

Appendix C

Proposed changes to existing policies and guidance (over and above what it recommended within the DfT Statutory Taxi and Private Hire Vehicle Standards at Appendix A)

Current requirement	Proposed change or addition
Refresher Training for Drivers No current requirement	Drivers applying to renew their private hire or hackney carriage driver's licence will be required to undertake refresher training with regard to Safeguarding, Disability Awareness and Child Sexual Exploitation. This is to ensure that drivers/applicants are receiving the most up to date information. The training will be expected to take place during the 3 months before renewal and the cost must be borne by the licence holder. The licence will not be renewed if this training is not completed. Failure to complete the training will result in referral to the Licensing Sub-committee.
Additional training for drivers of wheelchair accessible vehicles No current requirement	Drivers of wheelchair accessible vehicles will be required to undertake specific 'practical' training with regard to disability awareness and how to safely load, secure and unload wheelchair passengers. This training must be carried out at the driver's expense and a pass certificate must be presented to the Council upon application or within 3 months of a driver acquiring a wheelchair accessible vehicle.
Fares No specific statement	Licensed drivers must not, if driving a licensed vehicle fitted with a taximeter, cause the fare to be cancelled or concealed until the hirer has had the opportunity of examining it and has paid the fare. Licensed drivers must not demand from any hirer of a licensed vehicle a fare in excess of any previously agreed for that hiring between the hirer

	<p>and the operator or if the vehicle is fitted with a taximeter, and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter.</p>
<p>DVLA Checks</p> <p>An applicant will be required to provide a share code in order that the Council can make checks with DVLA regarding the validity of the licence. An applicant can obtain this by going onto the DVLA website. By entering their driver number (on DVLA driving licence), their postcode and their National Insurance number an applicant can obtain a 'share information code' which must be given to the Council. If there are endorsements on the DVLA driving licence, the application may have to be determined by a Licensing hearing.</p>	<p>Additional text:</p> <p>Officers may request a further check/report at any time during the period of the licence if it is felt necessary. Any refusal to grant authorisation for such a check/report will lead to refusal to grant/renew or suspension/revocation of a hackney carriage or private hire driver's licence.</p>
<p>Vehicle mechanical inspections</p> <p>Any vehicle which is to be licensed must comply with the Council's Manual of Inspections Standards. The Council has appointed agency garages to carry out vehicle checks and ensure that the standards set out in the manual are complied with.</p> <p>A fee will be payable by the licensee directly to the agency garage for each test or re-test. Tests are carried out annually on the initial application and then on each renewal. 'Mid-term' tests are also required thus meaning that a vehicle is tested every six months</p>	<p>Additional text:</p> <p>A mechanical inspection certificate is valid for 6 weeks from the test date. The mechanical test should therefore not be carried out any earlier than 6 weeks before the due date.</p>
<p>Lost property (Contained within current Byelaws and driver conditions)</p> <p>Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof.</p> <p>16. The proprietor or driver of a hackney carriage shall 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.</p> <p>17. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in</p>	<p>Any change to the lost property section will require a legal process to amend the Byelaws. Any change will also be reflected in the driver conditions.</p> <p>Suggested wording:</p> <p>After every hiring the driver should search the vehicle for any property which may have been accidentally left therein.</p> <p>Any items of value, such as laptops, mobile phones, cameras and high value items, should be reported to the police. Suffolk Constabulary have an online reporting system for lost and found property. The items</p>

<p>the carriage be found by or handed to him:-</p> <p>a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to the office of the Council, and leave it in the custody of the officer in charge of the office on his giving a receipt for it; and</p> <p>b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the office of the Council, whichever be the greater) but not more than five pounds.</p>	<p>should then be taken to a police station.</p> <p>Items of low value, such as clothing, books and umbrellas should be retained by the driver, if a hackney carriage driver, for a period of 28 days. If a private hire driver, the driver should give the item to his private hire operator to retain for a period of 28 days.</p> <p>Every effort should be made to contact the passenger/hirer to arrange collection/return of the item.</p>
<p>Driver assessment</p> <p>A driving assessment must be completed to ensure the applicant is competent in vehicular control and is able to carry out manoeuvres smoothly and safely. Part of the assessment includes a knowledge test to demonstrate the applicant has adequate knowledge of the legislation and licensing requirements.</p>	<p>Applicants will be permitted to take the knowledge test a maximum of three times and if it is not passed at the third attempt, they will be required to wait for a period of 6 months before re-taking the assessment.</p>
<p>Right to remain and work in the UK</p> <p>If the applicant is a foreign national, documentary evidence of entitlement to work in the United Kingdom will be required. Applicants from countries within the European Economic Area (EEA) and Switzerland must produce one of the following documents:</p> <ol style="list-style-type: none"> 1. United Kingdom of Great Britain and Northern Ireland passport (Red) <p>British passport (Blue)</p> <ol style="list-style-type: none"> 2. A passport or national identity card showing that the holder is a national of a European Economic Area country or Switzerland. 3. A residence permit, registration certificate, or document certifying or indicating permanent residence issued by the Home Office or the Border & Immigration Agency to a national of a EEA country or 	<p>All applicants must provide evidence of their right to work in the UK. This is required for the first application and all renewals.</p> <p>The list below states what evidence needs to be provided to prove the applicant has a right to remain and work in the UK, this list is not exhaustive and other documents may be accepted (please follow this link: https://www.gov.uk/government/organisations/uk-visas-and-immigration)</p> <ul style="list-style-type: none"> • A UK passport confirming that the holder is a British Citizen (or citizen of another EEA country – including Switzerland). • Passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and undertake paid employment

Switzerland

4. A passport or other travel document endorsed to show that the holder is exempt from immigration control.

One of these single documents must be produced or a combination of two documents as listed in the booklet "Prevention of Illegal Working" by the Border & Immigration Agency.

Applicants from countries not within the EEA must produce (until they can subsequently produce one of the above documents) other documented evidence to indicate leave to enter or remain within the UK for a limited time.

If in any doubt about an individual, the Council's licensing staff may carry out checks with the Home Office Border & Immigration Agency.

- Full UK birth or adoption certificate.
- An immigration document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and undertake paid employment.
- A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to undertake paid employment. If in any doubt about an individual, the Council's licensing staff may carry out checks with the Home Office Border and Immigration Agency.

New applicants and existing licensed holders may be required to share details of their status using the Home Office online status service 'View and Prove your Settled and Pre-settled Status' – www.gov.uk/view-your-settled-status.

Where an applicant is subject to immigration controls, a licence will not be issued for longer than the period that the applicant has permission to undertake paid employment in the UK.