

## **Rotherham MBC Hackney Carriage & Private Hire Licensing Policy Implementation Scheme**

The requirements of the Hackney Carriage and Private Hire Licensing Policy will be implemented according to the following scheme.

### **Requirements in relation to vehicles**

- **Requirement for all vehicles to be fitted with Closed Circuit Television.**

Vehicles with licences that expire at a point up to four months from the date that the policy is introduced will be required to have CCTV fitted from the date that their licence falls due for renewal, or within one month of the policy being introduced, whichever is the earlier.

Vehicles with licences that expire at a point between four and eight months from the date that the policy is introduced will be required to have CCTV fitted from the date that their licence falls due for renewal, or within two months of the policy being introduced, whichever is the earlier.

Vehicles with licences that expire at a point between eight and twelve months from the date that the policy is introduced will be required to have CCTV fitted from the date that their licence falls due for renewal, or within three months of the policy being introduced, whichever is the earlier.

The council is adopting this approach in order to reduce the impact on CCTV system suppliers and installers. It is expected that suppliers and installers will be able to meet demand, however this will be monitored and the approach reviewed if necessary.

- **Vehicle age and emissions.**

Once the policy is introduced, it will have immediate effect in relation to vehicles that are not licensed at the time when an application is made (commonly referred to as the 'grant' of a licence).

If a vehicle is licensed at the time when the application is made (commonly referred to as a 'renewal'), then the following criteria will apply:

- Vehicle licences that fall due for renewal within one month of the policy being introduced will be issued with a licence for a period not exceeding three months, unless the vehicle is aged less than 10 years at the time of licence renewal (or 12 years in the case of purpose built wheelchair accessible vehicles).
- Vehicle licences that fall due for renewal between one and two months of the policy being introduced will be issued with a licence for a period not exceeding two months, unless the vehicle is aged less than 10 years at the time of licence renewal (or 12 years in the case of purpose built wheelchair accessible vehicles).

- Vehicle licences that fall due for renewal between two and three months of the policy being introduced will be issued with a licence for a period not exceeding one month, unless the vehicle is aged less than 10 years at the time of licence renewal (or 12 years in the case of purpose built wheelchair accessible vehicles).

This staged approach will mean that vehicle proprietors who own vehicles that are older than 10 years (or 12 for purpose built wheelchair accessible vehicles) on 6<sup>th</sup> July 2015 will have at least three months to replace the vehicle with one that meets the council's requirements.

- In all other cases, licences will only be issued in respect of vehicles that were first registered (or, in the case of imported vehicles, manufactured) more than 10 years prior to the date that the vehicle's current licence expires (or 12 years in relation to purpose built wheelchair accessible vehicles).

The age of the vehicle is determined according to the date that the vehicle was first registered in the UK (or, in the case of imported vehicles, the date it was manufactured) and the expiry date of the current licence in respect of that vehicle.

- Vehicle Signage

Once the policy is introduced, it will have immediate effect in relation to vehicles that are not licensed at the time when an application is made (commonly referred to as the 'grant' of a licence).

In all other circumstances (including currently licensed vehicles), the requirements in relation to vehicle signage will take effect three months after the policy has been introduced.

### Requirements in relation to drivers and operators

- Rotherham MBC policy relating to the relevance of previous convictions and other relevant information (Appendix C of the policy).

This policy will have effect immediately, and will be applied to **every** application where the licence would be issued after the date that the policy is introduced. This includes grant and renewal applications.

In addition, the council will apply the policy to all licence holders whose licence does not expire within a three month period following the introduction of the policy.

**This will mean that all Private Hire and Hackney Carriage driver licences, and all Private Hire Operator licences, will be audited against relevant aspects of Appendix C of the policy.**

**Action taken by the council following the review of licences will be dependent on individual circumstances. Potential actions are:**

- i. The licence holder will be contacted and informed that they meet the requirements of the policy and no further action will be taken in relation to the licence holder, or**
  - ii. The licence holder will be referred to the Commissioner for a decision to be made with regard to their suitability to hold a licence, or**
  - iii. The licence will be revoked with immediate effect.**
- Requirement to undertake child and adult safeguarding awareness training.

Once the policy is introduced, it will have immediate effect in relation to individuals that are not licensed at the time when an application is made (commonly referred to as the 'grant' of a licence).

For individuals that are already licenced, the requirement will take effect three months after the introduction of the policy. This will mean that all licensed drivers and operators must have undertaken the training by the time three months has passed since the introduction of the policy. To facilitate this, the Council will provide suitable sessions for licensed drivers and operators to attend in order to receive the awareness training. The cost of this training will be met by the Council.

- Requirement to undertake a BTEC qualification (drivers only).

Once the policy is introduced, it will have immediate effect in relation to individuals that are not licensed at the time when an application is made (commonly referred to as the 'grant' of a licence).

For individuals that are already licenced, the requirement will take effect as follows:

- Drivers whose licences expire within three months of the policy being introduced will be required to obtain the qualification no later than three months after the introduction of the policy.
  - All other drivers will be required to obtain the qualification no later than 12 months after the introduction of the policy.
- Requirement for drivers to subscribe to the Disclosure and Barring Service online update service

This requirement will have immediate effect In relation to drivers and operators whose most recent DBS certificate was printed on or after 29<sup>th</sup> June

2015. Licence holders are required to subscribe to the online service within two weeks of the date printed on their certificate.

The council is in discussion with the Disclosure and Barring Service to identify an appropriate time period within which this requirement will become effective for all other drivers and operators. Drivers and operators will be notified of the time scale in due course.

- Prohibition on Private Hire Operators operating vehicles / drivers that are not licensed by Rotherham MBC

This requirement will take effect three months after the date that the policy is implemented.

**All other requirements of the policy will take immediate effect from the date that the policy is introduced.**