

A black Hackney carriage (taxi) is shown in the background, parked on a gravel surface with trees and foliage behind it. The car has a yellow taxi sign on its roof and a license plate that reads "ZE55SLE".

HACKNEY CARRIAGE & PRIVATE HIRE DRIVER'S APPLICATION PACK

Application for Hackney Carriage/Private Hire Driver Licence



I am pleased to enclose an application pack for a licence to drive Hackney Carriage/Private Hire Vehicles.

Licences are issued by Hartlepool Borough Council with the administration and enforcement being carried out by the Council's Licensing Team which consists of six officers who deal with a wide range of licensing matters including taxis, sale and supply of alcohol, gambling, safety of sports grounds and many others.

The Licensing Team aims to offer a first class service and can be contacted on (01429) 523354 during normal office hours or by e-mail at licensing@hartlepool.gov.uk. A number of issues are also detailed on the Council's website which is available at www.hartlepool.gov.uk/licensing.

The Licensing Team will endeavour to issue a drivers licence within 3 days of a valid and complete application being received.

Please note that application forms, and other ancillary documents, must be completed fully and correctly before your application can be considered. Incomplete applications will be returned to you whilst the provision of any incorrect or false information may result in you being prosecuted.

The licence application pack contains a number of important documents that you should read thoroughly as they explain many of the obligations and responsibilities of licensed drivers. Please contact the Licensing Team if there is anything that you do not understand.

Hartlepool Borough Council is under a legal obligation to issue licences to people that it considers are 'fit and proper'. To help the Council decide who is 'fit and proper' it requires all applicants to provide an up to date Disclosure and Barring Service criminal record check, a medical certificate and a Taxi Assessment (practical driving test) pass certificate.

Please note that the Disclosure and Barring Service (DBS) often experience delays and disclosures regularly take more than four weeks to be processed. You are therefore advised to apply for your disclosure as quickly as possible as licences cannot be granted until the Council has had the opportunity to consider the relevance of any previous convictions you may have. Officers will ask to see documentation to prove your identity when completing the DBS form, there is guidance contained within this pack. The documents will also be used to prove your "right to work" in the UK as required by law.

Similarly, new applicants are required to pass a Taxi Assessment which must be booked directly with HBC Road Safety Team on 01429 284076. There is a guidance contained within this pack.

You are required to provide a medical certificate completed by a doctor to the 'Group II' standard. You should make your own arrangements with a doctor to have the enclosed certificate completed and any fee charged (typically £60 - £130) is your responsibility to pay. Any doctor you use must have access to your medical records.

During the application process, should any of your circumstances change, you must inform the Licensing Team immediately.

Hackney Carriage and Private Hire drivers have a unique role to play in protecting the public and are often given a unique insight into people's private lives.

Drivers have a duty to report any concerns they have to appropriate agencies such as the Council or the Police. To ensure that you are aware of your responsibilities you must undertake and pass, a short on-line training course which relates to possible child sex exploitation (CSE). This course should take no longer than one hour to complete. There is guidance contained within this pack. Once you have completed the short course, you must send the pass certificate to the Licensing Team as part of your application. There is no charge for doing this course at the moment.

In addition to the above, new applicants are required to pass a 'knowledge test' that is designed to ensure you have a good understanding of relevant licensing laws and other important information. Please think carefully before you apply to take your knowledge test as, if you fail, you will be charged £20 to take a re-sit and you will also be charged if you book a test but fail to turn up without giving prior notification.

It is recommended that you undertake the knowledge test after CSE training as there are a number of questions on CSE within the knowledge test.

The knowledge test is challenging but fair. If you read and understand this application pack and gain a thorough knowledge of roads and locations within Hartlepool you should be able to pass first time.

However, if you fail the test 5 times your application will be terminated. If this happens you must wait at least 6 months before you can re-apply and this would involve having to obtain a new Disclosure and medical examination.

All new applications must be fully completed, and the licence issued within six months of the date on the DBS disclosure and/or medical certificate. If it is not, a new DBS disclosure and/or medical certificate would be required.

Finally, it is the Council's duty to ensure that it only grants licences to people who are fit and proper. The Council believes that this includes the ability of an applicant to stay polite and courteous at all times. You should therefore be aware that your suitability to be licensed will be assessed from the moment you begin your application and this will include how you speak to licensing staff by any means. You should also note that as a licensed driver you will be required to work alone and make independent decisions and use your own judgement. As such, licensing officers may insist that they speak to you alone during and following the application process.

Should you have any questions regarding your application for a licence please do not hesitate to contact the Licensing Team on (01429) 523354.

Ian Harrison
Trading Standards & Licensing Manager

**The Licensing Team
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool
TS24 8AY**

Information for Applicants – Hackney Carriage / Private Hire Drivers

Contained in this Pack: -

- What is required from the applicant
- Policy for Hackney Carriage and Private Hire Vehicle Drivers
- Extracts from the Local Government (Miscellaneous Provisions) Act 1976 – Private Hire Drivers
- Extracts from the Byelaws, the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976 – Hackney Carriage Drivers
- Guidance regarding the Equality Act 2010
- Guidance regarding Seat Belts
- Frequently Asked Questions (FAQ's)
- Guidance regarding Child Sex Exploitation (CSE)
- Details of the Taxi Assessment (practical driving test)
- Information regarding the applicant's Knowledge Test
- A list of routes and locations
- Driver's Application Form
- Medical Certificate
- Guidance relating to the Disclosure and Barring Service check (Police Check)

What is required from the Applicant?

- Fees *:

1 Year New Drivers Badge	£145.00
3 Year New Drivers Badge	£295.00
- Completed Application Form
- Enhanced Disclosure and Barring Service Certificate (Police Check)
£44.00
- Completed Medical Form (fee varies and is payable direct to your G.P's Surgery)
- Practical Driving Test – Taxi Assessment (to be successfully completed within 12 months of licence issue)
- The successful completion of Barnardo's online training course (CSE)
- Production of documentation to prove "right to work".
- Production of a Full Driving Licence held for at least 12 months
- The successful completion of a Knowledge Test (Re-test and non appearance) fee £20)

* **Note:** Licence fees may change. Always speak to the Licensing Team to check how much the current licence fees are before paying.

Information regarding an Applicant's Knowledge Test



The knowledge test is a written test and consists predominantly of multiple choice questions.

Areas covered include:-

- Legislation; including compulsory questions, CSE and driver conduct;
- Numeracy;
- Locations;*
- Routes (ie shortest route from one location to another);*
- Highway Code including road signs

In addition to the above, Hackney Carriage applicants will also be tested on ranks and tariffs.

There are various documents contained within this application pack which should be read prior to undertaking the knowledge test:-

- Frequently Asked Questions;
- Policy for Hackney Carriage/Private Hire Drivers;
- Private Hire Extracts or Hackney Carriage Byelaws (whichever is relevant);
- Guidance on Equality,
- Guidance on Seat Belts
- List of locations.

Additional research should also be carried out regarding, routes, speed limits and road signs.

***A location and routes question for example purposes only:-**

Nuclear Power Station Social Club	(a) Power Station approach Road	X
	(b) Graythorp	
	(c) Seaton Lane, Seaton Carew	

Civic Centre – Hartfields

A	Civic Centre – Avenue Road – Raby Road – Hart Lane – Merlin Way – Hartfields	X
B	Civic Centre – Victoria Road – Marina Way – Cleveland Way - Hartfields	
C	Civic Centre – Avenue Road, Victoria Road – Grange Road – Wooler Road – Elwick Road – Dunston Road – Hart Lane- Merlin Way - Hartfields	

Frequently Asked Questions (FAQ's)

1. Why do I need to obtain a licence?

It is a legal requirement that both Hackney Carriage vehicles and Private Hire vehicles must be driven by someone who has been licensed to do so by the local Council. This means that someone who wants to drive Hackney Carriages must be licensed as a Hackney Carriage driver and someone who wants to drive Private Hire vehicles must be licensed as a Private Hire driver. Drivers can apply to be licensed to drive both types of vehicle at no extra cost.

2. What is the difference between Hackney Carriage and Private Hire Vehicles?

In Hartlepool Hackney Carriage vehicles (most commonly known as taxis) are yellow, have a roof sign, door decals stating the licence number of the vehicle and have a meter inside which calculates the fare. They are also the only vehicles which can legally ply for hire (i.e. can be flagged down on the street) and use designated taxi ranks located throughout the town. Private Hire vehicles can be any colour other than yellow, have door decals stating the licence number of the vehicle but do not have a roof sign. Private Hire vehicles must be pre-booked, cannot wait in designated taxi ranks and cannot be flagged down in the street.

3. How do I obtain a drivers badge?

A driver must :-

- a) Have a class II HGV/PCV medical examination carried out by their GP or by someone who has access to their medical records.
- b) Have a Disclosure (Police check) carried out by the Disclosure and Barring Service.
- c) Have a Taxi Assessment pass certificate.
- d) Undertake and pass an online training course relating to child sex exploitation (CSE)
- e) Undertake and pass a knowledge test based on legislation and locations.

4. Why must I have a medical?

Public safety is paramount within the Hartlepool Borough and as such the Council has adopted a medical policy.

Applicants for Hackney Carriage/Private Hire driver licences are required to undertake a Medical to Group II standard. The standards are set down and published by the Medical Aspects of Fitness to drive, published by the Medical Commission on Accident Prevention and supported by DVLA.

5. Why do I have to go to my own GP for a medical certificate?

Your GP has access to your medical history/records and as such can complete the declaration on the back of the medical certificate.

You may go to a different GP but only if he has access to your medical records

6. Is there a charge for the medical, if so, do I have to pay?

Unfortunately there is a fee applicable for the completion of the medical certificate which is payable direct to your GP. The fee varies from surgery to surgery.

7. I have been diagnosed with diabetes, will this stop me being a licensed driver?

As with any medical condition, it is for your GP to determine if you are fit to drive a licensed vehicle, your GP will probably consult the guidelines set out in the Medical Aspects of Fitness to drive.

8. I have had a heart attack in the past, will this stop me being a licensed driver?

See 7 above.

9. Do I require a DBS Disclosure?

Yes, please see Guidance for DBS Disclosure applicants.

10. What happens if my DBS Disclosure reveals a conviction?

Hartlepool Borough Council is committed to treating all applicants fairly. If previous convictions are disclosed, it may be necessary for your application to be considered by the Council's Licensing Committee.

11. I have failed my knowledge test, is there a limit on the amount of times I can sit my knowledge test?

Yes. You must pass your knowledge test within 5 attempts. If you do not, your application will be terminated and you will have to wait at least 6 months before you can re-apply.

12. I have arranged a knowledge test but cannot keep the appointment.

You must cancel the appointment as soon as possible. Failure to attend an appointment without prior notification will result in a non-attendance fee of £20 being payable.

13. I have only held a full DVLA licence for 10 months, is that a problem?

The law states that an applicant must have held a full driving licence for a minimum period of 12 months. Therefore you would have to wait until you have held this licence for 12 months.

14. I have 12 penalty points on my licence

Should a driver have accumulated 12 points on his licence and was still allowed to drive by the Magistrates Court, the Local Authority's policy is such that the applicant would be required to attend a Licensing Committee with a view to determining whether the applicant was a fit and proper person to be carrying fare paying passengers.

15. I was banned from driving because I was over the limit for alcohol.

Because of the nature of a Hackney Carriage/Private Hire driver's occupation, driving endorsements for drink driving are always considered and are heard by the Licensing Committee.

16. Do I have to include all my previous criminal convictions on the drivers application form?

Yes, include all convictions even if you consider them 'spent'. It is an offence not to provide these details (use additional sheet if necessary).

17. Is there a time limit on how quickly I must obtain a licence?

Yes, you must complete all elements of the application process and obtain your licence within 6 months of the date printed on your DBS certificate. If you do not, your DBS will be deemed to be out of date and you would be required to re-apply.

18. If I am granted a licence, am I allowed to smoke in my licensed vehicle?

No. Smoke free legislation introduced in 2007 makes it a criminal offence for anyone to smoke in a taxi or private hire vehicle – whether the vehicle is hired or not,

Council Policy also prohibits a driver from using "e-cigarettes" whilst driving, whether the vehicle is hired or not.

19. Can a Private Hire vehicle use bus lanes?

A Private Hire vehicle is not a taxi and therefore any road signs that state 'Buses and Taxis Only' do not apply to Private Hire vehicles.

20. How much can I charge for each journey?

Hackney Carriage fares are calculated by a 'meter' that is installed in each vehicle. The meter is set to a level approved by the Council each year. It can be

a criminal offence to charge more than the meter price if the journey is entirely within the boundary of Hartlepool.

For Private Hire vehicles the Council recommends that all fares are agreed before the journey starts. As Private Hire vehicles must be booked in advance this is the best time to agree the fare.

21. Can I refuse to carry a passenger?

You can refuse to carry a passenger if you genuinely believe that your health and safety may be put at risk or if the passenger is excessively dirty, abusive or drunk.

You may not refuse a passenger on the grounds of their gender, race, age, disability, religion or sexual orientation.

22. How should I behave towards my passengers and other road users?

It is the responsibility of any licensed driver to be polite and courteous to both their passengers and other road users at all times.

The Council could consider withdrawing someone's licence if they have been found to be rude, impolite or have been inconsiderate to other road users.

23. I drive a Hackney Carriage vehicle and the meter is faulty. What should I do?

All taxi meters are checked by the Council before they can be used. If it becomes faulty the vehicle cannot be used until the meter is fixed. You must never use a taxi when the meter is broken and you must never alter the meter yourself without first speaking to the Council – this will allow them to check that it is accurate before you use it again.

24. What should I do if I change my address?

Any change of details must be reported to the Council in writing within 7 days.

25. What should I do if I am convicted or cautioned of any criminal or motoring offence once I have been licensed?

You must inform the Council within 7 days of receiving the conviction or caution.

26. Why do I have to prove my "right to work"?

Following the introduction of the Immigration Act in December 2016 workers in certain occupations must prove the "right to work"; taxi driving has been identified as one of those occupations. Additionally, employers and (in the case of taxi driving) licensing authorities, must ensure the "right to work" and be able to prove that they have checked this. In order to do this, applicants must be able to produce:

- A Valid UK passport or

- Photocard driving licence and
- Full birth certificate and
- Document showing NI number.



PRIVATE HIRE AND HACKNEY CARRIAGE LICENSING POLICY

APPROVED BY HARTLEPOOL BOROUGH COUNCIL

Date 14th July 2016

**A COPY OF THE FULL POLICY CAN BE VIEWED AT
WWW.HARTLEPOOL.GOV.UK/LICENSING**

1. INTRODUCTION

- 1.1 Hackney carriages and private hire vehicles play an important part in the provision of local transport. They provide a flexible form of public transport and can play an increasingly important role in improving accessibility. They are also used by all social groups.
- 1.2 **The purpose of the Local Authority when licensing hackney carriages and private hire vehicles, drivers and operators is to protect the public.** Hartlepool Borough Council ("The Council") is aware that the public should have reasonable access to safe and comfortable hackney carriages and private hire vehicles because of the role they play in local transport provision.
- 1.3 A hackney carriage is a public transport vehicle with no more than 8 passenger seats, which is licensed to "ply for hire". This means that it may wait at designated taxi stands or be hailed in the street by members of the public in addition to being pre-booked.
- 1.4 Private hire vehicles must also have no more than 8 passenger seats but they must be booked in advance through an operator and may not ply for hire in the street.
- 1.5 Local authorities are responsible for the licensing, administration and enforcement of hackney carriages and private hire vehicles in their areas.

Powers and Duties

- 1.6 The Council has adopted Part 2 of The Local Government (Miscellaneous Provisions) Act 1976. This legislation, together with the provisions of The Town Police Clauses Act 1847, places on the Council the powers and duties to carry out licensing functions in respect of hackney carriage and private hire licensing. As such the Council is responsible for the licensing of private hire drivers, vehicles and operators and hackney carriage drivers and vehicles. This document sets out the policy that the Council will apply when making decisions about new applications and licences currently in force.

Licensing Objectives

- 1.7 The objectives of this Policy are as follows:
- a) To protect the interests of the travelling public, and others who may be affected by licensed activities, by:
 - i) Ensuring that the drivers of such vehicles and private hire operators are "fit and proper" persons.
 - ii) Ensuring that safe, clean, reliable and accessible hackney carriage and private hire vehicles are available for all who require them.

- b) To provide clarity for licensees with regard to the Council's expectations and the decision making process.
- c) To encourage environmental sustainability.
- d) To encourage high standards of professionalism in the hackney carriage and private hire trade

1.8 This Policy shall apply in respect of applications, renewals, transfers and any other related matters connected to the following licences:

- a) Hackney carriage driver
- b) Hackney carriage vehicle
- c) Private hire driver
- d) Private hire vehicle
- e) Private hire operator

Licensing Methods

1.9 The methods the Council shall use are as follows:

- a) Setting the standards for the licensing of drivers, vehicles and operators.
- b) Annual licensing and routine inspection of vehicles, with appropriate follow up action.
- c) Routine inspection of insurance policies and Certificates of Compliance / MOT certificates, with appropriate follow up action.
- d) Checks of driver's medical health, criminal record, driving ability and knowledge of the Borough.
- e) Investigation of complaints with appropriate follow up action.
- f) Liaison with the Police and other agencies regarding issues of mutual concern in relation to offences or the conduct of licensees.
- g) Liaison with the hackney carriage and private hire trade by way of open meetings.
- h) Taking enforcement and/or disciplinary action including the issue of prosecution proceedings, verbal and written warnings, simple cautions, suspension or revocation of licences for breaches of legislation, conditions or this policy.
- i) Conditions added to licences.
- j) The issue of guidance notes.

1.10 When considering applications and taking enforcement action the Council is subject to the Regulatory Compliance Code, the Council's Enforcement Policy and the Code for Crown Prosecutors.

Best Practice Guidance

1.11 In formulating this Policy the Council has considered the best practice guidance issued by the Department for Transport and other organisations.

Status

1.12 In exercising its discretion in carrying out its regulatory functions, the

Council will have regard to this Policy and the objectives set out above.

- 1.13 Notwithstanding the existence of this Policy, each application or enforcement measure will be considered on its own merits. Where it is necessary for the Council to depart from the Policy, clear and compelling reasons will be given for doing so.

Implementation and Review

- 1.14 This Policy will take effect from 14th July 2016. From the effective date, this Policy will override and supersede all existing policies in relation to the licensing of private hire and hackney carriages, their drivers and operators.
- 1.15 The Council will keep this Policy under review and will consult where appropriate on proposed revisions.
- 1.16 When this Policy is implemented, the Council will require licence holders to comply with its terms immediately or, where appropriate, from the renewal of a current licence. Where it is not possible to comply with part of the Policy due to an outstanding action required by the Council information will be provided as to an implementation date for that part.
- 1.17 Vehicles licensed under any previous licensing policy may have their licences renewed without having to comply with any new requirements imposed by this policy where to do so would be uneconomic or impractical.
- 1.18 After the introduction of this Policy, the Council may make decisions, which change the content of this Policy. The changes may either have immediate effect or come into effect on a given date. This Policy document will be regularly updated to reflect these changes. Amended copies of the Policy will be available from the Licensing Office and via the internet.

Consultation

- 1.19 In preparing this Policy the Council has taken into account the views of:
- | | |
|-----------------------|---|
| a) Licensees | b) Cleveland Police |
| c) Planning Authority | d) Safeguarding Children's Board |
| d) Disability Groups | e) School Transport Division |
| f) Service Users | g) North East Strategic Licensing Group |
- 1.20 The Council will also consult with other organisations when necessary.

Partnership Working

- 1.21 The Council will work in partnership with the following agencies and individuals to promote the policy objectives:

- | | |
|--|---|
| a) Local Hackney Carriage and Private Hire Trade | b) Cleveland Constabulary |
| c) Local Transport Authorities and Committees | d) Planning Authority |
| e) Local Residents | f) Disability Groups |
| g) Service Users | h) Tees Valley Licensing Group |
| i) HM Revenue and Customs | j) Department of Work and Pensions |
| k) Other Council Departments | l) North East Strategic Licensing Group |

Related Policies and Strategies

- 1.22 This Policy will be integrated with local planning, transport, tourism, equality and cultural strategies, and other plans introduced for the management of the Borough and night-time economy.
- 1.23 The Council as a member of the Tees Valley Licensing Liaison Group will work with the other council representatives to seek harmonisation of policies and conditions, where applicable, across the Tees Valley. The Council will also work in partnership with other agencies including those referred to in paragraph 1.21 above.

Equality

- 1.24 The Council is committed to ensuring equality in employment and service delivery. To achieve the above standard the Council is aware of its duties under the Equality Act 2010 and the Human Rights Act 1998.

Duties and Obligations under the Equality Act 2010

- 1.25 The Equality Act 2010 consolidates the legislation previously set out in the Disability Discrimination Act 1995 and the Disability Discrimination Act 2005 to increase access to transport services and infrastructure by disabled people. Those who provide transport services by way of Hackney Carriages and Private Hire vehicles are advised to contact the Equality and Human Rights Commission for further information and advice on avoiding discrimination.
- 1.26 It is a requirement of a vehicle licence that wheelchair accessible vehicles have the appropriate equipment so as to transport passengers in wheelchairs safely and in reasonable comfort at all times. Any vehicle proprietor found in breach of this may be disciplined.
- 1.27 Licensed drivers are under a duty to carry guide, hearing and other prescribed assistance dogs in their vehicles without any additional

charge. Drivers who have a medical condition that is aggravated by exposure to dogs may apply for an exemption from the duty on medical grounds. A medical certificate must be provided, at the drivers expense, from the drivers own GP stating the details of their medical condition. A register will be kept of those drivers exempted. **Persons who breach duties may be guilty of a criminal offence.**

- 1.28 Further information is available from the Equality and Human Rights Commission at www.equalityhumanrights.com

Duties and Obligations under the Human Rights Act 1998

- 1.29 Article 1 of Protocol 1 of the European Convention of Human Rights confers on Individuals (and companies) the Right to Peaceful Enjoyment of their possessions and the Protection of Property. Once granted, a Licence is a possession and no one can be deprived of his property or have controls put on his property except where the action is permitted by law and justifiable in the public or general interest.
- 1.30 When considering matters relating to the grant, revocation, renewal or refusal of licences and the placing of conditions on licences, the Council must consider whether the decision affects an individual, group or company's Human Rights as set out in the Convention and if it does, whether the interference with those rights is permissible by reason of the justifications set out in the Convention. In addition consideration must be given to whether the interference is proportionate.

Crime and Disorder Act 1998 Section 17

- 1.31 Section 17 of the Crime and Disorder Act 1998, places a duty on the Council to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

2. DRIVER LICENCES

Essential Requirements

- 2.1 The Council issues licences for Private Hire and Hackney Carriage drivers. In addition drivers may hold both licences and these are referred to as Dual licences.
- 2.2 Licences are issued (or renewed) subject to proof of eligibility, which is: -
- a) Appropriate driving licence,
 - b) Driving assessment (DVSA 'taxi test'),
 - c) Evidence of having a right to work in the UK
 - d) Knowledge/locality test,
 - e) Enhanced criminal records check,
 - f) Medical assessment,
 - g) Approved evidence of awareness of child and adult safeguarding issues
- 2.3 The statutory and practical criteria and qualifications for each licence are broadly identical and therefore the following requirements will apply to all driver licences. However where differences exist between the licensing regimes reference will be made to it in this policy.
- 2.4 **At all times, the Council's legitimate aim is to protect members of the public who are using vehicles and drivers licensed by the Council and thus if the documentation produced does not satisfy the Council then the application will be refused.**

Driving Experience

- 2.5 An applicant for the grant of a hackney carriage or private hire driver licence must have held a full DVLA driving licence for a period of at least 12 months before an application for the grant of a driver's licence will be accepted. This is a legal requirement under Section 51 of the Local Government (Miscellaneous Provisions) Act 1976. Full driving licences issued by EEA states will also count towards this qualification requirement and equal recognition will also be given to Northern Ireland driving licences.
- 2.6 In addition applicants are required to have passed the Driver and Vehicle Standards Agency (DVSA) Hackney Carriage/Private Hire Test Assessment and produce the original pass certificate. The Driver & Vehicle Standards Agency can also carry out an enhanced test for wheelchair accessible vehicle drivers and a separate wheelchair exercise for drivers who have already passed the normal taxi test for saloon drivers.

DVLA Driving Licences

- 2.7 In order to be satisfied that an applicant has a current DVLA driving licence and also to be aware of any penalty points on the licence, the Council will require access to the DVLA on-line licence checking system.
- 2.8 The DVLA requires the holder of the licence to give permission for access to driver records by providing the Council with a unique access code provided by the DVLA. Therefore, all drivers wishing to be licensed as a hackney carriage or private hire driver must either provide written consent or present to the Council an acceptable unique access code to allow their DVLA driving licence to be checked prior to a licence being approved.
- 2.9 For drivers other than those wishing to work within the taxi and private hire trade a valid driving licence issued anywhere within the European Union (EU) or European Economic Area (EEA), may be used by the licence holder until the age of 70, or for up to three years from the time they become resident in Great Britain (whichever is longer). After three years it must be exchanged for a GB licence. EU licences can only be renewed in the country in which the holder is resident. If a driver holds a licence from another EU country and renews it in Britain, it will be converted to a UK licence.
- 2.10 Any driver holding an EEA/EU driving licence will be required to exchange this licence for a photo card licence issued by the DVLA prior to the grant or renewal of Hackney Carriage or Private Hire driver licence.

Right to Work

- 2.11 The prevention of illegal migrant working in the UK is governed by legislation that may change from time to time. The Council will undertake the necessary checks required to comply with such legislation.
- 2.12 All applicants for a private hire operator and/or a private hire and hackney carriage driver licence will be required to prove that they have a right to work in the UK before being considered for a licence. In doing so, the Council may seek information regarding the immigration status of an individual from the relevant Agency.
- 2.13 For British applicants without a current British passport, a birth certificate which includes the name(s) of at least one of the holder's parents and proof of National Insurance number is required.
- 2.14 Applicants from Switzerland or one of the EEA countries have the right to work in the UK providing they can provide evidence of their right to work in the UK.
- 2.15 Applicants who are non EU nationals will have to provide proof of a right to work in the UK, a residence card and a passport before any application can be accepted.

- 2.16 **A licence will not be granted until an applicant is able to prove they have a right to work in the UK. Checks will be made at each renewal process. All documentation will be copied and kept on the applicant's personal file. The responsibility to prove a right to work lies entirely with the applicant.**

Language Proficiency

- 2.17 Applicants who cannot demonstrate a reasonable level of spoken English may be required to undertake an assessment of their spoken English. This assessment will be undertaken by an Authorised Officer at the Council offices.

Applicants Who Have Spent Time Abroad

- 2.18 If an applicant is newly resident in the UK they must still apply for an enhanced DBS check regardless of the period of time they have spent in the UK.
- 2.19 Where an applicant has spent 3 months or more living abroad or has not lived in the UK for a continuous six year period at the time of the application, an enhanced DBS disclosure in itself will usually be insufficient to satisfy the Council that the applicant is a fit and proper person. This is because the DBS does not routinely provide criminal record information from non UK countries. These applicants will be required to provide a Certificate of Good Conduct or an equivalent document, translated into English by a recognised, impartial body, from each country where they have been living. Any costs incurred must be met by the applicant.
- 2.20 A Certificate of Good Conduct or equivalent document is an extract from the judicial record or administrative authority in the relevant country testifying to good conduct and/or to any criminal convictions recorded against the individual. The Council will take advice from the DBS in identifying the appropriate authority where available.
- 2.21 The Council may approach the relevant Embassy or appropriate body directly to verify documents provided. Any costs involved must be met by the applicant.
- 2.22 The applicant is advised that the Council may require the submission of additional information with the application e.g. verifiable references from former employers and persons in positions of trust, which may demonstrate that they are a fit and proper person.
- 2.23 Existing licensed drivers must notify the Council in writing when they intend to leave the country for an extended period of 3 months or more. They must also notify the Council on their return and complete a statutory declaration on the form provided by the Council.
- 2.24 Information concerning Certificates of Good Conduct can be obtained by

contacting the Council's Licensing Team.

Disclosure and Barring Service and Criminal Records

- 2.25 The Disclosure and Barring Service (DBS) helps employers and others make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.
- 2.26 The DBS are responsible for:
- a) processing requests for criminal records checks
 - b) deciding whether it is appropriate for a person to be placed on or removed from a barred list
 - c) placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland
- 2.27 Any person who is on the DBS Barred List will be deemed to be **not** a fit and proper person to hold a private hire and/or hackney carriage driver licence.
- 2.28 A criminal record check on a driver is an important safety measure for all drivers. Enhanced Disclosure through the DBS is required (applied for through the Council's Licensing Office). Enhanced disclosures include details of spent and unspent convictions, police cautions and Police intelligence.
- 2.29 The Rehabilitation of Offenders Act 1974 does **not** apply to applicants for hackney carriage or private hire driver licences by virtue of the Rehabilitation of Offenders Act 1974 (Exception) Order 1977 and therefore applicants are required to disclose all convictions, including those that would normally be regarded as spent.
- 2.30 Before an initial application for a driver's licence will be considered, the applicant must apply for an Enhanced Disclosure of criminal convictions through the Council. The application will not be determined until the results are received. DBS checks are generally not portable and only DBS checks applied for through Hartlepool Council's Licensing Team will be accepted unless an applicant registers with the Disclosure & Barring Service (DBS) Update Service for both Child and Adult Workforce criteria.
- 2.31 The Council is a Body registered with the DBS and can apply for the Disclosure at the applicant's request subject to the appropriate fee. Guidance notes (including proof of identity requirements) are available from the Licensing Office. The Council is bound by rules of confidentiality.
- 2.32 The disclosure report will be sent to the applicant's home address. The Council will NOT receive a copy of the report and the applicant must produce the entire original copy of the DBS certificate to the Licensing Office. **Photocopies or part disclosures will not be accepted.**

- 2.33 Once a copy has been received it will be referred to an Authorised Officer for checking and if satisfactory, it will be returned immediately. If an officer is not available, the DBS disclosure will be securely stored until an Authorised Officer is able to check it, after which it will be returned to the applicant.
- 2.34 Any applicant for a new licence or renewal of licence is required to provide details of all criminal, motoring and licensing convictions including fixed penalties, spent convictions and cautions. It is an offence to knowingly or recklessly make a false statement or to omit information required by the Council (s.57 Local Government (Miscellaneous Provisions) Act 1976).
- 2.35 The application must be completed within 6 months of the issue date of the DBS certificate. If the DBS check is more than 6 months old the applicant will be required to obtain a new one before the application can be completed unless the applicant is registered through the DBS Update Service.
- 2.36 Applicants for renewal of a driver's licence are required to provide a suitable criminal record check through the DBS every three years or sooner if required to coincide with the renewal of a licence.

Relevance of Convictions, Cautions and Conduct

- 2.37 In assessing whether the applicant is a fit and proper person to hold a licence, the Council will consider each case on its own merits and will have regard to its adopted guidelines on the relevance of convictions which is available on request.

Driver Knowledge/Locality Test

- 2.38 In order to determine the fitness of a person to hold a licence, all applicants are required to sit and pass a test on their knowledge of licensing legislation, the local geography, driver conduct/conditions, Highway Code and awareness of Child Sexual Exploitation/ Safeguarding. Tests for hackney carriage drivers include the location of hackney carriage stands and knowledge of tariffs and charges. A driver licence will not be issued without the applicant first passing the knowledge test.
- 2.39 The fee for one knowledge test is currently included in the fee for a licence. If an applicant fails to pass the test, a further fee will be charged for every subsequent test. Applicants are not permitted to sit a re-test without payment of the fee.
- 2.40 **Should an applicant fail to pass the knowledge test within five attempts, they will be required to wait for a period of at least six months before a further test may be re-booked.** This should provide the applicant with sufficient time to develop the necessary knowledge required in order to successfully undertake the knowledge test.

- 2.41 If an applicant fails to attend a test or attends late, a further test shall be required for which a charge will be made.

Medical Assessment

- 2.42 Under s.57 of the Local Government (Miscellaneous Provisions) Act 1976 the Council may require an applicant for a hackney carriage or private hire drivers licence to produce a medical examination report signed by a registered medical practitioner, who must have had access to the applicant's medical records, to the effect that (s)he is physically fit to be a driver of such a vehicle. The Council requires a medical examination report upon an initial application for a licence. In addition the Council may require an applicant to submit to examination by a registered medical practitioner selected by the Council as to his/her fitness to be a driver of a hackney carriage or private hire vehicle.
- 2.43 In line with DVLA recommendations, the Council applies the DVLA Group II driver standard for medical fitness for hackney carriage and private hire drivers. This is a higher medical standard than that required of drivers of other motor vehicles and is required due to the length of time the driver may spend at the wheel and the responsibility they have for the safety of their passengers and the public. In addition drivers may have to assist disabled passengers and handle luggage.
- 2.44 The applicant is responsible for paying the fee for the examination. If necessary the GP may return the completed form direct to the Licensing Office. The medical certificate will be valid for a period of 6 months after which, if the drivers licence has not been issued, either a new medical certificate or a letter from the GP who carried out the original assessment confirming that there has been no change in the medical fitness of the applicant will be required. Once the medical is 12 months old a letter will not be accepted and a new medical will be required.
- 2.45 The medical practitioner must confirm that:
- a) they have examined the applicant;
 - b) the applicant is registered with the practice; and/or
 - c) they have had full and complete access to the applicant's medical records;
 - d) the medical examination was carried out to the Group II standard;
 - e) (s)he considers the applicant to be fit to act as the driver of a hackney carriage or private hire vehicle in accordance with this standard.
- 2.46 Applicants aged over 45 years must provide evidence of their medical fitness to hold a licence every five years and once they reach the age of 65 years an annual medical will be required.
- 2.47 If a driver has a medical condition that requires notification to the DVLA e.g. sleep apnoea they **must** also notify the Council in writing at the same time that DVLA is notified.

- 2.48 In addition to the above requirements where a driver suffers from a condition that requires monitoring but would not prevent him/her from driving (s)he is required to provide written confirmation from his GP or consultant, as recommended by the DVLA standards, each year that s/he remains fit to carry out the duties of a driver and/or may be required to submit an annual medical.
- 2.49 If the Licensing Authority is not satisfied as to the medical fitness of an applicant a hackney carriage or private hire drivers licence will not be granted. If the Licensing Authority is not satisfied as to the medical fitness of a licensed hackney carriage or private hire driver there will be reasonable cause to suspend, revoke or refuse to renew the licence under s.61 Local Government (Miscellaneous Provisions) Act 1976. This suspension may also be undertaken in accordance with s.52 of the Road Safety Act 2006 on the grounds of public safety. This means that the suspension takes immediate effect and although the driver may appeal they are unable to drive pending the appeal.
- 2.50 If the Licensing Authority has reason to suspect that a licensed driver may not be fit to continue to drive a licensed vehicle, the driver must undertake any reasonable test or medical examination as is required, within a reasonable time, as directed by the Licensing Authority.

Child Sexual Exploitation

- 2.51 In 2016 a requirement was imposed that all hackney carriage and private hire drivers must undergo approved training on the issue of Child Sexual Exploitation.
- 2.53 All new applicants shall be required to provide the licensing authority with evidence that this training has been completed and, for existing drivers, evidence must be provided no later than August 2017.
- 2.54 Any driver who fails to provide such evidence by August 2017 may have their licence suspended/revoked.

Term of Licence

- 2.55 All driver licences will be valid for a maximum period of up to 3 years or such lesser period as the Council thinks appropriate.

Conditions of Licence

- 2.56 The legislation does not permit the Council to attach conditions to a hackney carriage driver's licence. Hackney carriage drivers will however be subject to the Council's byelaws which are detailed at **Appendix 1**.
- 2.57 The Council's conditions in respect of private hire drivers are detailed at **Appendix 2**.

Code of Good Conduct

- 2.58 This serves to promote the Council's licensing objectives (paragraph 1.7 (a) and (d) of this policy) in respect of hackney carriage and private hire licensing. The Code of Good Conduct will be taken into consideration in disciplinary matters. The Code of Conduct is attached at **Appendix 3** to this policy.

Driver's Dress Code

- 2.59 A dress code serves to enhance the professional image of the hackney carriage and private hire trade, and promotes the concept that drivers of licensed vehicles are vocational drivers. In order to raise the profile of the licensed trade, drivers should operate, at all times in a professional manner and conform to a minimum standard of dress. The Council's Dress Code for licensed drivers is detailed at **Appendix 4**. Failure to comply with the Dress Code may be taken into consideration in disciplinary matters.

5. GENERAL

Fares & Fees

- 5.1 Councils have the power to set hackney carriage fares for journeys within their area. Hackney carriage fares, set by the Council, are a maximum and can be negotiated downwards by the hirer.
- 5.2 The Council will review the table of fares annually or when requested by the Trade - usually in January of each year. When determining the level of fares consideration will be given to what is reasonable to expect the travelling public to pay as well as the need to give the owners/drivers an incentive to provide a service at all times it is needed.
- 5.3 A notice of any variation to the maximum fare will be advertised in a local newspaper with a date set 14 days from publication for making objections to the proposed variation. If no objections are received the fare variation will have effect on a day specified at the end of the 14 day consultation period. If any objections are received the matter will be referred to the Licensing Committee for consideration and, if appropriate, a further implementation date will be set.
- 5.4 **Meters installed in hackney carriages must be used for every journey undertaken within the Borough of Hartlepool – regardless of how the vehicle was hired. Drivers are free to charge their customer less than the final price indicated on the meter but cannot charge more. When a journey ends outside of the Council’s area a fare greater or lesser than that shown on the meter may be charged but only if an agreement has been made with the hirer in advance. In the absence of such an agreement, only the metered fare or lesser can be charged. Failure to comply is an offence.**
- 5.5 The Council is not able to set fares for private hire vehicles. It is a matter for negotiation between the hirer and operator at the time of booking and the operator should make this clear. When a hackney carriage vehicle is used for private hire services the fare charged cannot exceed that which would be charged under the table of fares applicable to hackney carriages.

Table of Fares

- 5.6 A table of fares will be provided to each hackney carriage licence holder, which must be displayed in each vehicle on the interior of the offside rear passenger window so that it is easily visible to all hirers. This requirement shall apply equally to private hire vehicles where a meter is fitted.

Receipts

- 5.7 A driver must, if requested by the hirer, provide a written receipt for the fare paid.

Overcharging

- 5.8 All meters must be calibrated to the correct fare scale. It is an offence for the driver to demand more than the fare shown on the meter. If this should occur the driver may be prosecuted and/or their fitness to continue to hold a licence reviewed.

Fee Structure

- 5.9 The legislation provides that the fees charged should be sufficient to cover the costs of inspecting the vehicles, providing hackney carriage stands and administering the control and supervision of hackney carriages and private hire vehicles.
- 5.10 The current fees payable for the grant and renewal of hackney carriage and private hire licences are available from the Licensing Office and the Councils website.

Variations to Fee Structure

- 5.11 The fee structure is reviewed annually as part of the budgetary process. Notice of the current scale of fees will be supplied to new applicants at the time of application.
- 5.12 A notice of any variation to the fees in respect of vehicles and operators will be advertised in a local newspaper with a date set 28 days from publication for making objections to the variation of fees.
- 5.13 If no objections are received the fee variation will have immediate effect at the end of the 28 day consultation period (or at a later date as indicated by the Council). If any objections are received the matter will be considered by the Council.

Reduced Fees for Vehicle Licences

- 5.14 Where a vehicle will reach its 6th anniversary during the period of a licence a reduced fee will be calculated as follows: the current administration fee plus a daily rate for the number of days to be licensed.

PRIVATE HIRE DRIVER CONDITIONS

Change of Address

- PD1 Drivers must notify the Council, in writing, of any change of address during the period of the licence within 7 days of such a change taking place.

Conduct of Driver

- PD2 Drivers shall comply with the Code of Good Conduct for licensed drivers.

Convictions

- PD3 The driver shall within seven days of any arrest, charge, conviction, caution, reprimand or warning (relating to motoring and non-motoring convictions) notify the Council's licensing team in writing.

Driver's Badge

- PD4 A driver shall at all times when acting in accordance with the driver's licence granted to him wear such a badge in such position and manner as to be plainly and distinctly visible.

Equal Opportunities

- PD5 Drivers must at all times treat passengers or any potential passenger with courtesy and respect. Drivers must not discriminate against any person because of their race, colour, religion, sexual orientation, gender or disability.

Fare to be Demanded

- PD6 Drivers must not demand a fare greater than previously agreed with the passenger and the operator. If a taximeter is in use only the fare displayed, or a lesser fare, may be charged

Animals

- PD7 Drivers must not carry any animals in their vehicle other than those belonging to or in the care of their passenger(s). Any animal belonging to or in the care of any passenger should be carried in the rear of the vehicle only (except for guide, hearing or assistance dogs who are not restricted to the rear of the vehicle).

Lost Property

- PD8 When passengers have been dropped off the driver must check the vehicle for any property accidentally left there. If any is found it must be returned to the passenger or handed into a police station as soon as possible and no later than the end of that shift.

Medical Condition

- PD9 The Council must be immediately notified of any deterioration in the driver's medical condition that may affect their ability to drive private hire vehicles.

Passengers

- PD10 Drivers must not:
- a) carry more passengers in their vehicle than is permitted by the vehicle licence
 - b) carry more than one person in the front seat unless the vehicle is furnished with a bench type front seat 1270 mm or more in length between the doors and provided with seat belts for all front seat passengers. In this case no more than 2 passengers may be carried
 - c) without the consent of the hirer, carry any additional person in the vehicle.

Prompt Attendance

- PD11 Drivers must always pick up passengers on time unless unavoidably delayed. If a driver is to be delayed, they, or their operator, would be expected to notify the passenger of any delay as soon as possible.

Receipts

- PD12 The Driver must, if requested, provide the passenger(s) with a written receipt for the fare paid including the amount of VAT (if applicable) shown separately if so requested. The Driver should provide details of the journey including the date, fare, vehicle, operator and name of driver and sign the receipt.

Taximeters in PHVs

- PD13 If the private hire vehicle is fitted with a meter the driver:
- a) Must not cancel or conceal the fare recorded until the hirer has had a reasonable opportunity of examining it and has paid the fare (unless credit is to be given).
 - b) Must ensure that when the vehicle is not hired the key is to be locked and the machinery kept inactive and the meter

- must show no fare at any time.
- c) Must ensure that the meter is sufficiently illuminated when in use and is visible to all passengers.
 - d) Must ensure that the meter is only brought into action and the fare or charge must only commence from the point at which the hirer starts his/her journey.
 - e) Must ensure that the fare charged does not exceed the fare displayed on the meter at the end of the journey.

Drug and Alcohol Testing

- PD14 On those occasions where the licensing authority has reason to suspect that a driver may be abusing drugs or alcohol, the driver shall undertake drug or alcohol tests as required by the licensing authority, at the authority's expense, within a reasonable period of time or, if considered necessary by the licensing authority, as quickly as practicable.

CCTV & Other Recording Devices

- PD15 Drivers shall not video or record passengers other than through a CCTV system that has been installed specifically for the purposes of deterring or detecting crime and which complies with the requirements of the Data Protection Act. Any footage obtained of passengers must not be made publicly available other than to a law enforcement agency.

Drivers are in a possession of trust and passengers can expect complete privacy and discretion when hiring a licensed vehicle. For this reason, drivers must not photograph or otherwise record passengers in their vehicle, unless done so through a designated CCTV system where Data Protection requirements are being complied with. No still or moving images or audio recordings or transcripts of audio recordings must be made available on social media or by other means.

GC	CODE OF GOOD CONDUCT FOR LICENSED DRIVERS
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In order to promote its licensing objectives as regards hackney carriage and private hire licensing, the Council has adopted the following Code of Good Conduct, which should be read in conjunction with the other statutory and policy requirements set out in this document.

Failure to comply with this Code may be taken into account when assessing a driver's fitness to continue to hold a licence.

Responsibility to the Trade

GC1 Licence holders shall endeavour to promote the image of the Hackney Carriage and Private Hire Trade by:

- a) Complying with this Code of Good Conduct
- b) Complying with all the Conditions of their Licence and the Councils Hackney Carriage and Private Hire Licensing Policy
- c) Behaving in a professional manner at all times

Responsibility to Clients

GC2 Licence holders shall:

- a) Take all reasonable steps to ensure the safety of passengers while they are entering, travelling in or leaving the vehicle.
- b) At all times treat passengers or any potential passenger with courtesy and respect.
- c) Not engage in any dialogue or activities with a passenger that may, to any reasonable person, be considered offensive or inappropriate.
- d) Maintain their vehicles in a safe and satisfactory condition at all times
- e) Keep their vehicles clean and suitable for hire to the public at all times
- f) Attend punctually when undertaking pre-booked hiring
- g) Assist, where necessary, passengers into and out of vehicles
- h) Offer passengers reasonable assistance with luggage and/or other bags
- i) Offer assistance to elderly/infirm or disabled passengers
- j) Not smoke tobacco products, e-cigarettes or other similar nicotine delivery devices inside their vehicle at any time.

Responsibility to Residents

GC3 To avoid nuisance to residents when picking up or waiting for a fare, a driver shall:

- a) Not sound the vehicle's horn

- b) Keep the volume of radio/cassette/CD player and VHF/digital radios to a minimum
- c) Switch off the engine if required to wait
- d) Take whatever additional action is necessary to avoid disturbance to residents in the neighbourhood
- e) Not deposit any litter other than into a bin
- f) Not engage in any form of anti social behaviour

At hackney carriage ranks and other places where hackney carriages ply for hire by forming queues, drivers shall, in addition to the requirements above:

- g) Rank in an orderly manner and proceed along the rank in order and promptly
- h) Remain in the vehicle

General

GC4

Drivers shall:

- a) Drive with care and due consideration for other road users and pedestrians
- b) Obey all Traffic Regulation Orders and directions at all time
- c) Comply with the rules and spirit of the Highway Code
- d) Ensure they do not smell of alcohol or drive whilst under the influence of alcohol
- e) Pay attention to personal hygiene and dress in accordance with the Dress Code.
- f) Behave in a civil and orderly manner at all times

Drivers must not:

- a) Drive while having used illegal drugs or having used other medication that may have an impact on their ability to drive
- b) Engage in any dialogue or activities of a sexual nature whilst acting as a driver of any vehicle licensed by this Council. This includes inappropriate touching of passengers
- c) Drink or eat in the vehicle at any time while carrying passengers (best practice is for rest periods to be taken away from the vehicle).
- d) Play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle without the consent of the passenger.

Smoking and E-Cigarettes

GC5

It is against the law to smoke tobacco products in a licensed vehicle. In addition drivers shall not use an e-cigarette or other nicotine delivery device in a licensed vehicle at any time.

CCTV and Other Recording Devices

GC6

Drivers are in a position of trust and passengers have a right to expect complete privacy and discretion when hiring a licensed vehicle.

Notwithstanding the following specific requirements/prohibitions, any actions by a licensed driver or operator that breach this right may have their fitness to continue as a driver or operator reassessed by the Council.

Drivers shall not video or record passengers other than through a CCTV system that has been installed specifically for the purposes of deterring or detecting crime and which complies with the requirements of the Data Protection Act. Any footage obtained of passengers must not be made publicly available other than to a law enforcement agency.

No still or moving images or audio recordings or transcripts of audio recordings must be made available on social media or by other means.

Please Note:

ANY AMOUNT OF ALCOHOL OR DRUGS CAN AFFECT A DRIVER'S JUDGEMENT

THE COUNCIL WILL TAKE A VERY SERIOUS VIEW OF ANY DRIVER BEING FOUND TO HAVE CONSUMED ANY ALCOHOL OR HAVING MISUSED ANY DRUGS PRIOR TO OR WHILST IN CHARGE OF A LICENSED VEHICLE.

DC DRESS CODE

The purpose of a driver's dress code is to seek a standard of dress that provides a positive image of the hackney carriage and private hire trade in Hartlepool to enhance a professional image of licensed drivers and ensure that public and driver safety is not compromised.

Acceptable Standard of Dress

DC1 As a minimum standard, males should wear either long legged trousers or knee length shorts and T shirts which have a full body and short sleeves. Females should wear either long legged trousers, knee length shorts, skirt or dress and T shirts which have a full body and short sleeves.

Footwear

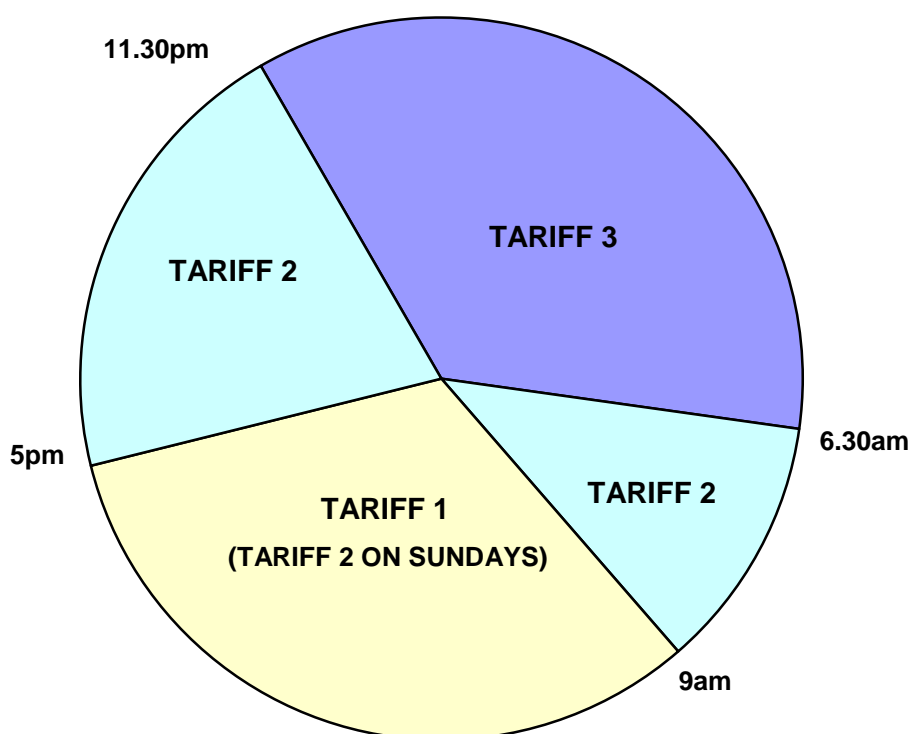
DC2 Footwear for all drivers shall be appropriate for safe driving.

Unacceptable Standard of Dress

DC3 The following are deemed to be unacceptable:

- a) Clothing that is not kept in a clean condition, free from holes and rips
- b) Words or graphics on any clothing that is of an offensive or suggestive nature or which might offend
- c) Sportswear (e.g. football/rugby kits, track suits, beach wear etc.)
- d) Sandals with no heel straps, flip flops or any other form of footwear not secured around the heel
- e) Drivers not having either the top or bottom half of their bodies suitably clothed
- f) No headwear, other than for religious purposes, or other items which partially or completely cover the head or face or identity of the licensed driver e.g. baseball caps and hoodies shall be worn other than when a uniform is worn for a special occasion.

HACKNEY CARRIAGE FARES



The meter in this vehicle must be used for every journey within the Hartlepool area and must display the tariff number between the times shown above (all prices inclusive of VAT).

Tariff 1 - £2.50 plus 10p for every 174 yards (160 metres) after the first 174 yards (160 metres)

Tariff 2 - £2.50 plus 10p for every 131 yards (120 metres) after the first 143 yards (130 metres)

Tariff 3 - £2.50 plus 10p for every 109 yards (100 metres) after the first 131 yards (120 metres)

Variations to the above

Tariff 3 - will be charged all day on any Bank or Public Holiday and on 24th and 31st December

Tariff 4 - £4.00 plus 10p for every 87 yards (80 metres) after the first 109 yards (100 metres) in addition to the mileage, on the following days only:

7.00 pm 24th December – 6.30 am 27th December

7.00 pm 31st December – 6.30 am 2nd January

Waiting Time – Tariffs 1 & 2, 10p for every 40 seconds of waiting or part thereof
Tariffs 3 & 4, 10p for every 30 seconds of waiting or part thereof

Additional Charge – Up to £2.00 may be made where purpose built wheelchair accessible vehicles carry five or more passengers at any one time.

Soiling Charge - £35 (If the interior of the vehicle needs cleaning because of you)

Please Note - The driver of this Taxi is entitled to request payment in advance – any surplus fare will be reimbursed at the end of the journey.

Private Hire Drivers

Extracts from **Local Government (Miscellaneous Provisions) Act 1976**

Section 53

3. The driver of a Private Hire Vehicle licensed by a District Council shall, at the request of any Authorised Officer of the Council or of any Constable, produce for inspection his driver's licence either forthwith or:
 - (a) In the case of a request by an Authorised Officer, at the Principal Offices of the Council before the expiration of the period of five days beginning with the day following that on which the request is made;
 - (b) In the case of a request by a Constable, before the expiration of the period aforesaid at any Police Station which is within the area of the Council and is nominated by the driver when the request is made.
4. If any person without reasonable excuse contravenes the provisions of this Section, he shall be guilty of an offence.

Section 54

2. (a) A driver shall, at all times, when acting in accordance with the driver's licence granted to him wear such badge in such position and manner as to be plainly and distinctly visible.
 - (b) If any person without reasonable excuse contravenes the provisions of this Sub-Section, he shall be guilty of an offence.

Section 61

1. Notwithstanding anything in the Act of 1847 or in this Part of this Act, a District Council may suspend or revoke or on application therefore under Section 51 of this Act refuse to renew the licence of a driver of a Private Hire Vehicle on any of 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 this Part of this Act; or
 - (b) any other reasonable cause.

2. (a) Where a District Council suspends, revokes or refuses to renew any licence under this Section they shall give to the driver notice of the grounds on which the licence has been suspended or revoked or on which they have refused to renew such licence within fourteen days of such suspension, revocation or refusal and the driver shall on demand return to the District Council the driver's badge issued to him in accordance with Section 54 of this Act.
- (b) If any person without reasonable excuse contravenes the provisions of this Section he shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 1 on the standard scale.
3. Any driver aggrieved by a decision of a District Council under this Section may appeal to a Magistrates' Court.

Section 69

1. No person being the driver of a Private Hire Vehicle licensed by a District Council shall without reasonable cause unnecessarily prolong, in distance or in time, the journey for which the Private Hire Vehicle has been hired.
2. If any person contravenes the provisions of this Section he shall be guilty of an offence.

Section 73

1. Any person who:
 - (a) Wilfully obstructs an Authorised Officer or Constable acting in pursuance of this part of this Act or the Act of 1847; or
 - (b) Without reasonable excuse fails to comply with any requirements properly made to him by such Officer or Constable under this part of this Act; or
 - (c) Without reasonable cause fails to give such an Officer or Constable so acting any other assistance or information which he may reasonably require of such person for the purpose of the performance of his functions under this part of this Act or the Act of 1847;

shall be guilty of an offence.

2. If any person, in giving such information as is mentioned in the preceding Sub-Section, makes any statement which he knows to be false, he shall be guilty of an offence.

Section 76

Any person who commits an offence against any of the provisions of this Part of this Act in respect of which no penalty is expressly provided shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Hackney Carriage Drivers

Byelaws

Made under Section 68 of the Town Police Clauses Act, 1847, and Section 171 of the Public Health Act 1875, by the Borough of Hartlepool acting by the Council with respect to Hackney Carriages in the Borough of Hartlepool.

Interpretation

1. Throughout these byelaws “the Council” means the Borough of Hartlepool acting by the Council and “the district” means the Borough of Hartlepool.

Provisions regulating the manner in which the number of each Hackney Carriage, corresponding with the number of its licence, shall be displayed.

2. (i) The proprietor of a Hackney Carriage shall cause the plates provided by the Council specifying the number of the licence granted to him in respect of the carriage to be securely affixed to the outside and inside respectively of the carriage.
- (ii) A proprietor or driver of a Hackney Carriage shall:
 - (a) not wilfully or negligently cause or suffer any such number to be concealed from public view whilst the carriage is standing or plying for hire;
 - (b) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how Hackney Carriages are to be furnished or provided.

3. The proprietor of a Hackney Carriage shall:
 - (a) provide sufficient means by which any person in the carriage may communicate with the driver,
 - (b) cause the roof or covering to be kept water-tight,
 - (c) provide any necessary windows and a means of opening and closing not less than one window on each side,
 - (d) cause the seats to be properly cushioned or covered,
 - (e) cause the floor to be provided with proper carpet, mat, or other suitable covering,
 - (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service,

- (g) provide means for securing luggage if the carriage is so constructed as to carry luggage,
- (h) provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use.

In the case of a motor Hackney Carriage,

- (i) 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,

In the case of a motor Hackney Carriage,

- (j) cause the words "HARTLEPOOL BOROUGH - LICENCED HACKNEY CARRIAGE" (in plain letters at least one inch in height) and a reproduction of a distinctive badge prescribed by the Council for this purpose to be legibly painted or marked on the outside of the nearside and offside panels of the carriage or in such alternative positions as are clearly visible from the nearside and offside of the carriage.

4. Every proprietor of a motor Hackney Carriage shall cause the same to be provided with a taximeter so constructed, attached and maintained as to comply with the following requirements, that is to say,

- (i) If the taximeter is fitted with a flag or other device bearing the words "FOR HIRE":-

- (a) the words "FOR HIRE" shall be exhibited on each side of the flag or other device in plain letters at least one and one half inches in height and the flag or other device shall be capable of being locked in a position in which the words are horizontal and legible;
- (b) when the flag or other device is so locked the machinery of the taximeter shall not be in action and the means of bringing it into action shall be by moving the flag or other device so that the words are not conveniently legible;
- (c) when the flag or other device is so locked that the aforesaid words are horizontal and legible no fare shall be recorded on the face of the taximeter.

- (ii) If the taximeter is not fitted with a flag or other device bearing the words "FOR HIRE":-

- (a) the taximeter shall be fitted with a key or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;

- (b) such key or device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and no fare is recorded on the face of the taximeter;
 - (iii) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in figures clearly legible and free from ambiguity a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take in pursuance of the bylaw on that behalf for the hire of the carriage by distance;
 - (iv) 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;
 - (v) The taximeter shall be so placed that all letters and figures on the face thereof may be at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be suitably illuminated during any period of hiring;
 - (vi) The taximeter and all fittings thereof shall be so affixed to the carriage with seals or other appliances affixed 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.
- 5. Every proprietor of a Hackney Carriage provided with a taximeter not fitted with a flag or other device bearing the words "FOR HIRE" shall cause the carriage to be provided with a sign so constructed as to comply with the following requirements, that is to say:
 - (a) The sign,
 - (i) If it is illuminated and attached to the windscreen of the carriage shall bear the words "FOR HIRE" in plain letters at least one and one half inches in height.
 - (ii) In any other case shall bear the words "FOR HIRE" in plain letters at least two inches in height.
 - (b) The sign shall be capable of being so operated that it indicates clearly and conveniently to persons outside the carriage whether or not the carriage is for hire.

Provisions regulating the conduct of the proprietors and drivers of Hackney Carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges.

- 6. Every driver of a Hackney Carriage shall:-
 - (i) If the taximeter is fitted with a flag or other device bearing the words "FOR HIRE":-

- (a) When standing or plying for hire keep such flag or other device locked in the position in which the words are horizontal and legible;
 - (ii) If the taximeter is not fitted with a flag or other device bearing the words "FOR HIRE":-
 - (a) When standing or plying for hire keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter and operate the sign provided in pursuance of bylaw 5 so that the words "FOR HIRE" are clearly and conveniently legible to persons outside the carriage;
 - (b) As soon as the carriage is hired whether by distance or by time, operate the said sign so that the words "FOR HIRE" are not conveniently legible to persons outside the carriage;
 - (c) As soon as the carriage is hired by distance, and before commencing the journey, bring the machinery or the taximeter into action by moving the key or other device fitted for the purpose so that the word "HIRED" is legible on the face of the taximeter;
 - (iii) Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined in Section 82 of the Road Traffic Act 1972 and also any other time at the request of the hirer.
7. A proprietor or driver 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 with the seals affixed thereto.
 8. The driver of a Hackney Carriage for which stands are fixed by any bylaw in that behalf shall, when plying for hire in any street and not actually hired.
 - (a) Proceed with reasonable speed to one of such stands,
 - (b) If a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand,
 - (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 and so to face the same direction,
 - (d) From time to time any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
 9. 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.

10. The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
11. 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.
12. The driver of the Hackney Carriage when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
13. A proprietor or driver of a Hackney Carriage shall not tamper with, or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
14. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage, either with the licence granted to him by the Council or afterwards, he shall, when standing, or plying, or driving for hire wear that badge in such position and manner as to be plainly and distinctly visible.
15. The driver of a Hackney Carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
 - (a) Convey a reasonable quantity of luggage.
 - (b) Afford reasonable assistance in loading and unloading.
 - (c) Afford reasonable assistance in removing it to and from the entrance of any house, station, or place at which he may take up or set down such person.

Provisions fixing the rates or fares, as well for time as distance, to be paid for Hackney Carriages within the district, and securing the due publication for such fares.

FARES FOR TIME

Provided that when a Hackney Carriage is hired by time, such fare shall be agreed with the hirer at the commencement of the hiring.

16. (1) The proprietor of a Hackney Carriage for which any fares are fixed by any bylaw in that behalf shall:
 - (a) Cause a statement of such fares to be painted or marked on the inside of the carriage, or on a plate affixed thereto, in clearly distinguishable letters and figures.

- (b) Renew such letters and figures as often as is necessary to keep them clearly visible.
 - (2) The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this bylaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.
- Provisions securing the safe custody and re-delivery of any property accidentally left in the Hackney Carriage, and fixing the charges to be made in respect thereof.
- 17. 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.
 - 18. The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him.
 - (1) Carry it within 24 hours, if not sooner claimed by or on behalf of its owner, to a police station in the district and leave it in the custody of the officer in charge of the office on his giving a receipt of it.
 - (2) 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 police station where it was handed in whichever be the greater) but no more than five pounds.
 - 19. The driver of a Hackney Carriage drawn by an animal or animals shall, whilst standing, plying or driving for hire, cause every part of the harness of the animal or animals drawing the carriage to be kept in order, so that the animal or animals shall be properly and securely attached to the carriage and under due control.
 - 20. A proprietor or driver of a horse-drawn Hackney Carriage shall not in any street, feed or allow to be fed, any horse harnessed or otherwise attached to such a carriage, except with food contained in a proper bag or other receptacle suspended from the head of such horse or from the centre pole of the carriage, or which is held in and delivered with the hand of the person feeding such horse.
 - 21. A proprietor or driver of a horse-drawn carriage shall not ply for hire during the hours between 11.00 pm and 9.00 am the following morning.

PENALTIES

- 22. Every person who shall offend against any of these bylaws shall be liable on summary conviction to a fine not exceeding twenty pounds and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction thereof.

PASSED under the COMMON SEAL of the
BOROUGH OF HARTLEPOOL this 5th day
of August, 1977 in the presence of: }

}
}

J W Mason

Mayor

N D Abram

Chief Executive

The foregoing bylaws are hereby
confirmed by the Secretary of State
and shall go into operation on the
26th September 1977

N J Moriarty
An Assistant Under Secretary of State

Home Office
Whitehall

23rd September 1977

Footnote:

The Taxi Ranks within Hartlepool are constantly changing. The following list is current at the time of this document being compiled.

LOCATION	CAPACITY	DURATION
Church Street (top)	6	8 pm - 4 am
Church Street (bottom)	6	8 pm - 4 am
Station Approach, East Side	3	24 hours
Station Approach, West Side	3	24 hours
Whitby Street	4	8 pm - 4 am
Seaton Carew (bus station)	3	24 hours
Seaton Carew (arcade)	2	8 pm - 4 am
Avenue Road (Showroom)	3	8 pm - 4 am
Avenue Road (Civic)	8	24 hours
Swainson Street/Raby Road	8	24 hours
Roker Street	8	24 hours
42nd Street, Lucan Street	2	8 pm - 4 am
Owton Manor Club, Wynyard Road	3	24 hours
King Johns Tavern, South Road	7	24 hours
Lucan Street (Rear Yates)	3	8 pm – 4 am
Whitby Street/Exeter Street	7	8 pm – 4 am
Villiers Street	3	8 am – 6 pm
Victoria Road	1	8 pm – 4 am
Tower Street	1	24 hours

Hackney Carriage Drivers Licence

Extracts from **The Town Police Clauses Act 1847**

Section 46

No person shall act as the driver of any Hackney Carriage licensed in pursuance of this Act to ply for hire within the prescribed distance without first obtaining a licence from the District Council, which licence shall be registered by the District Council and such fee as the District Council may determine shall be paid for the same; and every such licence shall remain in force for one year.

Section 47

If any person acts as such driver as aforesaid without having first obtained such licence, or during the time that this licence is suspended, or if he lend or part with his licence, except to the proprietor of the Hackney Carriage, or if the proprietor of any such Hackney Carriage employ any person as the driver thereof who has not obtained such licence. or during the time that his licence is suspended, as hereinafter provided, every such driver and every such proprietor shall for every such offence respectively be liable to a penalty.

(This Section creates the offence of non-compliance with S46)

Section 53

A driver of a Hackney Carriage standing at any of the stands for Hackney Carriages appointed by the District Council, or in any street, who refuses or neglects, without reasonable excuse, to drive such carriage to any place within the prescribed distance, to which he is directed to drive by the person hiring or wishing to hire such carriage, shall for every offence be liable to a penalty.

Section 59

Any proprietor or driver of any such Hackney Carriage which is hired who permits or suffers any person to be carried in or upon or about such Hackney Carriage during such hire, without the express consent of the person hiring the same, shall be liable to a penalty.

Section 60

No person authorised by the proprietor of any Hackney Carriage to act as driver of such carriage shall suffer any other person to act as driver of such carriage without the consent of the proprietor thereof; and no person, whether licensed or to shall act as driver of any such carriage without the consent of the proprietor, and any person so suffering another person to act as driver, and any person so acting as driver without such consent as aforesaid, shall be liable to a penalty.

Extracts from
Local Government (Miscellaneous Provisions) Act 1976

Section 53

3. The driver of any Hackney Carriage licensed by a District Council shall at the request of any Authorised Officer of the Council or of any Constable produce for inspection his driver's licence either forthwith or:
 - (a) In the case of a request by an Authorised Officer, at the Principal Offices of the Council before the expiration of the period of five days beginning with the day following that on which the request is made.
 - (b) In the case of a request by a Constable, before the expiration of the period aforesaid at any Police Station which is within the area of the Council and is nominated by the driver when the request is made.
4. If any person without reasonable excuse contravenes the provisions of this Section, he shall be guilty of an offence.

Section 54

2.
 - (a) A driver shall, at all times, when acting in accordance with the driver's licence granted to him wear such badge in such position and manner as to be plainly and distinctly visible.
 - b) If any person without reasonable excuse contravenes the provisions of this subsection, he shall be guilty of an offence.

Section 61

1. Notwithstanding anything in the Act of 1847 or this Part of this Act, a District Council may suspend or revoke or refuse an application therefore under section 46 of the Act of 1847 or section 51 of this Act as the case may be to renew the licence of a driver of a Hackney Carriage on any of 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; or
 - (b) any other reasonable cause.
2.
 - (a) Where a District Council suspend, revoke or refuse to renew any licence under this Section they shall give to the driver notice of the grounds on which the licence has been suspended or revoked or on which they have refused to renew such licence within fourteen days of such suspension, revocation or refusal and the driver shall on demand return to the District

Council the drivers badge issued to him in accordance with section 54 of this Act.

- (b) If any person without reasonable excuse contravenes the provisions of this section he shall be guilty of an offence and liable on summary conviction to a fine not exceeding level one on the standard scale.
3. Any driver aggrieved by a decision of a District Council under this Section may appeal to a Magistrates' Court.

Section 69

- 1. No person being the driver of a Hackney Carriage licensed by a District Council shall without reasonable cause unnecessarily prolong, in distance or in time, the journey for which the Hackney Carriage has been hired.
- 2. If any person contravenes the provisions of this Section he shall be guilty of an offence.

Section 73

- 1. Any person who:
 - (a) Wilfully obstructs an Authorised Officer or Constable acting in pursuance of this Part of this Act or the Act of 1847; or
 - (b) Without reasonable excuse fails to comply with any requirement properly made to him by such Officer or Constable under this Part of this Act; or
 - (c) Without reasonable cause fails to give such an officer or Constable so acting any other assistance or information which he may reasonably require of such person for the purpose of the performance of his functions under this Part of this Act or the Act of 1847;

shall be guilty of an offence.

If any person, in giving any such information as is mentioned in the preceding subsection, makes any statement which he knows to be false, he shall be guilty of an offence.

Section 76

Any person who commits an offence against any of the provisions of this Part of the Act in respect of which no penalty is expressly provided shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Guidance for Drivers regarding the Equality Act 2010

The above Act imposes duties upon drivers of Hackney Carriage and Private Hire vehicles within England and Wales.

This paper aims to provide drivers with the information needed in order that they can comply with the requirements within the Act.

Disabled persons

It is the responsibility of the driver to:-

- Assist a disabled person in entering and alighting the vehicle safely;
- Carry the passenger safely and in reasonable comfort;
- Load the passenger's luggage into or out of the vehicle, if required; and
- Not make any additional charge for carrying a disabled passenger.

In addition to the above the following requirements also apply while carrying passengers in wheelchairs.

Disabled persons in wheelchairs

It is the responsibility of the driver to:-

- Assist a disabled person in entering and alighting the vehicle safely while they remain in their wheelchair;
- Carry the passenger in safety and in reasonable comfort while they remain in their wheelchair;
- Load the wheelchair into or out of the vehicle, if the passenger does not wish to remain in the wheelchair; and
- Ensure that all equipment required for the safe carriage of wheelchair users be present and in good working order, this includes ramps, lifts and straps etc.

Assistance Dogs

It is the responsibility of the driver:-

- To carry the passenger's dog and allow it to remain with the passenger, and
- Not to make any additional charge for doing so.

The driver cannot refuse to carry an Assistance dog unless a Certificate of Exemption* has been obtained from the Local Authority and is exhibited on the vehicle in the prescribed manner.

*** Certificate of Exemption**

A Certificate of Exemption shall be issued if the licensing authority is satisfied that it is appropriate on medical grounds to exempt a person from the duties imposed by this Act.

In determining whether to issue a certificate of exemption, the Licensing Authority shall, in particular, have regard to the physical characteristics of the taxi which the applicant drives or those of any kind of taxi in relation to which he requires the certificate.

The Certificate includes driver name, licence number, vehicle registration number or vehicle type and date of expiry of Certificate.

Legal Penalties

A driver of a taxi who fails to comply with any duty imposed on him/her by this section is guilty of an offence and liable, on summary conviction, to a fine not exceeding level 3 on the standard scale.

Guidance for Drivers regarding seat belts



The law relating to the use of seatbelts differs slightly in connection with Private Hire and Hackney Carriage vehicles.

These guidelines refer to Hackney Carriage and Private Hire vehicles only and are not intended to give advice to drivers/owners of any other type of vehicle.

Driver seat belt requirements

Private Hire Drivers

Driver's seat belt must be worn when not carrying passengers. Whilst carrying passengers it is recommended that the driver wears a seatbelt but it is not a legal requirement to do so.

Hackney Carriage Drivers

No legal requirement to wear seat belt at all when in a licensed Hackney Carriage, provided the vehicle is displaying the correct signage (ie plates etc). It is recommended that the driver wears a seatbelt but it is not a legal requirement to do so.

Passenger seat belt requirements and responsibilities

It is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law, (see below)

Children up to 3 years

If a child restraint* is not available then the child may travel unrestrained in the rear.

Children aged 3 and above, until they reach either their 12th birthday OR 135cm in height

Children can only travel in the front seat if a child seat is fitted. They may be carried in the rear of the vehicle in either a child seat, if one is fitted, or the adult seat belt.

Children 12 or 13 years old OR over 135cm in height

Children can travel in either the front or rear seat using the adult seat belt.

**Child restraint is the generic term for a baby seat, child seat, booster seat or booster cushion.*

Legal Penalties

As a driver, if you are convicted of failing to ensure that a child passenger is using an appropriate child restraint or wearing a seat belt according to the legal requirements described above, you could face a fine of up to £500.

In addition to the legal penalties, failure to wear a seat belt or failure to ensure that a child passenger uses an appropriate child restraint or wears a seat belt according to the legal requirements described above, could affect any claims against your motor insurance cover.

You could also face civil proceedings for damages, if (for example) you failed to safely carry someone else's child.

HACKNEY CARRIAGE/PRIVATE HIRE DRIVER KNOWLEDGE TEST LOCATION/ROUTE KNOWLEDGE

All Hackney Carriage/Private Hire Drivers licensed with Hartlepool Borough Council are expected to have a sound knowledge of Hartlepool and its surrounding villages. In order to test your knowledge of the local area you will be asked 20 questions from the following list of locations and 5 routes questions. You will be expected to achieve a minimum of 80%, (16/20 location questions and 4/5 routes). In giving your answers you will be expected to choose the most direct (shortest) route to your destination.

1. Warrior Park Nursing Home to University of Hartlepool Hospital.
2. Woodstock Way to Xtreme Fitness
3. Queen Street, Seaton Carew to English Martyrs School.
4. The Black Olive to Owton Manor Club.
5. King Oswy Drive to The Mecca Bingo.
6. The Green, Elwick to Avenue Road.
7. Hill View, Greatham to Middleton Grange Shopping Centre.
8. Swainson Street taxi rank to Jura Grove.
9. Caledonian Road to The White House.
10. Golden Flatts to Rift House School.
11. Heronspool Close to Barnard Grove Primary School.
12. Amberton Road to Hartlepool Police Station.
13. The Hourglass to Stag & Monkey.
14. Skyy Bar to Bruntoft Avenue.
15. One Life Centre to Hartfields.
16. Nuclear Power Station Social Club to Emmerson Court.
17. Routledge Court to Grace Close.
18. Marine Hotel to Witham Grove.
19. Stonethwaite Close to Dobson Place.
20. Chandlers Close to Brigandine Close.
21. Vollum Rise to Nightingale Close.
22. Carlton Street to Royston Grove.

23. Bowes Green to Radcliffe Terrace.
24. Abbots Lea to Ruswarp Grove.
25. Hope & Anchor to Whitby Grove.
26. Skyy Bar to Café Rappor.
27. The Copse to Martindale Close.
28. Marsh House Lane to Woodbine Terrace.
29. The Hour Glass to Ainderby Walk.
30. Carisbrooke Road to Ouzel Close.
31. Woburn Grove to Straker Street.
32. Black Olive to Dundee Road.
33. Nash Grove to Oakesway.
34. Tynebrooke Avenue to Victoria Arms.
35. Farahs to Harbour of Refuge (The Pot House).
36. Claremont Drive to Egton Drive.
37. Marine Hotel to Carlton Bingo.
38. Buckingham Avenue to The Walk.
39. Chichester Close to Iceland (Winterbottom Avenue).
40. Fareham Close to Dene Garth.
41. Warrior Park Nursing Home to Rydal Street.
42. Sheridan Grove to Glastonbury Walk.
43. Laird Road to Lanark Road.
44. Poppadoms to Talk of the Town Amusements.
45. Manor Close to Tees Bay Retail Park.
46. Falcon Road to Idols.
47. Kimberley Street to Pickering Grove.

48. Holyrood Crescent to Greensides.
49. Vincent Street to St James Church.
50. Wallis & Co to Greensides.
51. Bonnyrigg Walk to St Theresa RC School.
52. Mayflower Close to St John Vianney R C Church.
53. Hillcrest Grove to Hope & Anchor.
54. Taunton Grove to Tees Road.
55. College Close to Hartlepool Smallcrafts Club.
56. Union Road to Forester Close.
57. Meryl Gardens to The Vault.
58. Glentower Grove to Idols.
59. Fleet Avenue to Callender Road.
60. The Spinney to Hartlepool Train Station.
61. Eamont Gardens to Extreme Fitness.
63. Garside Drive to Alston Street.
64. Cragston Close to The Athenaeum.
65. Vicarage Row to Abbotts Lea.
66. The Wickets to Fraser Grove.
67. Sitwell Walk to Fisherman's Arms.
68. Thai Pan to Harwich Grove.
69. Shannon Court to Goldsmith Avenue.
70. Saltaire Terrace to McOrville Inn.
71. Dominoes Pizza to Sinclair Road.
72. Sacred Heart School to Hartlepool Sixth Form College.
73. Mountston Close to The Globe.
74. Fizzy Izzy's to The Tall Ships.

75. Tofts Road to Oakesway.
76. Northbrook Court to Duchy Road.
77. Ilkley Grove to Magdelene Drive.
78. Lincoln Road to St Helen's School.
79. Salisbury Place to Grange County Primary School.
80. Marine Drive to Devon Street.
81. Lindsay Road to Holland Road.
82. Wolviston Road to Teesbay Retail Park.
83. Endeavour House to Clarkson Court.
84. St Oswalds Church to Hartlepool Cricket Club.
85. Mill Terrace to Baltic Street.
86. Bilsdale Road to Saddleston Close.
87. Glamis Walk to Stokesley Road.
88. Goldsmith Avenue to Darvel Road.
89. Westwood Way to Wasdale Close.
90. Pavillion Close to The Spotted Cow.
91. The Conservatory to The Copse.
92. West Row to Owton Manor Primary School.
93. Kestrel Close to Upton Walk.
94. Verona Pizza to Westbrooke Grove.
95. The Showroom to College Close.
96. Snowdon Grove to Jesmond Gardens.
97. Bruce Crescent to Travellers Rest.
98. Dent Street to Station Lane.
99. Durham Street to Colwyn Road.
100. Bilsdale Road to Watercress Close.

DRIVER'S LICENCE APPLICATION

GUIDANCE NOTES

Before completing this form please read the following notes: -

Data Protection - We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime,
- Protect the public

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see www.hartlepool.gov.uk/licensing or contact Mr Noel Adamson, Head of Audit and Governance on 01429 523173

1. The full fee must be paid at the time of application.

2. A **full** driving licence must have been held for at least 12 months in order to obtain a Hackney Carriage/Private Hire/Dual (HC/PH/D) Driver's licence.
3. You must be able to provide proof of the right to work in the UK upon request of an Authorised Officer (UK full birth certificate, current passport, residence permit, etc).
4. Criminal records checks and medical certificates must be less than six months old at the time of a new licence being granted. If they are not, a new DBS disclosure and/or medical certificate will be required before the application can proceed.
5. A HC/PH/D Driver's Licence, if granted, expires 12 or 36 months from the date of issue, dependent upon licence issued.

6. Where a licence is granted, you will be provided by Hartlepool Borough Council (HBC) with a HC/PH/D Driver's Badge, which must be worn at all times whilst in charge of a Hackney Carriage/Private Hire Vehicle. This Badge will remain the property of the Council.
7. Any application for a standard renewal must be made at least two weeks before the date of expiry. However, should a DBS be required, an appointment must be made by the applicant for completion of the DBS at least three weeks before the date of expiry of the licence.
8. Licences will not be renewed until all procedures have been completed and payment received. Where payment is made by a cheque which is subsequently dishonoured, any licence issued will be null and void. An administration fee will also be charged for any returned cheques.
9. If any person making application for a licence knowingly or recklessly makes a false statement or omits any material he shall be guilty of an offence (Local Government (Miscellaneous Provisions) Act 1976, Section 57). It is essential that any convictions (including driving offences) are detailed. Failure to do so may result in a delay/refusal of your application and possible prosecution. If you are unsure whether to disclose a conviction please contact the Licensing Team for advice.
10. The Licence shall only be deemed to be granted once all aspects of the process are complete, including medical certificate, DBS check, knowledge test, DVSA Taxi Test, CSE training and DVLA licence check (if applicable). Applicants are reminded that they are **not** a licensed driver until their badge has been issued and collected.
11. The application form is to be returned to: The Licensing Section, Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY



DRIVER'S LICENCE APPLICATION

☐ PRIVATE HIRE
☐ HACKNEY CARRIAGE
☐ DUAL/DUALLING UP CURRENT BADGE
(Please tick appropriate box)

OFFICIAL USE ONLY

Badge No: _____

Expiry Date: _____

☐ 1 Year Licence Required

☐ 3 Year Licence Required
(Please tick appropriate box)

Mr / Mrs / Miss / Ms (Please delete as appropriate)

Surname: _____

Address: _____

Forename(s): _____

Town: _____

Date of Birth:

--	--	--	--	--	--

Postcode:

--	--	--	--	--	--	--	--

Tel No. (Home) _____

Email Address: _____

Mobile No. _____

National Insurance No.

--	--	--	--	--	--	--	--	--	--

DVLA Driver No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DVLA Expiry Date: _____

The Counterpart of your driving licence has now been abolished and endorsements are recorded electronically by the DVLA. In order to confirm your driving record you are required to access your record by logging onto **www.gov.uk/view-driving-licence** (then click on 'Share your licence information'). Enter the 8-character code below. This code will be a combination of capital letters, lower case and numbers. The code is valid for 21 days and the service is free and should be used by both paper and photo card driving licence holders. **We will be unable to process your application until confirmation of your DVLA licence has been supplied.**

Check Code (you must write **exactly** as shown on screen) e.g

J		Z		2	3	Q	
j		z					s

Date Check Code Generated

--

To be completed by Private Hire Operator (for Private Hire or Dual Licence applications) OR Hackney Carriage Vehicle Owner (i.e. proposed employer)

Name _____

Company Stamp

Address _____

Postcode _____

Tel No. _____

I am the holder of a Private Hire Vehicle Operators Licence/ Hackney Carriage Vehicle Licence and if the applicant is granted a licence by the Council I confirm that **the above person has the Right to Work in the UK** and I will operate/employ such driver.

Signed: _____ Date _____

Print Name: _____

Please continue on Page 2

PLEASE COMPLETE ALL QUESTIONS:

- 1 If you are making a new application, have you held a HC/PH/D driver's licence previously with this, or any other, Local Authority? **Renewal / YES / NO**
If YES, please give details below
- 2 Have you ever been REFUSED a HC/PH/D driver's licence or had a HC/PH/D driver's licence SUSPENDED or REVOKED with this, or any other, Local Authority? **YES / NO**
If yes, please give details below
- 3 Have you ever been CAUTIONED or CONVICTED of any CRIMINAL offence? **YES / NO**
(Renewal Drivers: SINCE YOUR LAST DBS CHECK?)
If yes, please give details below. (NOTE: Convictions should not be regarded as 'Spent')
- 4 Have you ever been CAUTIONED or CONVICTED of any MOTORING offence? **YES / NO**
(Renewal Drivers: SINCE YOU LAST APPLIED?)
(i.e. speeding points) If yes, please give details below.
- 5 Are there any MOTORING or CRIMINAL PROCEEDINGS PENDING against you, or are you currently under Police investigation? **YES / NO**
If yes, please give details below.
- 6 Renewal Drivers: Has there been any change in your medical circumstances since submitting your last medical certificate? **YES / NO**
If yes, please give details below.

Details of answers to Questions 1 – 6

.....

.....

.....

.....

Driver Declaration - Must be signed by the applicant

I certify that all details on this form are true to the best of my knowledge and belief.

I certify that I have read and understood the guidance notes attached to this application form.

Convictions etc - I understand that I must notify the Licensing Authority as soon as I am arrested in connection with an alleged offence, or charged with, or convicted of, any criminal offence (including motoring offences) or if I am given a Police Caution, Reprimand or Warning.

Disclosure & Barring Service (DBS) - I understand that it is a pre-licensing requirement to allow the Local Authority to have sight of my DBS certificate in order to make a decision based on all relevant information.

I accept that should a DBS certificate be required, HBC may take a copy of the certificate to enable a HBC Countersignatory to approve the certificate in accordance with HBC licensing checks. I accept that if my certificate includes relevant information, that a copy of my certificate will be retained and stored for a period not exceeding six months, in accordance with the DBS policy on Storage and Retention of Disclosure information and the Data Protection Act 1998 to enable a licensing decision to be made.

Please continue on Page 3

Medical Fitness – I certify that to the best of my knowledge and belief there are no medical reasons to prevent me being licensed as a HC/PH/D driver. I understand that I must notify the Licensing Section immediately of any condition which may affect my driving.

I confirm that I am legally entitled to work in the UK and understand that I may be required to prove at any time that I have this entitlement

DVLA licence - I hereby give my consent to HBC to check the details contained on my driving licence by using the DVLA online checking service using the 8 digit code I have supplied. I understand that should there be any further points/convictions displayed on my driving licence at the time of inspection, then my Hackney Carriage/Private Hire/Driver's application/renewal may be subject to consideration at the next Licensing Committee.

I give my consent for HBC to pass on any details concerning my application, and my licence, to other transport licensing authorities and law enforcement agencies if, in the opinion of HBC, to do so would be appropriate for the protection of the public. This includes, but is not restricted to; information provided by me at the time of my application, complaints, disciplinary action and enforcement action taken against me.

I confirm that I have read the Council Policy in relation to Hackney Carriage/Private Hire Licensing and certify that I will comply with all terms and conditions therein. The Council Policy can be found at www.hartlepool.gov.uk/licensing.

Name: _____

Signed: _____

Date: _____

Surname: **Forename(s)** **Date of Birth:**

Medical Certificate required: ☐ Yes ☐ No Last Medical

Next Medical

Police Check required: ☐ Yes ☐ No Last Police Check

Next Police Check

CSE training required: ☐ Yes ☐ No Date training completed.....

Knowledge Test required: ☐ Yes ☐ No Date test completed.....

DVSA Test required: ☐ Yes ☐ No Date test completed

Evidence of "Right to Work" ☐ Yes ☐ No Document produced.....

Receipt Details: Date: _____ Amount (£): _____ CAN No. _____

DVLA Licence checked: Yes ☐ No ☐

☐ Points (copy taken) ☐ No points date & Initials _____

Authorisation: _____ Date: _____

Signature: _____ Badge Issued: _____

Licence Start Date: _____ Expiry Date: _____

DO NOT COMPLETE UNTIL COLLECTING YOUR BADGE.

I declare that there have been no changes in any of my circumstances since I made my application that may affect my fitness to be licensed.

Name: _____

Signed: _____ Date: _____

Medical Examination Report

**FOR A PRIVATE HIRE/HACKNEY CARRIAGE DRIVER LICENCE IN
ACCORDANCE WITH DVLA MEDICAL STANDARD FOR LGV AND PCV
GROUP 2 ENTITLEMENT**



To the Applicant

It is a requirement under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976, to provide a Medical Examination Report to the effect that you are physically fit to drive a Private Hire/Hackney Carriage Vehicle.

This form is to be completed by **YOUR OWN GP OR A GP WHO HAS HAD ACCESS TO YOUR MEDICAL RECORDS PRIOR TO COMPLETION OF THE MEDICAL EXAMINATION REPORT** and is for the confidential use of the Licensing Authority.

The medical examination report must be submitted to Licensing no more than 28 days from date of signature. A report submitted after this period will be considered invalid.

Upon reaching the age of 45 a Group 2 Medical Report is required every 5 years until the age of 65. From the age of 65 a Group 2 Medical Report is required every year.

This Medical report cannot be issued free of charge as part of the National Health Service. The applicant must pay the medical practitioner's fee, unless other arrangements have been made. The Licensing Authority accepts no liability to pay it.

To the Medical Practitioner

Hartlepool Borough Council's policy on medical fitness requires that taxi drivers meet Group 2 Entitlement, as set out in the DVLA publication 'A Guide to the current Medical Standards of Fitness to Drive'. This guide makes reference to current best practice guidance contained in the booklet 'Fitness to Drive' which recommends the medical standard applied by DVLA in relation to bus and lorry drivers should also be applied by local authorities to taxi drivers.

This form must be completed in full by the applicant's own GP, or a medical practitioner who has reviewed the applicant's medical records prior to completion of the medical examination report. Please answer all questions and once completed sign the declaration at the end.

Only complete the Vision Assessment if you are able to fully and accurately complete ALL the questions. If you are unable to do this you must tell the applicant that they will need to arrange to have this part of the assessment completed by an Optician or Optometrist.

Once complete this form should then be returned to the applicant to submit with their application.

Guidance Notes - Medical Standards for Drivers Of Passenger Carrying Vehicles

Medical standards for drivers of passenger carrying vehicles are higher than those required for Group 1 (car and motorcycle drivers).

1. **Eyesight** - Applicants must have, as measured by the 6 metre Snellen chart:
 - A visual acuity of at least 6/7.5 (decimal Snellen equivalent 0.8) in the better eye
 - A visual acuity of at least 6/60 (decimal Snellen equivalent 0.1) in the worse eyeThis may be achieved with or without glasses or contact lenses.
 - If glasses are worn, the distance spectacle prescription of either lens used must not be of a corrective power greater than plus 8 (+8) dioptries.

Visual Field - The horizontal visual field should be at least 160 degrees; the extension should be at least 70 degrees left and right and 30 degrees up and down. No defects should be present within a radius of the central 30m degrees.

Monocular Vision – Applicants who have sight in one eye only or their sight in one eye has deteriorated to less than 0.05 (3/60) cannot normally be licensed to drive Group 2 vehicles.

Uncontrolled Symptoms of Double Vision – Applicants who have uncontrolled symptoms of double vision, or you have double vision treated with a patch, you will not be allowed to hold a Group 2 licence.

2. **Epilepsy or Liability to Epileptic Attacks** – Applicants who have been diagnosed as having epilepsy, (this includes all events; major, minor and auras), will need to remain free of seizures without taking anti-epilepsy medication for 10 years. If an applicant has a condition that causes an increased liability to seizures, for example a serious head injury, the risk of them having a seizure must have fallen to no greater than 2% per annum prior to application.

Isolated Seizure - If the applicant has had only an isolated seizure, they may be entitled to drive from the date of the seizure, provided that they are able to satisfy the following criteria:

- No relevant structural abnormality has been found in the brain on imaging
- No definite epileptic activity has been found on EEG (record of brain waves)
- They have not been prescribed medication to treat the seizure for at least 5 years since the seizure
- They have the support of your neurologist
- They risk of a further seizure is considered to be 2% or less per annum (each year)

3. **Insulin Treated Diabetes** - If the applicant has insulin treated diabetes they may be eligible to apply for a Group 2 licence. An annual assessment by a hospital consultant specialising in the treatment of diabetes is required and they will have to meet strict criteria for controlling and monitoring their diabetes. This includes having at least 3 months of blood glucose readings available for inspection on a blood glucose meter with a memory function.

4. **Other Medical Conditions** - An applicant is likely to be refused a Group 2 licence if they cannot meet the recommended medical guidelines for any of the following:
 - Within 3 months of a coronary artery bypass graft (CABG)
 - Angina, heart failure or cardiac arrhythmia which remains uncontrolled
 - Implanted cardiac defibrillator
 - Hypertension where the blood pressure is persistently 180 systolic or more and/or 100 diastolic or more
 - A stroke or transient ischemic attack (TIA) within the last 12 months
 - Unexplained loss of consciousness with liability to recurrence
 - Meniere's disease, or any other sudden and disabling vertigo within the past year, with a liability to recurrence
 - Major brain surgery and/or recent severe head injury with serious continuing after-effects or a likelihood of causing seizures
 - Parkinson's disease, multiple sclerosis or other chronic neurological disorders with symptoms likely to affect safe driving
 - Psychotic illness in the past 3 years
 - Serious psychiatric illness
 - If major psychotropic or neuroleptic medication is being taken
 - Alcohol and/or drug misuse in the past 1 year of alcohol and/or drug dependence in the past 3 years
 - Dementia
 - Cognitive impairment likely to affect safe driving
 - Any malignant condition in the last 2 years, with a significant liability to metastasise (spread) to the brain
 - Any other serious medical condition likely to affect the safe driving of a Group 2 vehicle
 - Cancer of the lung

Vision Assessment

To be completed by a Doctor or Optician/Optometrlist

Applicants Full Name		Date of Birth	
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Notes: Hartlepool Borough Council's policy on medical fitness require taxi drivers meet Group 2 Entitlement, as set out in the DVLA publication 'A Guide to the current Medical Standards of Fitness to Drive'.

Visual acuities, as measured by the 6 metre Snellen Chart, must be at least 6/7.5 (decimal Snellen equivalent 0.8) in the better eye and at least 6/60 (decimal Snellen equivalent 0.1) in the other eye. Corrective lenses may be worn to achieve this standard. A LogMAR reading is acceptable.

1. If using a scale other than standard Snellen please specify accordingly

☐ Snellen expressed as a decimal ☐ LogMar

2. Please state the visual acuities **of each eye** in terms of the 6m Snellen chart.

Uncorrected

Corrected (using prescription worn for driving)

Left Right Left Right

3. If glasses were worn, was the distance spectacle prescription of either lens used of a corrective power greater than plus 8 (+8) dioptries? Yes ☐ No ☐

4. If a correction is worn for driving, is it well tolerated? ☐ ☐

If you answer Yes to any of the following, give details in the box provided.

5. Is there a history of any medical condition that may affect the applicants binocular field of vision (central and/or peripheral)? Yes ☐ No ☐

6. Is there diplopia? ☐ ☐
Is it controlled? If Yes, please give details in the box provided below ☐ ☐

7. Is there any reason to believe that there is impairment of contrast sensitivity or intolerance to glare? ☐ ☐

8. Does the applicant have any other opthalmic condition? ☐ ☐

Details

Does the applicant's visual acuity meet the DVLA Group 2 Medical Standards for vocational drivers?

Yes No

Date of Examination	
Name (Print)	
Signature	
Date of Signature	
Your GOC, HPC or GMC Number	

Doctor/Optometrlist/Optician's stamp

Medical Examination Report

FOR A PRIVATE HIRE/HACKNEY CARRIAGE DRIVER LICENCE IN ACCORDANCE WITH
DVLA MEDICAL STANDARD FOR LGV and PCV GROUP 2 ENTITLEMENT

Applicants Full Name		Date of Birth	
----------------------	--	---------------	--

Section 1 – Nervous System

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Has the applicant had any form of seizure?
If NO, please go to question 2

If YES, please answer questions (a) to (f) | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Has the applicant had more than one attack? | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Please give date of first and last attack | First Attack | <input type="text"/> |
| | Last Attack | <input type="text"/> |
| (c) Is the applicant currently on anti-epileptic medication?
If YES, please fill in current medication in Section 14 | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) If no longer treated, please give date when treatment ended | <input type="text"/> | |
| (e) Has the applicant had a brain scan or EEG? | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) Did the investigation at (e) indicate that the risk of further seizure is greater than 2% per annum? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there a history of blackout or impaired consciousness within the last 5 years?
If YES, please give date(s) and details in Section 12 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the applicant suffer from narcolepsy or cataplexy?
If YES, please give date(s) and details in Section 12 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there a history of, or evidence of ANY conditions listed at (a) to (h) below?
If YES, please give full details at Section 12. | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Stroke or TIA
If YES, please give date | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="text"/> | |
| Has there been a full recovery? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has a carotid ultra sound been undertaken? | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Sudden and disabling dizziness/vertigo within the last year with a liability to recur | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Subarachnoid haemorrhage | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Serious traumatic brain injury within the last 10 years | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Any form of brain tumour | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) Other brain surgery or abnormality | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) Chronic neurological disorders | <input type="checkbox"/> | <input type="checkbox"/> |

Section Two – Diabetes Mellitus

	Yes	No
1. Does the applicant have diabetes mellitus?	<input type="checkbox"/>	<input type="checkbox"/>
If NO, please go to Section 3		
If YES, please answer the following questions.		
2. (a) Is the diabetes managed by Insulin?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give date started on insulin		
(b) If treated with insulin, are there at least 3 months of blood glucose readings Stored on a memory meter(s)?	<input type="checkbox"/>	<input type="checkbox"/>
If NO, please give details in Section 12.		
(c) Other injectable treatments?	<input type="checkbox"/>	<input type="checkbox"/>
(d) A Sulphonylurea or a Glinide?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Oral hypoglycaemic agents and diet?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Diet only?	<input type="checkbox"/>	<input type="checkbox"/>
3. (a) Does the applicant test blood glucose at least twice every day?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does the applicant test at times relevant to driving?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Does the applicant keep fast acting carbohydrate within easy reach when driving?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Does the applicant have a clear understanding of diabetes and the necessary precautions for safe driving?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there any evidence of impaired awareness of hypoglycaemia?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a history of hypoglycaemia in the last 12 months requiring the assistance of another person?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there evidence of:		
(a) Loss of visual field?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Severe peripheral neuropathy, sufficient to impair limb function for safe driving?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, to any of 4 to 6 above, please give details in Section 12.		
7. Has there been laser treatment or intra-vitreous treatment for retinopathy?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give dates of treatment		

Section 3 – Psychiatric Illness

Is there a history of, or evidence of, ANY of the conditions listed at 1 to 7 below? Yes ☐ No ☐

- Please enclose relevant hospital notes
- If the applicant remains under specialist clinic(s), ensure details are filled in at Section 13.

If NO, please go to Section 4

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Significant psychiatric disorder within the past 6 months | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Psychosis or hypomania/mania within the past 3 years, including psychotic depression | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Dementia or cognitive impairment | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Persistent alcohol misuse in the past 12 months | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Alcohol dependence in the past 3 years | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Persistent drug misuse in the past 12 months | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Drug dependence in the past 3 years | <input type="checkbox"/> | <input type="checkbox"/> |

If YES to ANY of questions 4 to 7 please state how long this has been controlled

Section 4 – Coronary Artery Disease

Is there a history of, or evidence of, coronary artery disease? Yes ☐ No ☐

If NO, go to Section 5

If YES, please answer all questions below and give details at Section 12.

- | | | |
|--|--------------------------|--------------------------|
| 1. Has the applicant suffered from angina? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give the date of last known attack <input style="width: 350px;" type="text"/> | | |
| 2. Acute coronary syndromes including myocardial infarction? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give date <input style="width: 350px;" type="text"/> | | |
| 3. Coronary angioplasty (P.C.I)? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give most recent intervention <input style="width: 350px;" type="text"/> | | |
| 4. Coronary artery by-pass graft surgery? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give date <input style="width: 350px;" type="text"/> | | |

Section 5 – Cardiac Arrhythmia

	Yes	No
Is there a history of, or evidence of, cardiac arrhythmia?	<input type="checkbox"/>	<input type="checkbox"/>

If NO, go the Section 6

If YES, please answer all questions below and give details in Section 12.

- | | | |
|---|--------------------------|--------------------------|
| 1. Has there been a significant disturbance or cardiac rhythm? i.e. Sinoatrial disease, significant atrio-ventricular conduction defect, atrial flutter/fibrillation, narrow or broad complex tachycardia in the last 5 years | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the arrhythmia been controlled satisfactorily for at least 3 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has an ICD or biventricular pacemaker (CRT-D type) been implanted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has a pacemaker been implanted? | <input type="checkbox"/> | <input type="checkbox"/> |

If YES:-

(a) Please supply date of implantation

(b) Is the applicant free of symptoms that caused the device to be fitted? ☐ ☐

(c) Does the applicant attend a pacemaker clinic regularly? ☐ ☐

Section 6 – Peripheral Arterial Disease (excluding Buerger's Disease) Aortic Aneurysm/Dissection

	Yes	No
Is there a history or evidence of ANY of the following?	<input type="checkbox"/>	<input type="checkbox"/>

If No, go to Section 7

If YES, please answer all questions below and give details in Section 12.

- | | | |
|--|--------------------------|--------------------------|
| 1. Peripheral arterial disease (excluding Buerger's disease) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the applicant have claudication? | <input type="checkbox"/> | <input type="checkbox"/> |

If YES, how long in minutes can the applicant walk at a brisk pace before being symptom-limited?

- | | | |
|--------------------|--------------------------|--------------------------|
| 3. Aortic aneurysm | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------|--------------------------|--------------------------|

If YES,

(a) Site of aneurysm: Thoracic ☐ Abdominal ☐

(b) Has it been repaired successfully? ☐ ☐

(c) Is the transverse diameter currently >5.5cm? ☐ ☐

(d) If NO, please provide latest measurement and date obtained

- | | | |
|--|--------------------------|--------------------------|
| 4. Dissection of the aorta repaired successfully | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

- | | | |
|--|--------------------------|--------------------------|
| 5. Is there a history of Marfan's disease? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Section 7 – Valvular/Congenital Heart Disease

	Yes	No
Is there a history of, or evidence of, valvular/congenital heart disease?	<input type="checkbox"/>	<input type="checkbox"/>
If NO, go to Section 8		
If YES, please answer all questions below and give details in Section 12.		
1. Is there a history of congenital heart disorder?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a history of heart valve disease?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a history of aortic stenosis?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there any history of embolism? (not pulmonary embolism)	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the applicant currently have significant symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has there been any progression since the last licence application? (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>

Section 8 – Cardiac Other

	Yes	No
Does the applicant have a history of ANY of the following conditions:	<input type="checkbox"/>	<input type="checkbox"/>
If NO, go to Section 9		
If YES, please answer all questions below and give details in Section 12.		
(a) a history of, or evidence of, heart failure?	<input type="checkbox"/>	<input type="checkbox"/>
(b) established cardiomyopathy?	<input type="checkbox"/>	<input type="checkbox"/>
(c) has a left ventricular assist device (LVAD) been implanted?	<input type="checkbox"/>	<input type="checkbox"/>
(d) untreated atrial myxoma	<input type="checkbox"/>	<input type="checkbox"/>

Section 9 – Cardiac Investigations

This section must be completed for all applicants

	Yes	No
1. Has a resting ECG been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, does it show:-		
(a) pathological Q waves	<input type="checkbox"/>	<input type="checkbox"/>
(b) left bundle branch block?	<input type="checkbox"/>	<input type="checkbox"/>
(c) right bundle branch block?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, to any of the above please provide further information at Section 12.		
2. Has an exercise ECG been undertaken (or planned)?	<input type="checkbox"/>	<input type="checkbox"/>

If YES, please give date and details in Section 12.

3. Has an echocardiogram been undertaken (or planned)? ☐ ☐
- (a) If YES, please give date and details in Section 12
- (b) If undertaken, is/was the left ejection fraction greater than or equal to 40% ☐ ☐
4. Has a coronary angiogram been undertaken (or planned)? ☐ ☐
- If YES, please give date and details in Section 12
5. Has a 24 hour ECG tape been undertaken (or planned)? ☐ ☐
- If YES, please give date and details in Section 12
6. Has a myocardial perfusion scan or stress echo study been undertaken (or planned)? ☐ ☐
- If YES, please give date and details in Section 12

Section 10 – Blood Pressure

1. Please record today's blood pressure reading

2. Is the applicant on anti-hypertensive treatment? **Yes** ☐ **No** ☐

If YES, provide three previous readings with dates, if available

Date	Reading

Section 11 – General

Please answer All questions. If YES to any question please give full details in Section 12.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Is there currently any functional impairment that is likely to affect control of the vehicle? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there a history of bronchogenic carcinoma or other malignant tumour with a significant liability to metastasise cerebrally? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there any illness that may cause significant fatigue or cachexia that could affect safe driving? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the applicant profoundly deaf? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, is the applicant able to communicate in the event of an emergency by speech or by using a device, e.g. a textphone? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the applicant have a history of liver disease of any origin? | <input type="checkbox"/> | <input type="checkbox"/> |

6. Is there a history of renal failure? ☐ Yes ☐ No

Yes **No**

7. (a) Is there a history of, or evidence of, obstructive sleep apnoea syndrome? ☐ Yes ☐ No

(b) Is there any other medical condition causing excessive daytime sleepiness? ☐ Yes ☐ No

If YES, please give diagnosis

If YES, to 7a or b please give

(i) Date of diagnosis

(ii) Is it controlled successfully? ☐ Yes ☐ No

(iii) If YES, please state treatment

(iv) Please state period of control

(v) Date last seen by consultant

8. Does the applicant have severe symptomatic respiratory disease causing Chronic hypoxia? ☐ Yes ☐ No

9. Does any medication currently taken cause the applicant side effects that could affect safe driving? ☐ Yes ☐ No

If YES, please provide details of medication and symptoms in Section 12.

10. Does the applicant have an opthalmic condition? ☐ Yes ☐ No

11. Does the applicant have any other medical conditions that could affect safe driving? ☐ Yes ☐ No

Section 12 – Further Details

Please forward copies of relevant notes. Please do not send any notes not related to fitness to drive

Section 13 – Consultants' Details

Details of type of specialist(s)/consultants, including address.

Consultant In	Consultant In
Name	Name
Address	Address
Date of Last Appointment:	Date of Last Appointment:

Section 14 – Medication

Please provide details of all current medication (continue on a separate sheet if necessary)

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

Applicant's Consent And Declaration

Applicant's Full Name:			
Applicant's Address:			
Telephone Number		Date of Birth	

I authorise my Doctor and Specialist(s) to release reports to Hartlepool Borough Council about my medical condition.

I authorise Hartlepool Borough Council to divulge relevant medical information about me to Doctors and Specialist(s) as necessary in the course of medical enquiries into my fitness to drive.

I declare that I have checked the details I have given on the enclosed questionnaire and that to the best of my knowledge they are correct. In the event that the Council is not satisfied of my fitness to drive a hackney carriage or private hire vehicle, I confirm that I may, at my own cost, submit such further medical evidence to the Council as I consider appropriate.

Signature of Applicant	
Date	

Note About Consent

You will see that we have asked for your consent, not only for the release of medical reports from your Doctors, but also that we might in turn, very occasionally, release medical information to Doctors and Specialists, either because we wish you to be examined, and the Doctors need to know the medical details, or because we require further information.

Section 15 – Examining Doctor's Details

To be completed by the doctor carrying out the examination. Please read the following carefully before completing, signing and dating the declaration.

If the applicant is not a registered patient with your practice or you have not reviewed his/her medical records then do not complete this declaration.

Certificate of Fitness To Drive A Private Hire or Hackney Carriage Vehicle

Applicant Name:	
Date of Birth:	

Is the applicant a registered patient of the surgery/medical centre at which you practise as a registered medical practitioner?	YES/NO
---	--------

Have you reviewed the applicant's medical records?	YES/NO
--	--------

I certify that I am a registered Medical Practitioner who is competent in undertaking DVLA Group 2 Medical Examinations, and that I am familiar with the current requirements of Group 2 Medical Standards applied by the DVLA in the current version of "At a Glance Guide to the Current Medical Standards of Fitness to Drive".

I certify that I have today undertaken a medical examination of the applicant for the purpose of assessing his/her fitness to act as a driver of a hackney carriage/private hire vehicle under the DVLA Group 2 Medical Standard.

I certify that I have reviewed the applicant's full medical records (not a summary report) and that in my opinion nothing therein contradicts or tends to contradict the information given to me by the applicant.

I certify that having regard to the foregoing, the applicant:

**Please tick relevant box*

<input type="checkbox"/>	Meets the DVLA Group 2 Medical Standards for vocational drivers and is <u>FIT</u> to drive a Private Hire or Hackney Carriage Vehicle to Group 2 Standards
--------------------------	---

<input type="checkbox"/>	Does not meet the DVLA Group 2 Medical Standards for vocational drivers and is <u>UNFIT</u> to drive a Private Hire or Hackney Carriage Vehicle
--------------------------	--

Doctors Details

Name		
Address		
Telephone Number		
E-Mail Address		
GMC Registration Number		
Signature of Medical Practitioner		
Date of Examination		

Surgery Stamp

--

GUIDANCE FOR DBS DISCLOSURE APPLICANTS

COMPLETING YOUR APPLICATION

To arrange an appointment to complete the Disclosure and Barring Service (DBS) application form with a Licensing Officer, please contact the Licensing Team on direct line (01429) 523354.

At the appointed date and time your identity needs to be confirmed. You must provide original documentation of the following:

- Current Passport (should you not hold a valid passport you must provide your birth certificate)
- Driving Licence
- P45 or P60 displaying your National Insurance Number

As proof of your current address the Officer will require to see 2 of the following documents which should be less than three months old:

- Bank Statement
- Mortgage/Insurance Statement
- Credit Card statement
- Utility Bill
- Council Tax Bill
- TV Licence
- Vehicle Registration Document (Document V5C only)

In order to complete the DBS application form, a full 5 year address history is required from you, including postcodes and dates lived at each address.

The Disclosure application form will then be forwarded to the DBS by the Local Authority to enable the relevant checks to be carried out.

FURTHER INFORMATION

The following guidance for Disclosure is designed to help answer any questions applicants may have about the service.

A Disclosure Certificate is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures Certificates are provided to the applicant by the DBS, an executive agency of the Home Office.

The Disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts they are trying to fill. Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). If the position involves working with children, Disclosure will also contain details from lists held by the Department of Health (DH) and the Department for Education and Skills (DfES) of those considered unsuitable for this

type of work. Depending upon the level of Disclosure, it might also contain information held by local police forces.

There are three levels of Disclosure: **Enhanced**, **Standard** and **Basic** (available only at DBS, Scotland). Applicants for driver's licences must obtain an Enhanced DBS Disclosure.

FREQUENTLY ASKED QUESTIONS (FAQ'S)

How much will a Disclosure cost?

From the 12th April 2012 the following fees came into effect

Enhanced disclosure cost **£44.00**, which is payable on completion of the form.

Can I refuse to apply for a Disclosure?

No, you must have a criminal record check carried out before you can obtain a Private Hire or Hackney Carriage driver's badge.

What if I already have a Disclosure?

If you already have a disclosure for a previous role we may be unable to accept it and you must make a new disclosure application before you can obtain a Private Hire or Hackney Carriage driver's badge.

However, individuals can keep their DBS Certificate up to date by subscribing with the DBS update service at a cost of £13.00 per year. This allows employers to check that the information held on the DBS Certificate is up to date. The check previously issued must be of the same workforce and type ie Child and Adult services to an Enhanced standard. Should you wish to take advantage of the update service and meet the above requirements you must have your DBS Certificate with you, give the Registered Body (us) consent to carry out a Status check and provide the necessary documents to enable the Registered Body to check your identity.

What if I have lived overseas?

If you've lived overseas for a substantial period of time, it may not be worth applying for a Disclosure, as the DBS does not generally have access to overseas criminal records. We can, however, advise you on how to obtain equivalent information from the overseas authorities, where available. You may wish to discuss this with your prospective employer.

However, some organisations have a statutory duty to check a prospective employee against one or both of the lists held by the DH (those individuals considered unsuitable to work with children) and the DfES (those individuals considered unsuitable to work in the teaching profession). Therefore, if you are a foreign national (with either a limited or no prior period of residence in the UK) and your prospective employer has a statutory duty to check the lists, you will be required to apply for either a Standard or Enhanced Disclosure. Applying for these higher-level Disclosures is the only way to check individuals against the lists held by the DH and DfES.

If, as a foreign national you have not lived in the UK for at least five years, you will also be required to obtain a Certificate of Good Conduct from the Embassy for your previous residency. You should speak to the Council's Licensing team before trying to obtain one of these.

How will I know which level of Disclosure is required?

The organisation that has asked you to apply will decide the appropriate level of Disclosure for the position. To be a Hackney Carriage or Private Hire Driver in Hartlepool you are required to have an enhanced disclosure.

When will I receive my Disclosure?

The DBS aims to process 90% of Enhanced Disclosure applications within four weeks of the DBS receiving the completed application form, together with any additional information requested.

Who will receive my Disclosure?

You will receive your Disclosure in the post. Copy Disclosure Certificates will not be sent by the DBS to the Registered Body (us). We therefore need to see your copy. This must be provided in order that your application for a driver licence/renewal can be considered.

How do I know that the information contained on my Disclosure will be kept confidential?

Organisations using the Disclosure service must comply with the DBS Code of Practice, which is there to make sure the whole process works fairly.

Under the provisions of the Code, sensitive personal information must be handled and stored appropriately and must be kept for only as long as it is necessary.

The Code of Practice is published on the Disclosure website, or you can request a copy from the person who asked you to apply for the Disclosure.

Will any of my previous convictions be 'Spent'?

No. The Rehabilitation of Offenders Act 1974 does not apply to Hackney Carriage and Private Hire Licence holders and therefore, all previous convictions may be considered as part of the licensing process.

I have one conviction from 30 years ago, will this be on my Disclosure?

This will depend upon the offence and sentence. Following recent changes to legislation certain specified old and minor offences may be removed from DBS certificates. This is called filtering. Guidance and criteria on the filtering of cautions and convictions can be found on the DBS website.

Can I challenge the information on my Disclosure if it is incorrect?

Yes. If you think that any information contained on your Disclosure is incorrect please contact the Disclosure dispute line on 03000 200 190 immediately and ask about the dispute procedures.

DBS certificate disputes

P O Box 165
Liverpool
L69 3JD

Telephone: 03000 200 190

Contact the above if you think your DBS certificate is wrong. This can include incorrect personal details, incorrect conviction information or other discrepancies. If you receive a DBS certificate with a conviction that doesn't relate to you, you should also inform the person who requested that you complete the form as soon as possible.

The phone line for certificate disputes is open 9am to 5pm, Monday to Friday only.

Sensitive Applications

Sensitive applications team
Customer Services
PO Box 165
Liverpool
L69 3JD

Email: sensitive@db.s.gsi.gov.uk

The DBS have a confidential checking process for transgender applicants who do not wish to reveal details of their previous identity to the person who has asked them to complete an application form for a DBS check.

If emailing, security of information cannot be guaranteed until it is in possession of the DBS service, and will not take responsibility for such information until received.

DBS Disclosure Service

In writing to: DBS customer services
PO Box 3961
Royal Wootton Bassett
SN4 4HF

DBS Website: www.crb.gov.uk

Email: customerservices@db.s.gsi.gov.uk

DBS Helpline: 03000 200 190

Minicom: 03000 200 192

Welsh: 03000 200 191

International: +44151 676 9390

Go to the DBS online tracking service to check on the progress of an application. Tracking an application is much quicker online.

The phone line is open 8am to 6pm on weekdays and 10am to 5pm on Saturday. You may be asked some security questions to verify your identity. All calls to this number are recorded for training and security purposes.

If emailing, please include your full name, address, telephone number and, if relevant, any DBS reference numbers in your correspondence. Security of information cannot be guaranteed until it is in possession of the DBS, and will not take responsibility for such information until received.

How long will a Disclosure be valid?

Each Disclosure will show the date on which it was printed, therefore, the older the Disclosure the less reliable it is.

Every application for a licence must be completed within six months of the date printed on the DBS disclosure and the licence issued. If it is not, a new DBS disclosure and medical certificate will be required.

Existing Private Hire and Hackney Carriage drivers will be required to obtain a Disclosure every 3 years.

HARTLEPOOL BOROUGH COUNCIL

Applicants for Hackney Carriage & Private Hire Drivers Licence

Access to Criminal Records Policy Statement

- As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust Hartlepool Borough Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Hartlepool Borough Council (The Council) is committed to the fair treatment of all users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on dealing with applications from ex-offenders, which is made available to all disclosure applicants at the outset of the application process
- We actively promote equality of opportunity for all and welcome applications from all, including those with criminal records. Applications are determined in accordance with the Local Government (Miscellaneous Provisions) Act 1976 and the Council's policies relating to hackney carriage and private hire drivers. Applicants for these licences are exempt from the Rehabilitation of Offenders Act 1974. This means that convictions are never "spent" and must be disclosed on the application form for such licences. **A criminal record does not however mean that an applicant will automatically be refused a licence.** Each application is considered on its merits, usually by the Council's Licensing Committee. The Council's overriding consideration is always the protection of the public.
- A disclosure is requested as part of the application process. The Council is entitled to and will request an **Enhanced** disclosure. This provides full information on all convictions and cautions and any other information deemed relevant.
- Applicants who fail to disclose convictions and cautions on their application forms will be required to explain such omissions if referred to the Council's Licensing Committee.
- If the Council decides to refuse an application, written reasons for this decision will be provided. Any applicant who is aggrieved at such a decision has the right of appeal to the Magistrates Courts.
- We ensure that all those in Hartlepool Borough Council who are involved in the access to criminal records process or determination of applications have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in all relevant legislation.

- At interview, or in the Licensing Committee hearing, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the application.
- All criminal record documentation is stored in accordance with the DBS requirements relating to secure storage. If a disclosure indicates no criminal record this will be recorded on an applicant's file and the disclosure documentation will be shredded. Disclosures with entries will be retained in secure storage until after the committee hearing and any subsequent appeal is disposed of. Should this take longer than 6 months a special application will be made to the DBS to extend the period of retention.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice. Applicants are advised that a copy of this code may be obtained from the DBS website at: [see over](#)



Relevance Of Convictions, Cautions, Reprimands, Warnings and Complaints

www.hartlepool.gov.uk/licensing

Hartlepool Borough Council use the following guidelines to make fair and consistent decisions when considering the suitability of those who wish to be, or who currently are, Private Hire or Hackney Carriage Drivers or Private Hire Operators. Any reference in this policy to a licence applicant shall also apply to those who currently hold a licence and shall apply to licences to drive or operate vehicles.

The guidelines shall be applied strictly and shall only be deviated from in exceptional circumstances.

The Council may fail to be satisfied that an applicant is a fit and proper person to hold a drivers licence for any good reason. If adequate evidence that a person is a fit and proper person is not adduced or if there is good reason to question or doubt the evidence provided, then that could amount to good reason to refuse a licence.

The overriding consideration is the safety of the public. The Council has a duty to ensure so far as possible that those licensed to drive Hackney Carriage and Private Hire vehicles are suitable persons to do so, that they are safe drivers with good driving records and adequate experience, sober, courteous, mentally and physically fit, honest and not persons who would take advantage of their employment to abuse or assault passengers.

The Council uses the Disclosure service from the Criminal Records Bureau to assist in its consideration of the suitability of applicants for Hackney Carriage and Private Hire Driver Licences.

The Council will comply fully with the Criminal Records Bureau Code of Practice and the requirements of the Data Protection Act. Disclosure information will be used fairly, stored securely and only be handled by authorised persons. Please see guidance leaflet on "Handling, Storage and use of Disclose Information Received from the Criminal Records Bureau" for further information.

For the purpose of these guidelines formal cautions, reprimands, warning and endorsable fixed penalties and public order fixed penalties shall be treated as though they were convictions and they shall be disclosed to the Council accordingly.

General

Each case will be decided on its merits. The Council will endeavour to make consistent decisions but is not bound by, or obliged to follow, previous decisions.

It may be appropriate to depart from these guidelines in some cases, for example, situations where the offence is isolated and there are mitigating circumstances. Similarly, multiple

offences or a series of offences over a period of time are likely to give greater cause for concern and may demonstrate a pattern of inappropriate behaviour, which will be taken into account. Where there has been a conviction for a sexual offence, murder or manslaughter a licence will normally be refused. Where an applicant has served a custodial sentence the Council will consider the number of years since their release and the period for which they have been free of conviction when determining their fitness to be licensed. Time spent in custody will generally be discounted from the conviction free period.

These guidelines are not an attempt to define what is a fit and proper person.

The guidelines do not deal with every type of offence. However, offences described in the guidelines and similar offences, though differently entitled in any statutory provision, modification or re-enactment, will be taken into account in accordance with these guidelines.

The following examples afford a general guide on the action to be taken where convictions, cautions, reprimands or warnings are admitted.

(a) Minor Traffic Offences

Convictions for minor traffic offences will not prevent a person from being considered for a licence. If an applicant has 9 or more "live" penalty points on their driving licence for such offences then the application may be referred to a Licensing Committee. Where an applicant has more than 9 penalty points for such convictions they must normally show a period of 12 months free from any such conviction before their application is considered. Even then the application will be referred to the Licensing Committee and may be refused.

(b) Major Traffic Offences

Major traffic offences include those on the attached list of offences that have the following codes. Please note that the Council appreciates there is a difference in the level of seriousness of these offences and will consider each on its merits.

DVLA CODE	DESCRIPTION OF OFFENCE
DR10	Driving or attempting to drive with alcohol level above limit
DR20	Driving or attempting to drive while unfit through drink
DR30	Driving or attempting to drive then failing to supply a specimen for analysis
DR40 (See Section and D Below)	In charge of a vehicle while alcohol level above limit
DR50 (See Section and D Below)	In charge of a vehicle while unfit through drink
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive
DR70	Failing to provide specimen for breath test
DR80	Driving or attempting to drive when unfit through drugs
DR90	In charge of a vehicle when unfit through drugs
AC10	Failing to stop after an accident
AC20	Failing to give particulars or to report an accident within 24 hours
BA10	Driving whilst disqualified by order of court
BA30	Attempting to drive while disqualified by order of court
CD40	Causing death through careless driving when unfit through drink
CD50	Causing death by careless driving with alcohol level above the limit
CD60	Causing death by careless driving with alcohol level above the limit
CD70	Causing death by careless driving then failing to supply a specimen for analysis
CD80	Causing death by careless or inconsiderate driving
CD90	Causing death by driving – unlicensed, disqualified or uninsured driving
DD40	Dangerous driving
DD60	Manslaughter or culpable homicide while driving a vehicle
DD80	Causing death by dangerous driving
IN10	Using a vehicle uninsured against third party risks
IN14	Causing or permitting the use of a vehicle uninsured against third party risks
UT50	Aggravated taking of a vehicle
TT99	To signify a disqualification under totting-up procedure. If the total of penalty points reaches 12 or more within 3 years, the driver is liable to be disqualified

Note: Should the Courts decide not to disqualify a driver under the totting up procedures the Council may still consider that the applicant is not a fit and proper person to carry fare paying members of the general public.

If an applicant has an endorsement in respect of a major traffic offence then the application will be referred to the Licensing Committee and will normally be refused until at least three years after the most recent conviction, caution, reprimand, or warning or if the person was disqualified, after the restoration of their driving licence.

(c) Alcohol Related Offences

A person who has been disqualified from driving as a result of a drink driving offence must show at least five years free from conviction after the restoration of their driving licence before their application will be considered.

(d) Drug Offences

An applicant with a conviction for a drug driving related offence should be required to show a period of five years free of a conviction before an application is considered, or five years after detoxification treatment if the applicant is an addict.

An applicant with a conviction for a drug related (non driving) offence should be required to show a period of at least five years free of a conviction before an application is considered or five years from completion of any custodial sentence imposed, whichever is the later.

If the conviction relates to the supply of prohibited drugs then it is unlikely that even after this period the application will be granted.

(e) Indecency Offences

Applicants with a conviction for indecent exposure, indecent assault, importuning or any sexual offence, will normally be refused a licence. In exceptional circumstances an application will be considered on its merits when the applicant can show a substantial period (of at least seven years) free of such conviction from either the date of conviction or five years from completion of any custodial sentence imposed, whichever is the latter.

(f) Violence

Applicants with a conviction for grievous bodily harm, wounding, serious assault, or possession of a dangerous weapon will normally be refused a licence. An application may be granted if the applicant can show at least five years free of such conviction or from completion of any custodial sentence imposed, whichever is the latter. Applicants with a conviction for assault occasioning actual bodily harm or battery will be expected to show at least 3 years free of any further offence.

Where a conviction relates to a domestic incident, the Council deems such incidents to be extremely serious as it may indicate a propensity for using violence in order to resolve conflict.

(g) Dishonesty

Hackney carriage and private hire vehicle drivers are expected to be persons of trust. The practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare etc. Overseas visitors can be confused by the change in currency and become “fair game” for an unscrupulous driver.

In addition to this, taxi drivers often collect holidaymakers from their homes and transport them to airports or railway stations. This gives them a unique insight into which premises may be vacant for periods of time and therefore possible targets for burglary. For these reasons a serious view will be taken of any conviction involving dishonesty. In general, a period of 3 to 5 years free of conviction should be required before entertaining an application.

(h) Public Order Offences

Applicants with a conviction involving public order offences such as affray, fear of provocation of violence or criminal damage will have their application referred to the Licensing Committee for consideration and will normally be refused a licence. An application will be considered where the applicant can show at least 2 years free of such conviction from either the date of conviction or 2 years from completion of any custodial sentence imposed, whichever is the latter.

Any conviction which results from an offence committed by any person while working as a Hackney Carriage or Private Hire Proprietor, Driver or a Private Hire Operator is regarded as extremely serious and may lead to a licence being revoked or in an application to renew the licence being refused.

Offences Against The Town Police Clauses Act 1847, The Local Government (Miscellaneous Provisions) Act 1976, Or Any Breach Of The Conditions Or Byelaws Made Under The Relevant Legislation

The following examples afford a general guide to what action the Council may take in relation to existing Hackney Carriage and Private Hire Licence holders:-

Proprietor Offences

Any person convicted, cautioned, reprimanded or given a warning of an offence relating to a Hackney Carriage or Private Hire vehicle of which they are the proprietor may have their licence(s) suspended or revoked.

Driver Offences

Any person convicted, cautioned, reprimanded or given a warning of an offence whilst acting as the driver of a Hackney Carriage or Private Hire vehicle may have their driver licence revoked.

Operator Offences

Any person convicted, cautioned, reprimanded or given a warning for an offence relating to their operation of Private Hire vehicles or Drivers may have their Private Hire Operators Licence suspended or revoked.

Should the Council choose to take action short of revocation then more than one such conviction, caution, reprimand or warning will normally lead to the licence being revoked.

A Guide To Your Tees Valley Taxi Assessment



Managed by Hartlepool Borough Council on behalf of the Tees Valley LA's.

Introduction

Hartlepool Borough Council is approved to manage and deliver taxi assessments on behalf of Tees Valley local authorities.

With a wealth of knowledge and experience in driver training Hartlepool Council delivers approved taxi assessments for those drivers within the Tees Valley seeking to become a licensed taxi driver.

The Council aims to offer a degree of flexibility in the delivery of this assessment service.

Contact regarding assessments can be made through a dedicated Road Safety Training Team based at Hartlepool Council.

The Council uses suitably qualified assessors to deliver local standard and wheelchair accessible assessments.

Assessment Cost

- The fee for a STANDARD assessment is £66.00
- The fee for an ACCESSIBLE assessment is £81.00

Booking an Assessment

All bookings are made through Hartlepool Borough Council. The Road Safety Team can be contacted on the following number:

01429 284076

Our business address is:

Hartlepool Borough Council
Road Safety Team – Level 4
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Alternatively you can email the team on driver.training@hartlepool.gov.uk using the booking form attached

Assessment Dates

Assessments are delivered typically on the following days at each Council area:

Local Authority	Assessment Day
Middlesbrough	Thursday
Hartlepool	Alternate Friday
Redcar and Cleveland	Tuesday
Darlington	Tuesday
Stockton	Tuesday

If you have an immediate requirement for an assessment please contact the office on 01429 284076. Alternative dates can be arranged only on request after contacting the office number.

Once you have booked your taxi assessment you will receive the following:

- A letter confirming the date and time of the assessment including the name of your assessor and a meeting point map,
- Payment confirmation,
- A copy of our terms and conditions.
- A copy of the Highway Code **to be returned to your Assessor at the start of the assessment.**

Please note that you will not be able to complete your assessment until you have paid the assessment fee in full. Please read your Terms and Conditions regarding cancellation fees.

Payment Options

Payment can be made using the following:

- a valid credit/debit card over the phone,
- by cheque payable to Hartlepool Borough Council General and sent with a booking form to our business address,
- by Postal Order and sent with a booking form to our business address,
- or by cash in person at the Civic Centre in Hartlepool (please phone to make an appointment prior to paying cash)

If you have any queries regarding payment or would like to discuss options please contact the team on 01429 284076 during normal office hours.

Taxi Assessment

An assessor will be allocated for your assessment. Please arrive at your assessment venue at least 15 minutes before your allotted time and take into account any traffic delays. Your assessment will be cancelled if you are late. You will not be entitled to a refund.

Your assessment will comprise of the following:

1. An identity check – you will be required to bring your driving licence with you. If you have a paper card licence please bring a passport or other photographic ID. If you are unable to produce photo identification the assessor will take your photograph to be verified later. If you refuse to have your photograph taken the assessment will not go ahead and you will not receive a refund. Please see your Terms and Conditions. You will also need to bring your appointment letter.
2. Prior to commencing the assessment you will be required to undertake a standard roadside eyesight check. This will involve reading a number plate from a distance of approximately 20metres. If you are required to wear spectacles or contact lenses for driving then you should wear them.
3. A signed declaration that the vehicle is insured, taxed and that you have a valid and current licence.
4. A walk-round check of the vehicle to ensure it is safe and all legal requirements are met. Any recording equipment must face externally and have no audio function switched on.
5. A 40 minute assessment, to include travel on various speed limits, road layouts, junctions, roundabouts, traffic lights and reversing manoeuvres.
6. Highway Code and Traffic Signs questions.
7. Completion of paperwork.

You will be assessed on your ability to safely drive with the comfort of passengers in mind, to drive to existing road conditions, conforming to all traffic signs and orders and to obey speed limits.

IT IS NOT A REQUIREMENT, HOWEVER, IF YOU FEEL IT MAY BE OF BENEFIT TO HAVE A DRIVING LESSON FROM AN APPROVED DRIVING INSTRUCTOR WITH KNOWLEDGE OF THE TAXI ASSESSMENT, PRIOR TO YOUR ASSESSMENT DAY. THIS MAY ASSIST YOU IN SUCCESSFULLY COMPLETING THE ASSESSMENT.

Standard Assessment – Information and Content

The assessor will score your drive based on the following **STANDARD ASSESSMENT**:

Area	Requirement
Driving Licence and eyesight check	The assessor will check your driving licence to ensure that it is current and you have the correct categories to drive a taxi. Your eyesight will be checked to confirm you can read a standard number plate from the legal required distance.
Vehicle and safety checks	To ensure that the vehicle is safe and in a roadworthy condition and to confirm that the driver understands their legal responsibilities.
Use of mirrors	The safe and effective use of mirrors ensuring good all round observations and having an understanding of the road environment outside the vehicle
Signalling	Effective and appropriate use of signals when required. Using signals
Traffic signs and road markings	Understanding and obeying traffic signs, road markings, traffic lights and other traffic control systems.
Speed limits	Exercise proper care in the understanding of safe speed and staying within the speed limits. Drive at a legal and appropriate speed to reduce hesitancy
Manoeuvre	Turn your vehicle around to drive in the opposite direction using good control and observations
Safety margins	Drive at an appropriate safe following distance to maintain safety margins.
Vehicle control	Make proper use of your accelerator, foot brake, clutch, gears, steering and parking brake
Roadside drill	Moving away safely and under control using good observations. A shoulder check is essential.
Junctions and Roundabouts	Act appropriately at road junctions and roundabouts.
Passing traffic	Effective and safe overtaking, meeting and crossing traffic.
Lane discipline	Looking at your road position and lane discipline.
Other Road Users	Taking safe and appropriate action at pedestrian crossings and have an awareness of other road users particularly the vulnerable.
Passenger safety	Safe positioning on the road for passengers to enter or exit your vehicle.
Awareness of other road users	Show awareness and planning with regard to pedestrians, cyclists and drivers.
Fuel Efficient Driving and vehicle Sympathy	Drive in a manner that promotes safe and fuel efficient driving.
Other controls	Make proper use of any ancillary controls.
Highway Code and Traffic Signs questions	There will be 4 questions on the Highway Code and you will be asked to explain 4 road traffic signs

Accessible Assessment - Information and Content

This section applies only to wheelchair accessible vehicles.

In addition to the standard taxi assessment, any driver with a wheelchair accessible vehicle must be able to demonstrate the safe carriage of wheelchair users. It is important that you can demonstrate the basic principles of safety and security. Where a vehicle is fitted with additional seat belts, wheel belts/clamps etc they must be in good working order and used to safely secure a wheelchair.

This part of the **ACCESSIBLE ASSESSMENT** includes the following:

Area	Requirement
Ramps	There are different styles of ramps fitted to wheelchair accessible vehicles. You must be able to demonstrate the safe use of the wheelchair ramps fitted to your vehicle.
Wheelchair	You must be able to safely install the wheelchair in your vehicle ensuring that the wheelchair is backed up to the fold down seats. The wheelchair brakes must then be safely applied.
Belts, Straps and Harnesses	You must be able to demonstrate the safe securing of seat belts/safety harnesses and any wheel belts or clamps if fitted to your vehicle.
Pre-Start Checks	You must perform all of the necessary safety checks to satisfy yourself that the wheelchair is secure as if you are about to start the journey.
Wheelchair Exit of Vehicle	The reverse of the above must be performed in order to safely exit the wheelchair from the vehicle.

Assessment Criteria

Assessors will look at your standard of driving and class any faults as being:

General Driving Faults – these are faults that do not warrant being classified as a serious or dangerous incident but are worthy of being noted as a recommendation by the assessor.

Serious Faults – they are a fault that has the potential to become dangerous and to warrant a fail on its own.

Dangerous Faults – they are classified as a fault that is noted in response to an incident that has caused danger or damage to other vehicles, road users or the assessor.

Cumulative faults - A driving fault is one, which in itself is not potentially serious. However, a candidate who habitually commits a driving fault in one aspect of driving throughout the test, demonstrating an inability to deal with certain situations, cannot be regarded as competent to pass the test, as that fault alone must be seen as potentially serious.

In order to complete the assessment to the satisfaction of the examiner the following criteria is applied:

Points	
0-9 General driving faults	Assessment successful
10 or more faults	Assessment unsuccessful
Cumulative faults of 4 or more in one area	Assessment unsuccessful
A serious or dangerous fault	Assessment unsuccessful

Once the assessment is completed you will be informed immediately of the outcome. The assessor will determine whether you have successfully or unsuccessfully completed the assessment.

If you successfully complete the assessment you will be immediately issued with a confirmation that you have completed. This will contain your unique reference number. Within 7 days you will be issued with a letter and certificate confirming successful completion of the assessment. Hartlepool Borough Council will notify the relevant licensing authority within 48 hours of completion of the assessment.

If you are unsuccessful in achieving the required standard you will be notified by the assessor who will also debrief you in respect of the areas requiring improvement. You can book a new assessment, at your cost by contacting the team on 01429 284076.

NOTE - If, in the assessor's opinion, your driving style poses a significant risk to other road users, passengers or yourself then the assessor may refer you immediately to the licensing authority who will review the assessment and make a decision regarding what course of action is to be taken.

Taxi Assessment Booking Form

Please use this booking form if paying for your assessment by cash, postal order or cheque.

Contact Details

Name

Address

Contact Number

Driving Licence Number

Assessment Location (Please tick)

Hartlepool

☐

Stockton

☐

Redcar and Cleveland

☐

Middlesbrough

☐

Darlington

☐

Vehicle Details

Vehicle Make and Model

Vehicle Registration

Payment Method

Please indicate what payment method you will be using:

Cash ☐

Cheque ☐

Postal Order ☐

Cheques should be made payable to **Hartlepool Borough Council General**

Please send to Hartlepool Borough Council
Road Safety Team – Level 4
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Or email to driver.training@hartlepool.gov.uk

For all enquiries please contact 01429 284076 during office hours

Barnardo's Training and Consultancy Tees Valley Taxi Driver Safeguarding & Child Sexual Exploitation Access Guide

Barnardo's and your licensing authorities understand there is a need to increase the ability of taxi drivers to be able to spot the signs of child sexual exploitation and take appropriate action to protect children.

This **e-learning** programme has been written specifically for you as a taxi driver to provide the knowledge and understanding about safeguarding concerns and child sexual exploitation. Please find below quick and easy step by step instructions to register for the e-learning training.

NOTE: To access this e-learning programme, you will require Internet Explorer (version 8) or later, or any version of Chrome/Firefox/Safari

1. To access the e-learning please click

https://teesvalley.learnupon.com/users/sign_in

2. Click 'Sign up now' to register

Password

Sign in

Don't have an account? [Sign up now](#)

Click to register

3. Type your e-mail address and new password. Click 'Sign up' once completed

Enter e-mail address

Email

Password


Password confirmation

Sign up

Enter new password

Click 'Sign up' once completed

4. Type your first name and last name. Click on the down arrow and select your area. Type your license number (or type New). Click 'Save' once completed



Enter first and last

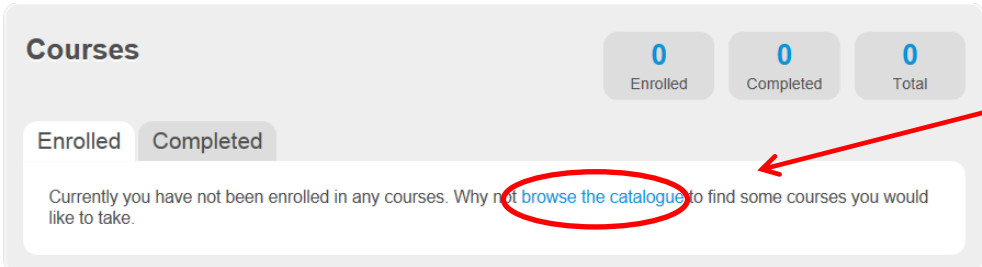
Enter

Click 'Save' once

Click on arrow to choose your authority

The form contains the following fields: First name, Last name, Authority Area (with a dropdown arrow), Licence Number, and a Save button.

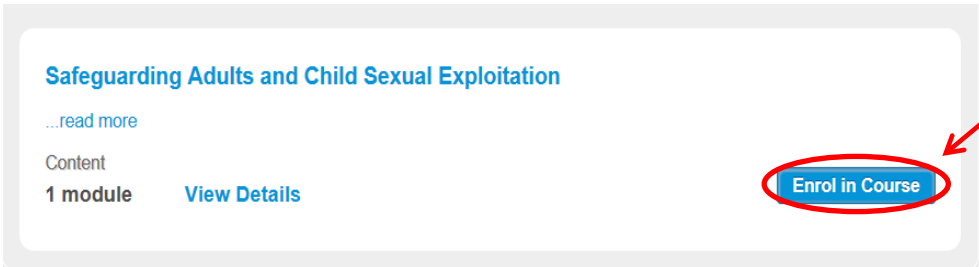
5. Click 'browse the catalogue' to enroll



Click here to access

The Courses section shows 0 Enrolled, 0 Completed, and 0 Total courses. A message states: "Currently you have not been enrolled in any courses. Why not [browse the catalogue](#) to find some courses you would like to take."

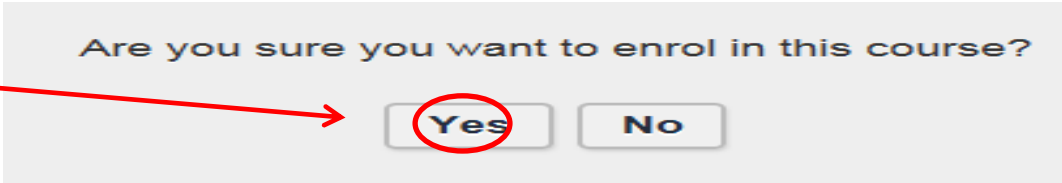
6. Click 'Enroll in Course'



Click here to enroll

The course "Safeguarding Adults and Child Sexual Exploitation" is shown with 1 module. The "Enrol in Course" button is highlighted.

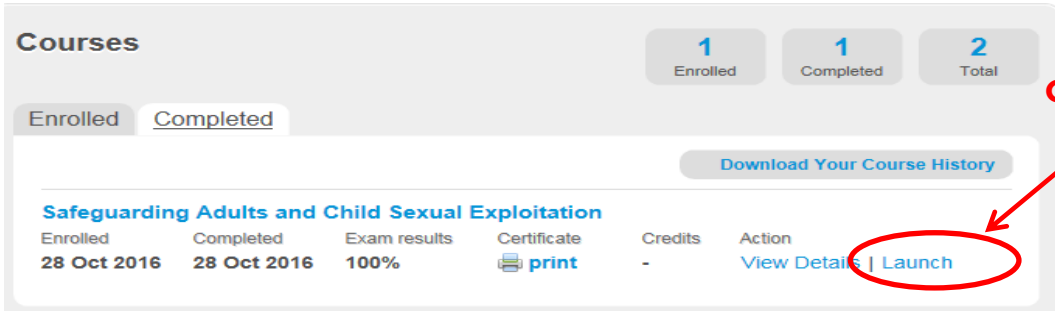
7. Click 'Yes' to join course



Click 'Yes' to enrol

The dialog asks: "Are you sure you want to enrol in this course?" with Yes and No buttons.

8. Click 'Launch' to start the course



Click here to start

Courses						
			1 Enrolled	1 Completed	2 Total	
Download Your Course History						
Safeguarding Adults and Child Sexual Exploitation						
Enrolled	Completed	Exam results	Certificate	Credits	Action	
28 Oct 2016	28 Oct 2016	100%	print	-	View Details Launch	

For any technical issues please e-mail: support@marshallacm.co.uk