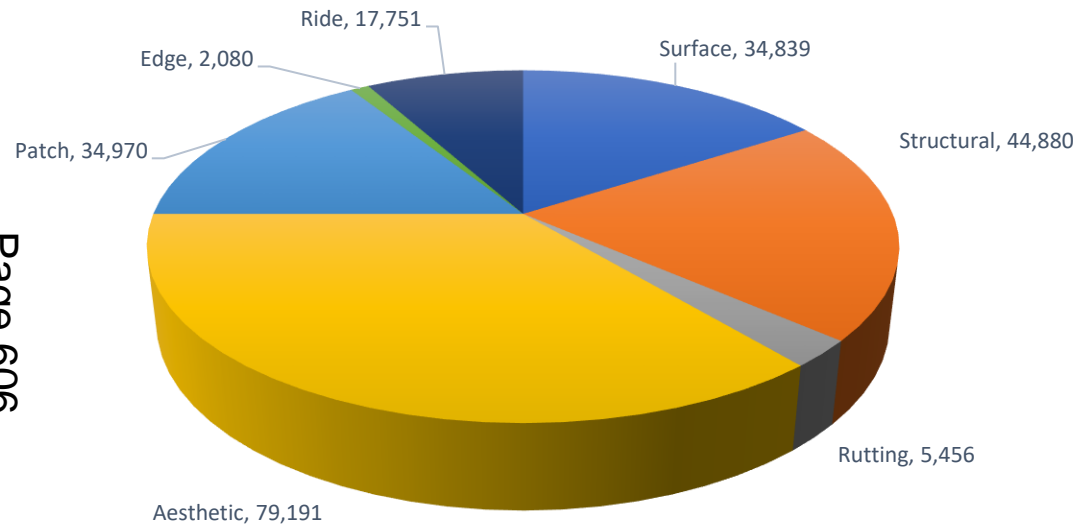
2. Lifecycle Improvement Plan

- Streets Ahead Asset Management approach to the Lifecycle resurfacing programme was based on targeted failed section areas, but with the application of larger wholesale street by street resurfacing
- This was a continuation of the approach in the Capital Investment Programme (CIP) and not targeting 100% of contract failed sections;
- An Annual Investment Programme (AIP) was submitted as required in December 2021 containing the entirety of the failed sections, but this was prioritised and spread over a three-year period with year one containing full street treatments rather than purely failed areas;
- This proposed AIP was rejected by Sheffield City Council (SCC) in March 2022;
- ALG re-submitted AIP in March 2022, with all failed sections of carriageway and footway to be included in delivery year April 22 - March 23, to achieve contract compliance;
- ALG planned, designed and commenced implementation of 'Improvement Plan' from April 2022;
- Significant additional resource employed to undertake catch-up works to target completion and compliance by end of March 2023;
- Concrete and cobble roads are excluded from this deadline due to other agreements in place with SCC.

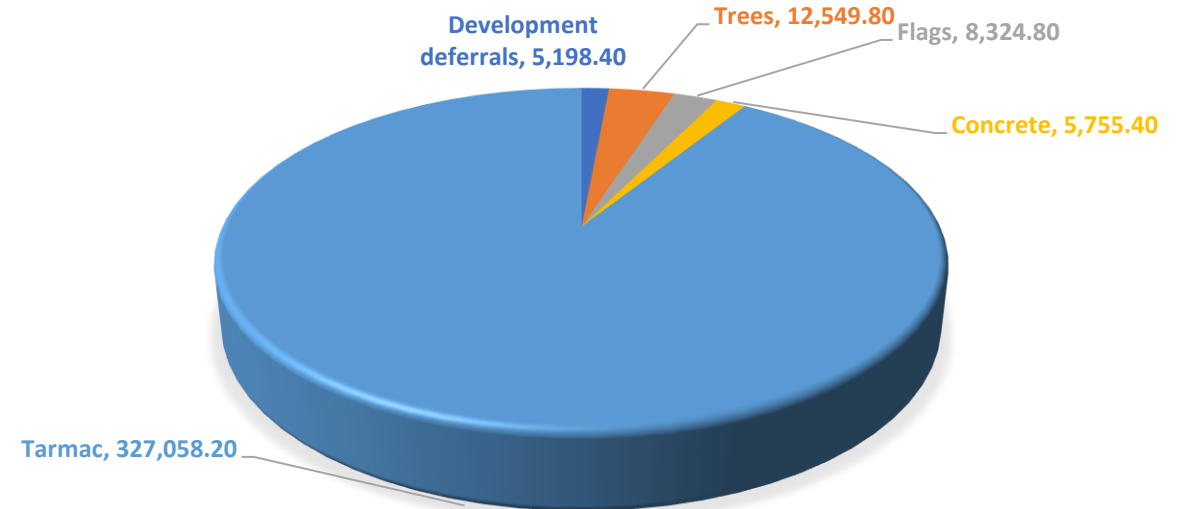
3. Lifecycle Improvement Plan – Default Position



Carriageways Defects Mar 31st 2022 - c220,000 sqm



Footway Defects Mar 31st 2022 – c354,000 Sqm



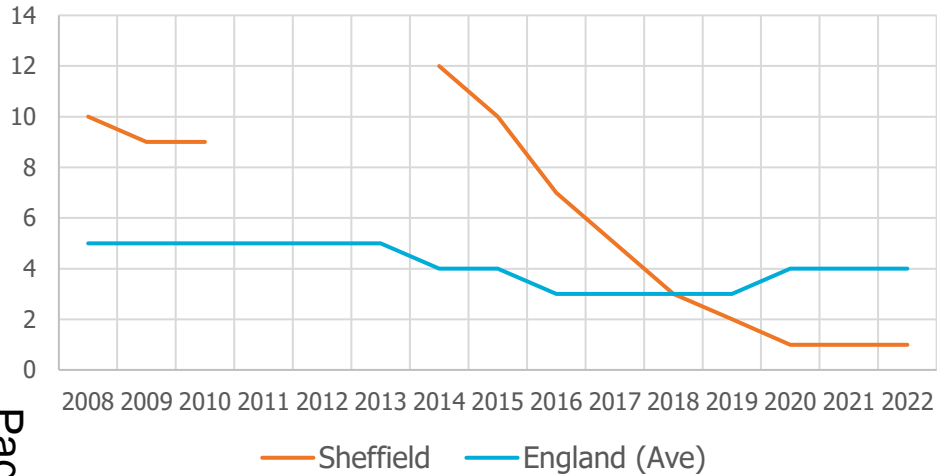
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- Outstanding failed sections represents circa 2% of total network;
- All the above failed sections are included in the Improvement Plan with small number of exceptions agreed with SCC;
- Due to previous whole street approach, Sheffield network has had circa 1 Million square metres more treatment than contract failed sections;
- Sheffield network is of a significantly better standard than most other local authorities due to the initial capital investment and the ongoing high level of maintenance required to achieve contract compliance.

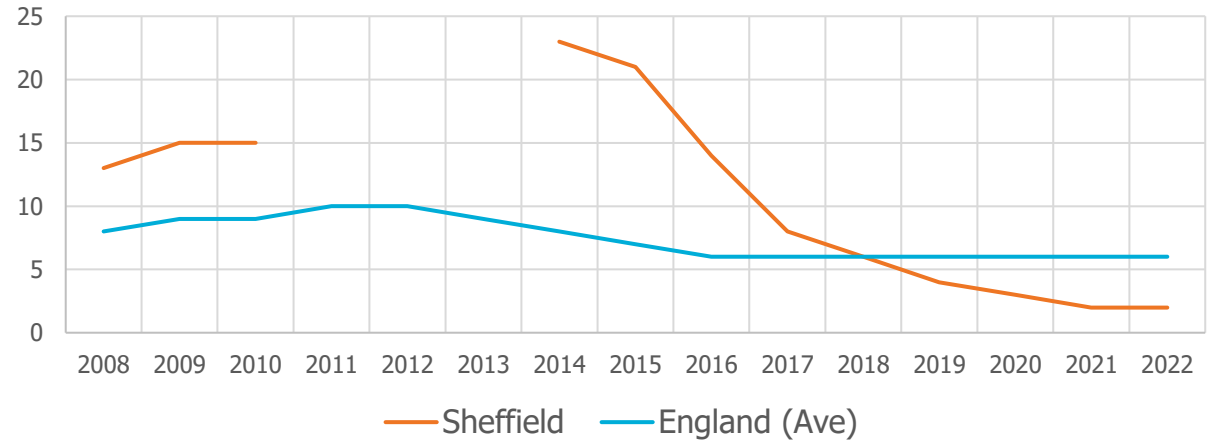
4. Sheffield Network Comparison to National Average



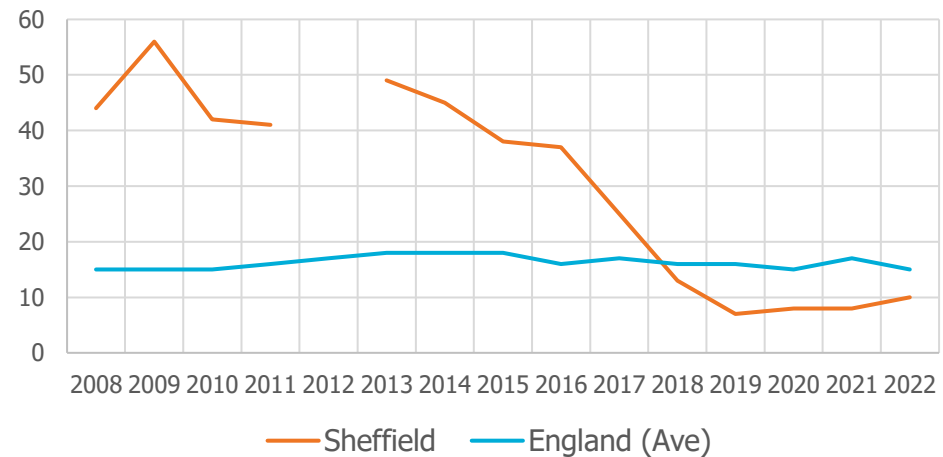
A Roads



B and C Roads



Unclassified



Page 607

- Department of Transport condition data for Sheffield network compared with the National average;
- Left hand scale on graphs represents percentage of roads where treatment should be considered;

5. Lifecycle Carriageway Examples



- Heely Bank Road – Treatment to one half of carriageway due to failed section data. Other half shows visible defects but does not trigger contract failed section.
- Surveyed: 19.12.21
- Surfaced: 29.04.22

5. Lifecycle Carriageway Examples



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- Effingham Street – Structural failure to right hand carriageway only, left carriageway physically failing but not in failed data.
- Surveyed – 27/6/20
- Surfaced – 26/9/22

5. Lifecycle Carriageway Examples



- Hutcliffe Wood Road – Structural failure to Right carriageway only, left carriageway showing elements of deterioration but not in failed data.
- Surveyed – 31/7/21
- Surfaced – 25/8/22

5. Lifecycle Carriageway Examples – Agreed Deferrals



Page 611

Ride Survey – Measure of surface deformation - Often invisible and triggered by tight radii giving false readings



Patch – Fail highlights the presence of a patch below contractual size (often from statutory undertakers) but in acceptable condition



Edge – edge failure – often highlights an unrestrained edge or work undertaken by third party but in acceptable condition

6. Lifecycle Footway Examples

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Drakehouse Lane –



Hollow Lane



Saddler Avenue



Sevenairs Road



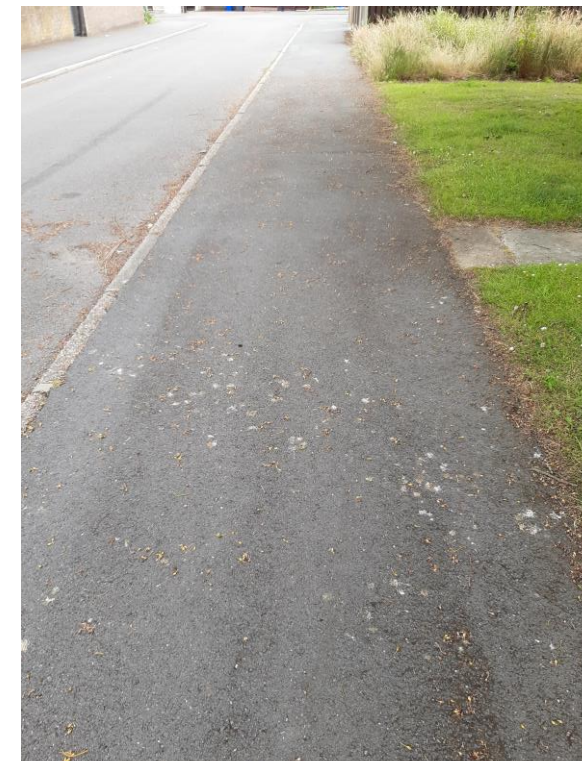
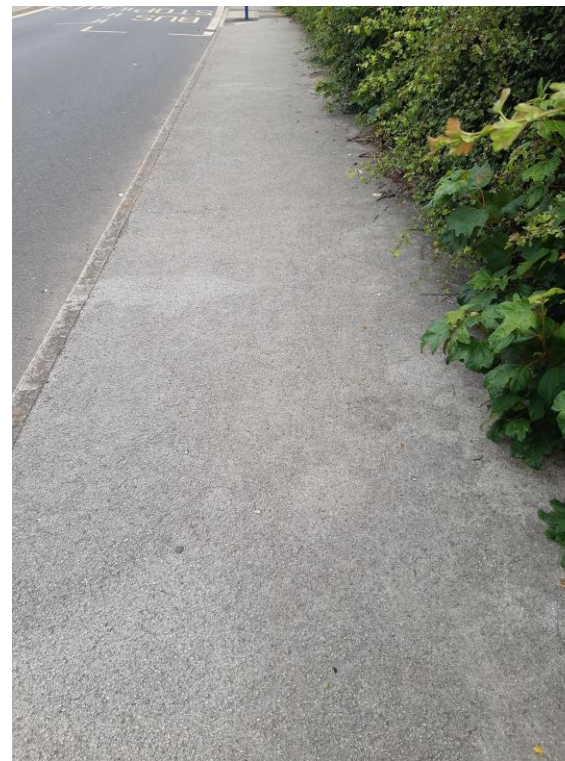
Streetfields



Fox Lane Court

Aesthetic failure due to visible aggregate loss and requires micro-surfacing treatment

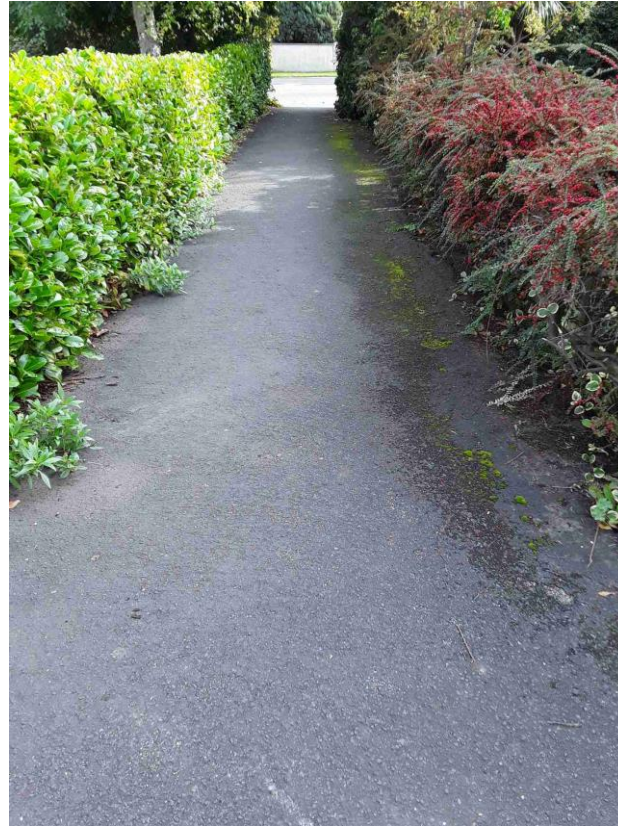
6. Lifecycle Footway Examples



Aesthetic failure due to visible moss, grass or overgrown vegetation and requires cleansing treatment

6. Lifecycle Footway Examples

Page 614



- Approximately 50% of all square area related to cleansing remedies on the footway network which required sweeping to become compliant.
- The scoring mechanism triggered significantly larger failed areas than actual area requiring works

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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