

**THE LICENSING AND HEALTH AND SAFETY
ENFORCEMENT COMMITTEE**

**TUESDAY 25 JUNE 2013
FOLLOWING SUB-COMMITTEE**

COUNCIL CHAMBER, CIVIC CENTRE, HEMEL HEMPSTEAD

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Cllr Bhinder
Cllr G Chapman
Cllr Conway
Cllr Fantham
Cllr Mrs Green (Vice-Chairman)

Cllr Link
Cllr Peter
Cllr Ryan
Cllr G Sutton
Cllr Taylor

Chairman:

Cllr R Hollinghurst
Cllr Lawson (Chairman)

Cllr Whitman

For further information, please contact Clare Thorley on Tel: 01442 228226, or Email: clare.thorley@dacorum.gov.uk. Information about the Council can be found on our website: www.dacorum.gov.uk.

PART I

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Chairman:

1. MINUTES

To confirm the minutes of the Licensing and Health & Safety Enforcement Committee meeting held on 12 February 2013.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence

3. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct For Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

4. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements and ask questions in accordance with the rules on Public Participation

Chairman:

AGENDA ITEM: 5

SUMMARY

Report for:	Licensing Health & Safety Enforcement Committee
Date of meeting:	25 June 2013
PART:	1
If Part II, reason:	

Title of report:	Changes to DBS Disclosure Service
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To inform the Committee of changes made by the Disclosure and Barring Service to their disclosure service.
Recommendations	That Members note the contents of this report.
Corporate objectives:	Safe and Clean Environment <ul style="list-style-type: none">• Criminal record checks are undertaken on all applications for hackney carriage and private hire driver's licences, as part of the Council's duty to ensure that applicants are fit and proper persons.
Implications:	No new implications arise.
Consultees:	None
Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	DBS – Disclosure and Barring Service (formerly the Criminal Records Bureau)

Chairman:

1. BACKGROUND

- 1.1. Dacorum Borough Council requires all applicants for hackney carriage and private hire drivers' licences to obtain enhanced criminal record disclosure certificates prior to the determination of their applications. This certificate, which currently shows all cautions, convictions and police warnings, irrespective of whether they would otherwise be considered 'spent' under the Rehabilitation of Offenders Act, forms a key part of the checks carried out to ensure that an applicant is a 'fit and proper person', and thus suitable for licensing.
- 1.2. Enhanced disclosure certificates are obtained from the Disclosure and Barring Service (DBS), which was formed in 2012 by the merger of the Criminal Records Bureau and the Independent Safeguarding Authority.
- 1.3. Following recent court cases against the DBS and the UK Government, several changes are being made to the service delivered by the DBS, which affect the use of the disclosure service for taxi licensing purposes. The following sections of this report outline the key changes.

2. APPLICANT-ONLY CERTIFICATES

- 2.1. Historically, following completion of the relevant checks by the DBS, two copies of a disclosure certificate have been issued – one to the applicant sent to their home address, and one to the registered body which facilitated the disclosure application (which will usually be the prospective employer, or licensing authority).
- 2.2. With effect from the 17th June 2013, the DBS have amended their procedures and will now only issue a single copy of the disclosure certificate, which is to be sent direct to the applicant. This follows a case pertaining to incorrect information appearing on a disclosure, which through the issue of a certificate directly to a prospective employer resulted in a job offer being withdrawn. By issuing a single certificate, applicants will have the opportunity to review and challenge any incorrect information prior to it becoming known to the prospective employer or licensing authority.
- 2.3. As the licensing authority will no longer receive a copy of the disclosure certificate directly, the onus will now be on applicants for hackney carriage and private hire drivers' licences to submit their copy of the disclosure certificate as soon as possible after receipt to enable determination of their application. Officers have produced instructions which are now being issued to applicants affected by this change, and new handling procedures for the use of the Licensing team are appended at Annex A.
- 2.4. In particular, applicants will be required to submit their certificate no later than 28 days after receipt, to ensure the accuracy of the certificate. Where an applicant fails to submit the certificate within this window, without good reason (e.g. due to a challenge of incorrect data), the certificate will be deemed too old to be considered accurate, and the applicant will be required to apply for a new disclosure certificate.

Chairman:

3. DBS UPDATE SERVICE

- 3.1. Also from the 17th June 2013, a new update service is being introduced by the DBS. Applicants with certificates issued after that date may optionally subscribe to a premium service, for a fee of £13 a year, which will provide them and any prospective employers or licensing authorities access to a web portal, allowing a check to be carried out as to whether there have been any changes to the data listed on the most recent disclosure certificate since it was issued – effectively confirming whether it remains current. The portal provides a single line response, either confirming that the data is current, or advising that there have been changes which invalidate the certificate. In the latter case, a new certificate would need to be obtained, at the full cost of £44. However, use would permit more regular criminal record checks to be carried out.
- 3.2. Use of the service is entirely discretionary, both on the part of applicants and DBS registered bodies – there is no obligation to utilise this service.
- 3.3. It is not currently intended to utilise the service amongst Dacorum's hackney carriage and private hire drivers, for a number of reasons:
- Firstly, over the three-year period of a licence, a total of £39 would need to be paid to the DBS directly by applicants, as opposed to the £44 payable for a new disclosure certificate. In the event of a change to the recorded data, or non-payment of the annual fee in any year, any monies paid previously would be lost and a new disclosure would be required. There is therefore a comparatively small saving available through use of this service, and a number of applicants could have to pay up to £83 per three-year period, were the service to be adopted.
 - Persistent consent is required from applicants, which may be withdrawn at any time. Maintaining such consent records would represent an additional pressure on officers.
 - As the service has not launched at the time of writing, no information is available as to the ease of use, technical suitability, maintenance standards or long term continuation/viability.
 - Subscription to the service and payment of ongoing annual fees is the responsibility of the applicant, rather than the registered body, and could not be ensured without unreasonable intrusion.
 - As part of the enhanced disclosure application process, local police forces are asked for any specific data about the applicant, which may not be recorded on the police national computer, for inclusion on the certificate. It is understood that this may not be kept updated as part of the new service, but will continue to be requested on new applications.
- 3.4. For the above reasons, it is intended to retain the current policy requiring applicants to apply for a new disclosure certificate through the Council every three years on application for a new licence or renewal of a licence, coupled with licence conditions requiring interim declaration of convictions and cautions. Certificates obtained previously or through other registered bodies will not be accepted, irrespective of subscription to the Update service. This will also ensure a consistent approach to all applications and licences.

Chairman:

3.5. Officers will review this position later this year, taking into account feedback from other authorities which have opted to use the service.

4. FILTERING OF HISTORIC SINGLE CONVICTIONS

4.1. From the 29th May 2013, certain convictions and cautions will not appear on disclosure certificates, if a number of conditions are met. This change has been brought about following a challenge to the Rehabilitation of Offenders Act.

4.2. Convictions will no longer appear on disclosure certificates if all of the following statements are true:

- The date of conviction is at least 11 years ago (5.5 years if under 18 at the time of the offence);
- It is the applicant's only offence;
- The applicant did not receive a custodial sentence;
- The offence does not appear on a statutory list of excluded offences.

4.3. Cautions will no longer appear on disclosure certificates if the date of the caution was at least 6 years ago (2 years if under 18 at the time of the offence), and the offence does not appear on a statutory list of excluded offences.

4.4. New secondary legislation has been introduced containing a list of excluded offence types for which convictions and cautions which will always appear on disclosure certificates. The full list runs to over 750 offences (and does not include equivalent superseded offences; attempts or conspiracy to commit the specified offences; inciting, aiding, abetting, counselling or procuring those offences; or similar offences under other jurisdictions; all of which will also be excluded from filtering), which can broadly be grouped as follows:

- Kidnapping, abduction, false imprisonment, trafficking
- Murder, manslaughter, violent offences and harassment
- Harm of children and other vulnerable persons
- Indecency
- Firearms
- Production or supply of drugs
- Causing death by dangerous/intoxicated driving
- Sexual offences
- Terrorism
- Burglary

4.5. The filtering of older convictions and cautions represents a national legislative change, and once enacted licensing authorities will no longer be entitled to obtain details of such offences via disclosures or any other means. The conditions set out above ensure that recent offences, offences receiving the most serious punishments (i.e. imprisonment), repeat offences and offences relating to violent and other safeguarding issues will continue to appear on disclosure certificates. For this reason, no changes are currently proposed to the guidance previously approved by the Committee in respect of the consideration of various offences.

Chairman:

DBS Disclosure Certificates Handling Procedures – DBC Licensing

1. On receipt of the completed DBS application form, applicants are to be issued with a standard 'DBS certificates instruction letter' and a pre-addressed envelope. It should be stressed that the letter contains very important information, and must be read carefully to avoid unnecessary delays to the licence processing time.
2. The DBS will issue one copy of the Disclosure certificate to the applicant. When received, the applicant must check through this to ensure it is accurate (and follow the instructions on the back of the certificate to challenge any incorrect information). When satisfied that it is correct, certificates should be submitted to the Licensing team in accordance with the instructions given in the letter, i.e.:
 - a. Certificate to be sent in the pre-addressed envelope, either hand-delivered to the Civic Centre reception desk during daytime hours, or where this is not possible by tracked delivery service. DBC take no responsibility for losses or delays arising from any other delivery method.
 - b. All pages of the original certificate must be submitted (page numbers are at the top of each page). Applications cannot be processed in reliance on copies (whether photocopies, faxes or emails), or where not all pages have been provided. *(N.B. This is official DBS guidance)*
 - c. To be received by DBC within 28 days of being issued to the applicant. Where applicants have delayed unnecessarily and without good reason, they can be asked to reapply for a new disclosure certificate (and pay the associated fee), and no temporary licences will be issued.
3. If an applicant personally presents a certificate and requests its immediate return, copies should be made of every page/side (on A3 paper), and signed and dated by the receiving officer. The copy should then be sealed in an envelope and processed as normal.
4. Where the applicant misplaces or damages the certificate prior to submitting it, they may obtain a duplicate by contacting the DBS. No temporary licences will be issued where applicants have lost, damaged or misplaced a disclosure certificate.
5. DBS certificate envelopes should be passed, unopened, to the team leader or another approved counter-signatory to review. When opened, details should be recorded on the corporate CRB spreadsheet, as at present, and a summary sent to the taxi administration team.
6. On the determination of the application, certificates are to be returned to the applicant, in a sealed envelope, preferably in person. These should usually accompany the issue of any licence documents or badges.
7. Checks can be made, using the applicant's date of birth and the DBS form reference number, as to whether a DBS check has been completed and the issue date of the certificate, via <https://secure.crbonline.gov.uk/home/home.do>. This service should be used to verify any reported delays in the issue of a certificate.
8. In situations where information on a certificate is being challenged, a temporary licence may be issued at the discretion of the team leader. We must not ask for

Chairman:

details of what information is being challenged, but the following details should be obtained from the applicant:

- a. Date certificate received
 - b. Certificate reference number
 - c. Date challenge made to DBS
 - d. Any acknowledgement or reference number received from DBS
9. Dacorum Licensing will not at the present time accept use of the DBS Update service. All applicants must apply through the Council for a new disclosure certificate on each 3-yearly licence application. This position will be reviewed in December 2013 and then periodically thereafter, once the system is fully up and running and to allow feedback to be taken from other authorities.

DBS Customer Services

Web: www.gov.uk/dbs

Phone: 0870 90 90 811

Email: customerservices@dbs.gsi.gov.uk (use GCSX email)

***Author: Ross Hill
Created: June 2013
Last review: June 2013
Next review: December 2013***

Chairman:

AGENDA ITEM: 6

SUMMARY

Report for:	Licensing Health & Safety Enforcement Committee
Date of meeting:	25 June 2013
PART:	1
If Part II, reason:	

Title of report:	Request to amend taxi table of fares
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To outline a request from the Dacorum Hackney Carriage Drivers Association for an increase in the table of fares chargeable by hackney carriages within the borough.
Recommendations	To take one of the options set out at paragraph 4.1
Corporate objectives:	Dacorum Delivers <ul style="list-style-type: none"> • Setting of fares is a statutory power available to the Council under the Local Government (Miscellaneous Provisions) Act 1976
Implications:	<u>Financial</u> If the table of fares is changed, there will be a cost to the Council in terms of giving public notice and printing new tariff tables. Vehicle proprietors would also need to have their meters recalibrated, which would carry a cost payable directly. <u>Value for Money / Risk / Health and Safety Implications</u> None <u>Equalities Implications</u> To be carried out if a proposal is taken forwards
Consultees:	This is a pre-consultation report. Dependent upon the Committee's resolution, consultation may be carried out following the meeting.
Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

Chairman:

1. BACKGROUND

- 1.1. The Council is responsible for licensing hackney carriages within its area, and under the conditions imposed on licences for these requires taximeters to be fitted in every licensed vehicle.
- 1.2. Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 allows the Council to “fix the rates or fares within the district ... and all other charges in connection with the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table” (referred to as a ‘table of fares’). Such tables specify the maximum amount payable for journeys within the district, and a hackney carriage driver who demands a sum in excess of that permitted commits an offence.
- 1.3. Dacorum last set its table of fares in August 2011, and a copy of the current table is appended at Annex A.
- 1.4. A comparison table showing previous fares is appended at Annex B.
- 1.5. The table of fares applies to journeys starting and ending within the district, and passengers may negotiate a different fare if the journey is due to end outside the district. However, in practice, almost all hires undertaken by hackney carriages will be run ‘on the meter’, set to the table of fares.
- 1.6. The fare table sets the maximum fares chargeable by hackney carriages – however, drivers are free to charge any amount lower than the maximum should they wish to do so. In respect of additional charges for discretionary items such as luggage, excess passengers, or fouling of the vehicle, such charges may only be levied if they appear on the table of fares set by the licensing authority.
- 1.7. Fares for private hire vehicles cannot be regulated by the Council, remaining at the discretion of individual operators. However, it is likely that operators may conduct reviews of their own fares in light of any adjustment to the Council’s set table of fares. Where a hackney carriage undertakes pre-booked work within the district, whether through a private hire operator or not, the fare charged for that journey may not exceed the equivalent hackney carriage fare, irrespective of whether the operator would usually instruct his private hire vehicles to charge a greater fare.

2. PROPOSED CHANGES TO TARIFF

- 2.1. A request was received from Mr Khan, chairman of the Dacorum Hackney Carriage Drivers Association, on the 22nd March 2013, requesting a change to the current tariff, due to the rising costs of fuel, insurance, licence fees and valeting.

Chairman:

2.2. The proposal (referred to later in this report as **Proposal A**) is as follows:

<p>Tariff 1: Mileage For the whole distance of 190 yards, or part thereof: £2.80. For each subsequent 190 yards or part thereof: £0.20.</p> <p>Waiting time For each period of 45 seconds or part thereof: £0.25.</p> <p>Tariff 2: 150% of tariff 1 (applicable times unchanged) Tariff 3: 200% of tariff 1 (applicable times unchanged)</p> <p>Other charges Unchanged, with the exception of: Fouling of the vehicle: £55.00</p>
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2.3. This proposal would have the following effect on typical tariff 1 fares within the district:

	1 mile	2 miles	3 miles	5 miles	10 miles
Current	£4.12	£5.88	£7.64	£11.16	£19.96
Proposal A	£4.60	£6.40	£8.20	£12.00	£21.20
Difference	£0.48	£0.52	£0.56	£0.84	£1.24
% change	11.7%	8.8%	7.3%	7.5%	6.2%

2.4. After officers expressed concerns about the percentage increase proposed for on shorter journeys, a second proposal has been received (referred to later in this report as **Proposal B**), as follows:

<p>Tariff 1: Mileage For the whole distance of 440 yards, or part thereof: £2.80. For each subsequent 220 yards or part thereof: £0.25.</p> <p>Waiting time For each period of 45 seconds or part thereof: £0.25.</p> <p>Tariff 2: 150% of tariff 1 (applicable times unchanged) Tariff 3: 200% of tariff 1 (applicable times unchanged)</p> <p>Other charges Unchanged, with the exception of: Fouling of the vehicle: £55.00</p>
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Chairman:

2.5. This proposal would have the following effect on typical tariff 1 fares within the district:

	1 mile	2 miles	3 miles	5 miles	10 miles
Current	£4.12	£5.88	£7.64	£11.16	£19.96
Proposal B	£4.30	£6.30	£8.30	£12.30	£22.30
Difference	£0.18	£0.42	£0.66	£1.14	£2.34
% change	4.4%	7.1%	8.6%	10.2%	11.7%

2.6. Fuller details of both of these proposals and their effect on fares within the district are appended at Annex C.

3. OTHER CONSIDERATIONS

3.1. A table comparing the fares set by certain other authorities in Hertfordshire, Bedfordshire and Buckinghamshire is appended at Annex D.

3.2. The National Private Hire Association maintain average fare data and league tables showing the relative prices of journeys (compared by the two-mile tariff 1 fare) in each district around the country, which are published in their Private Hire and Taxi Monthly publication. In the most recent edition, Dacorum is listed in 201st place. However, the incorrect fare has been used for Dacorum; this should be £5.88 rather than the stated £5.44. The correct fare would have placed Dacorum 114th out of 364 authorities. Copies of the June 2013 data and league table are reproduced at Annex E.

3.3. A comparison of the current tariff, the proposal, and the national and regional averages from the above-mentioned publication is shown below.

Tariff 1	1 mile	2 miles	5 miles	10 miles
Dacorum Current	£4.12	£5.88	£11.16	£19.96
Proposal A	£4.60	£6.40	£12.00	£21.20
Proposal B	£4.30	£6.30	£12.30	£22.30
National average	£3.71	£5.54	£11.04	£20.24
E. Anglia average	£3.84	£5.59	£10.76	£19.43

3.4. Fuel forecourt price information, available from the AA's website¹ shows that since the publication of the last table of fares, average fuel prices have actually decreased slightly. However price fluctuations do regularly occur in the market, and the intervening period has seen higher prices than at the present time.

	May 2013		August 2011	
	Unleaded (ppl)	Diesel (ppl)	Unleaded (ppl)	Diesel (ppl)
National average	133.4	138.2	135.7	139.9
E. Anglia average	133.6	138.5	135.9	139.9
London average	133.0	138.4	136.3	140.3

¹ http://www.theaa.com/motoring_advice/fuel/

Chairman:

- 3.5. Between August 2011 (when the table of fares was last set) and April 2013 (the most recent month for which data is available), the UK consumer price index (CPI) has increased by 4.83%, while the retail price index (RPI) has increased by 5.68%.

4. OPTIONS AVAILABLE TO THE COMMITTEE

- 4.1. After considering the contents of this report and any additional representations made at the meeting, the Committee are asked to take one of the following options:
- 4.1.1. To instruct officers to commence consultation with the trade and public on Proposal A, as set out at paragraph 2.2, and report the results to a future meeting of the Committee;
 - 4.1.2. To instruct officers to commence consultation with the trade and public on Proposal B, as set out at paragraph 2.4, and report the results to a future meeting of the Committee;
 - 4.1.3. To instruct officers to commence consultation with the trade and public on a different proposal, as specified by the Committee, and report the results to a future meeting of the Committee;
 - 4.1.4. To resolve to take no further action in respect of this request.
- 4.2. If the Committee instruct consultation to be carried out, results will be collated and reported to the Committee to establish a recommendation, and to refer the matter to Cabinet for a final decision to be made.

Chairman:

ANNEX A – CURRENT TABLE OF FARES



LICENSED HACKNEY CARRIAGE: TABLE OF MAXIMUM FARES

**Effective from
22nd August 2011**

<p>Tariff One</p> <p>For the whole distance of 440 yards or part thereof :- £2.80</p> <p>For each subsequent 220 yards or part thereof :- 22p</p> <p>Waiting time for each period of 45 seconds or part thereof :- 20p</p>	<p>Tariff Two</p> <p>Applies only to hirings: Between 11pm and 7am. On Sundays On any official Bank Holiday. Between 6pm and midnight on Christmas Eve and New Years Eve</p> <p>For the whole distance of 440 yards or part thereof :- £4.20</p> <p>For each subsequent 220 yards or part thereof :- 33p</p> <p>Waiting time for each period of 45 seconds or part thereof :- 30p</p>
<p>Tariff three</p> <p>For hirings begun on Christmas Day, Boxing Day and New Years Day</p> <p>For the whole distance of 440 yards :- £5.60</p> <p>For each subsequent 220 yards :- 44p</p> <p>Waiting time for each period of 45 seconds or part thereof :- 40p</p>	
<p>Extra charges</p> <p>For each passenger carried in excess of two :- 30p</p> <p>For each article of luggage conveyed outside of the passenger compartment and/or over 2 feet long :-10p to a maximum of 50p</p> <p>The fouling of the vehicle :- £40</p> <p>The passenger(s) shall be liable for any additional motorway & crossing tolls, tariff, city centre congestion charges including the Central London congestion charge.</p>	
<p>Any complaint about this hackney carriage or the driver should be sent to LICENSING DIVISION, CIVIC CENTRE, HEMEL HEMPSTEAD, quoting the number of the carriage and/or the driver's badge number. ENQUIRIES regarding any PROPERTY accidentally left in a hackney carriage should be made to HEMEL HEMPSTEAD Police Station.</p> <p style="text-align: right;">August 2011</p>	

Chairman:

ANNEX B – HISTORY OF TABLE OF FARES CHANGES

Date	Starting flag-drop distance (A)	Starting flag price (B)	Subsequent flag distance (C)	Subsequent flag price (D)	Waiting time unit (E)	Waiting time fee (F)	Tariff 2 increment	Tariff 3 increment	Other charges (see notes)
Aug 2011	440yds / 402m	£2.80	220yds / 201m	£0.22	45 secs	£0.20	150% of tariff 1	200% of tariff 1	A: £0.10 (max £0.50) B: £40.00 C: £0.30 F: full amount
Mar 2008	880yds / 804m	£2.60	220yds / 201m	£0.20	45 secs	£0.20	150% of tariff 1	200% of tariff 1	A: £0.10 (max £0.50) B: £40.00 C: £0.30 F: full amount
Nov 2005	880yds / 804m	£2.20	220yds / 201m	£0.20	45 secs	£0.20	150% of tariff 1	200% of tariff 1	A: £0.10 (max £0.50) B: £40.00 C: £0.30 F: full amount
May 2003	880yds / 804m	£2.20	135yds / 124m	£0.10	45 secs	£0.20	150% of tariff 1	200% of tariff 1	A: £0.10 (max £0.50) B: £40.00 Tariff 4: 125% of T1 for 4+ passengers F: full amount

Chairman:

Date	Starting flag-drop distance (A)	Starting flag price (B)	Subsequent flag distance (C)	Subsequent flag price (D)	Waiting time unit (E)	Waiting time fee (F)	Tariff 2 increment	Tariff 3 increment	Other charges (see notes)
June 2001	880yds / 804m	£2.00	135yds / 124m	£0.10	45 secs	£0.10	150% of tariff 1	200% of tariff 1	A: £0.05 B: £25.00 Tariff 4: 125% of T1 for 4+ passengers
Oct 2000	880yds / 804m	£2.00	135yds / 124m	£0.10	45 secs	£0.10	£2.50 start flag price, then 150% of tariff 1	200% of tariff 1	A: £0.05 B: £25.00 G: £0.20
1999	880yds / 804m	£1.80	147yds / 134m	£0.10	45 secs	£0.10	£2.30 start flag price, then 150% of tariff 1	200% of tariff 1	A: £0.05
Nov 1998	1085yds / 992m	£2.00	135yds / 124m	£0.10	45 secs	£0.10	150% of tariff 1	200% of tariff 1	A: £0.05 B: £25.00 D: £0.20 E: £0.30
May 1996	880yds / 804m	£1.50	147yds / 134m	£0.10	45 secs	£0.10	£2.00 start flag price, then 150% of tariff 1	200% of tariff 1	A: £0.05
Jul 1993	880yds / 804m	£1.30	160yds / 146m	£0.10	45 secs	£0.10	150% of tariff 1	200% of tariff 1	A: £0.05
Jul 1991	880yds / 804m	£1.20	176yds / 161m	£0.10	45 secs	£0.10	150% of tariff 1	200% of tariff 1	A: £0.05

Tariffs should be read as follows:

Chairman:

Mileage

If the distance does not exceed (A), fare for the whole distance shall be (B).

If the distance exceeds (A), fare for the first (A) shall be (B). For each subsequent (C) or uncompleted part thereof, fare shall be (D).

Waiting time

For each period of (E) or part thereof, the fare shall be (F).

Notes on other charges

A: For each article of luggage conveyed outside the passenger compartment

B: Fouling of the vehicle

C: For each passenger in excess of 2 (no time restrictions)

D: For each passenger in excess of 2 (7.00am to midnight)

E: For each passenger in excess of 2 (midnight to 7.00am)

F: Passenger(s) shall be liable for any additional motorway & crossing tolls, tariff, city centre congestion charges including the Central London congestion charge.

G: For each passenger in excess of 4

Chairman:

ANNEX C – EFFECT OF PROPOSALS A AND B ON FARES

Tariff name		Dacorum current T1	Dacorum current T2	Dacorum current T3	Proposal A T1	Proposal A T2	Proposal A T3	% change
Start flag distance (yds)	440	£ 2.80	£ 4.20	£ 5.60	£ 2.80	£ 4.20	£ 5.60	
Start flag price (£)	220	£ 0.22	£ 0.33	£ 0.44	£ 0.20	£ 0.30	£ 0.40	
Subsequent flag distance (yds)								
Subsequent flag price (£)								

Distance (yds)	Distance (miles)	Distance (m)	Dacorum current T1	Dacorum current T2	Dacorum current T3	Proposal A T1	Proposal A T2	Proposal A T3	% change
220	0.125	200	£ 2.80	£ 4.20	£ 5.60	£ 3.00	£ 4.50	£ 6.00	7.1%
440	0.25	400	£ 2.80	£ 4.20	£ 5.60	£ 3.20	£ 4.80	£ 6.40	14.3%
660	0.375	600	£ 3.02	£ 4.53	£ 6.04	£ 3.40	£ 5.10	£ 6.80	12.6%
880	0.5	800	£ 3.24	£ 4.86	£ 6.48	£ 3.60	£ 5.40	£ 7.20	11.1%
1320	0.75	1200	£ 3.68	£ 5.52	£ 7.36	£ 4.00	£ 6.00	£ 8.00	8.7%
1760	1	1600	£ 4.12	£ 6.18	£ 8.24	£ 4.60	£ 6.90	£ 9.20	11.7%
2200	1.25	2000	£ 4.56	£ 6.84	£ 9.12	£ 5.00	£ 7.50	£ 10.00	9.6%
2640	1.5	2400	£ 5.00	£ 7.50	£ 10.00	£ 5.40	£ 8.10	£ 10.80	8.0%
3080	1.75	2800	£ 5.44	£ 8.16	£ 10.88	£ 6.00	£ 9.00	£ 12.00	10.3%
3520	2	3200	£ 5.88	£ 8.82	£ 11.76	£ 6.40	£ 9.60	£ 12.80	8.8%
3960	2.25	3600	£ 6.32	£ 9.48	£ 12.64	£ 6.80	£ 10.20	£ 13.60	7.6%
4400	2.5	4000	£ 6.76	£ 10.14	£ 13.52	£ 7.40	£ 11.10	£ 14.80	9.5%
4840	2.75	4400	£ 7.20	£ 10.80	£ 14.40	£ 7.80	£ 11.70	£ 15.60	8.3%
5280	3	4800	£ 7.64	£ 11.46	£ 15.28	£ 8.20	£ 12.30	£ 16.40	7.3%
5720	3.25	5200	£ 8.08	£ 12.12	£ 16.16	£ 8.80	£ 13.20	£ 17.60	8.9%
6160	3.5	5600	£ 8.52	£ 12.78	£ 17.04	£ 9.20	£ 13.80	£ 18.40	8.0%
6600	3.75	6000	£ 8.96	£ 13.44	£ 17.92	£ 9.60	£ 14.40	£ 19.20	7.1%
7040	4	6400	£ 9.40	£ 14.10	£ 18.80	£ 10.20	£ 15.30	£ 20.40	8.5%
7920	4.5	7200	£ 10.28	£ 15.42	£ 20.56	£ 11.00	£ 16.50	£ 22.00	7.0%
8800	5	8000	£ 11.16	£ 16.74	£ 22.32	£ 12.00	£ 18.00	£ 24.00	7.5%
9680	5.5	8800	£ 12.04	£ 18.06	£ 24.08	£ 12.80	£ 19.20	£ 25.60	6.3%
10560	6	9600	£ 12.92	£ 19.38	£ 25.84	£ 13.80	£ 20.70	£ 27.60	6.8%
11440	6.5	10400	£ 13.80	£ 20.70	£ 27.60	£ 14.80	£ 22.20	£ 29.60	7.2%
12320	7	11200	£ 14.68	£ 22.02	£ 29.36	£ 15.60	£ 23.40	£ 31.20	6.3%
13200	7.5	12000	£ 15.56	£ 23.34	£ 31.12	£ 16.60	£ 24.90	£ 33.20	6.7%
14080	8	12800	£ 16.44	£ 24.66	£ 32.88	£ 17.60	£ 26.40	£ 35.20	7.1%
15840	9	14400	£ 18.20	£ 27.30	£ 36.40	£ 19.40	£ 29.10	£ 38.80	6.6%
17600	10	16000	£ 19.96	£ 29.94	£ 39.92	£ 21.20	£ 31.80	£ 42.40	6.2%
22000	12.5	20000	£ 24.36	£ 36.54	£ 48.72	£ 25.80	£ 38.70	£ 51.60	5.9%
26400	15	24000	£ 28.76	£ 43.14	£ 57.52	£ 30.40	£ 45.60	£ 60.80	5.7%
35200	20	32000	£ 37.56	£ 56.34	£ 75.12	£ 39.80	£ 59.70	£ 79.60	6.0%
44000	25	40000	£ 46.36	£ 69.54	£ 92.72	£ 49.00	£ 73.50	£ 98.00	5.7%

Proposal B T1	Proposal B T2	Proposal B T3	% change
£ 2.80	£ 4.20	£ 5.60	0.0%
£ 2.80	£ 4.20	£ 5.60	0.0%
£ 3.05	£ 4.58	£ 6.10	1.0%
£ 3.30	£ 4.95	£ 6.60	1.9%
£ 3.80	£ 5.70	£ 7.60	3.3%
£ 4.30	£ 6.45	£ 8.60	4.4%
£ 4.80	£ 7.20	£ 9.60	5.3%
£ 5.30	£ 7.95	£ 10.60	6.0%
£ 5.80	£ 8.70	£ 11.60	6.6%
£ 6.30	£ 9.45	£ 12.60	7.1%
£ 6.80	£ 10.20	£ 13.60	7.6%
£ 7.30	£ 10.95	£ 14.60	8.0%
£ 7.80	£ 11.70	£ 15.60	8.3%
£ 8.30	£ 12.45	£ 16.60	8.6%
£ 8.80	£ 13.20	£ 17.60	8.9%
£ 9.30	£ 13.95	£ 18.60	9.2%
£ 9.80	£ 14.70	£ 19.60	9.4%
£ 10.30	£ 15.45	£ 20.60	9.6%
£ 11.30	£ 16.95	£ 22.60	9.9%
£ 12.30	£ 18.45	£ 24.60	10.2%
£ 13.30	£ 19.95	£ 26.60	10.5%
£ 14.30	£ 21.45	£ 28.60	10.7%
£ 15.30	£ 22.95	£ 30.60	10.9%
£ 16.30	£ 24.45	£ 32.60	11.0%
£ 17.30	£ 25.95	£ 34.60	11.2%
£ 18.30	£ 27.45	£ 36.60	11.3%
£ 20.30	£ 30.45	£ 40.60	11.5%
£ 22.30	£ 33.45	£ 44.60	11.7%
£ 27.30	£ 40.95	£ 54.60	12.1%
£ 32.30	£ 48.45	£ 64.60	12.3%
£ 42.30	£ 63.45	£ 84.60	12.6%
£ 52.30	£ 78.45	£ 104.60	12.8%

Proposal A T1	Proposal A T2	Proposal A T3	% change
£ 3.00	£ 4.50	£ 6.00	6.0%
£ 3.20	£ 4.80	£ 6.40	14.3%
£ 3.40	£ 5.10	£ 6.80	12.6%
£ 3.60	£ 5.40	£ 7.20	11.1%
£ 4.00	£ 6.00	£ 8.00	8.7%
£ 4.60	£ 6.90	£ 9.20	11.7%
£ 5.00	£ 7.50	£ 10.00	9.6%
£ 5.40	£ 8.10	£ 10.80	8.0%
£ 6.00	£ 9.00	£ 12.00	10.3%
£ 6.40	£ 9.60	£ 12.80	8.8%
£ 6.80	£ 10.20	£ 13.60	7.6%
£ 7.40	£ 11.10	£ 14.80	9.5%
£ 7.80	£ 11.70	£ 15.60	8.3%
£ 8.20	£ 12.30	£ 16.40	7.3%
£ 8.80	£ 13.20	£ 17.60	8.9%
£ 9.20	£ 13.80	£ 18.40	8.0%
£ 9.60	£ 14.40	£ 19.20	7.1%
£ 10.20	£ 15.30	£ 20.40	8.5%
£ 11.00	£ 16.50	£ 22.00	7.0%
£ 12.00	£ 18.00	£ 24.00	7.5%
£ 12.80	£ 19.20	£ 25.60	6.3%
£ 13.80	£ 20.70	£ 27.60	6.8%
£ 14.80	£ 22.20	£ 29.60	7.2%
£ 15.60	£ 23.40	£ 31.20	6.3%
£ 16.60	£ 24.90	£ 33.20	6.7%
£ 17.60	£ 26.40	£ 35.20	7.1%
£ 19.40	£ 29.10	£ 38.80	6.6%
£ 21.20	£ 31.80	£ 42.40	6.2%
£ 25.80	£ 38.70	£ 51.60	5.9%
£ 30.40	£ 45.60	£ 60.80	5.7%
£ 39.80	£ 59.70	£ 79.60	6.0%
£ 49.00	£ 73.50	£ 98.00	5.7%

Proposal B T1	Proposal B T2	Proposal B T3
440	440	440
220	220	220
0.25	0.38	0.50

Proposal A T1	Proposal A T2	Proposal A T3
190	190	190
2.80	4.20	5.60
190	190	190
0.20	0.30	0.40

Chairman:

ANNEX D – COMPARISON TABLE OF HERTFORDSHIRE/NEIGHBOURING AUTHORITIES

Authority, tariff, date set	Aylesbury T1 (2010)	Broxbourne T1 (Nov 2011)	Chiltern T1 (Nov 2008)	East Herts T1 (Sep 2007)	Hertsmere T1 (Apr 2013)	Luton T1 (Oct 2011)	Luton Airport T3 (Oct 2011)	North Herts T1 (Nov 2012)	St Albans T1 (Mar 2011)	Stevenson T1 (Dec 2011)	Three Rivers (Oct 2011)	Watford T1 (Mar 2013)	Wel/Hat T1 (Sept 2008)	TfL London T1 (Apr 2013)
Start flag distance (yds)	1760	1210	1173	1000	283.7	1144.5	654	1260	880	880	1110	299.6	900	280.06
Start flag price (£)	3.00	2.90	3.20	3.00	2.40	3.00	4.00	3.40	2.50	3.00	2.70	2.40	2.50	2.40
Subsequent flag distance (yds)	135.38	100.1	98	190	141.8	89.38	89.38	76	80	176	103.89	159.6	170	140.03
Subsequent flag price (£)	0.10	0.10	0.10	0.20	0.20	0.10	0.10	0.10	0.10	0.20	0.10	0.20	0.20	0.20
When price is (£)	8.20											14.00		10560
Subsequent flag distance (yds)	110											114.82		98.12
Subsequent flag price (£)	0.10											0.20		0.20
PHTM league table position (Jun-13)	357	232	207	119	5	145	2	31	131	100	112 (old tariff)	38 (old tariff)	152	-

Distance (yds)	Distance (m)	Aylesbury T1 (2010)	Broxbourne T1 (Nov 2011)	Chiltern T1 (Nov 2008)	East Herts T1 (Sep 2007)	Hertsmere T1 (Apr 2013)	Luton T1 (Oct 2011)	Luton Airport T3 (Oct 2011)	North Herts T1 (Nov 2012)	St Albans T1 (Mar 2011)	Stevenson T1 (Dec 2011)	Three Rivers (Oct 2011)	Watford T1 (Mar 2013)	Wel/Hat T1 (Sept 2008)	TfL London T1 (Apr 2013)
220	0.125	3.00	2.90	3.20	3.00	2.40	3.00	4.00	3.40	2.50	3.00	2.70	2.40	2.50	2.40
440	0.25	3.00	2.90	3.20	3.00	2.80	3.00	4.00	3.40	2.50	3.00	2.70	2.60	2.50	2.80
660	0.375	3.00	2.90	3.20	3.00	3.00	3.00	4.10	3.40	2.50	3.00	2.70	3.00	2.50	3.00
880	0.5	3.00	2.90	3.20	3.00	3.40	3.00	4.30	3.40	2.50	3.00	2.70	3.20	2.50	3.40
1320	0.75	3.00	3.10	3.30	3.20	4.00	3.20	4.80	3.50	3.10	3.60	3.00	3.80	3.10	4.00
1760	1	3.00	3.50	3.70	3.80	4.60	3.70	5.30	4.10	3.60	4.40	3.40	4.40	3.70	4.60
2200	1.25	3.40	3.90	4.20	4.40	5.20	4.20	5.80	4.70	4.20	4.60	3.80	4.80	4.10	5.20
2640	1.5	3.70	4.40	4.60	4.80	5.80	4.70	6.30	5.30	4.70	5.00	4.20	5.40	4.70	5.80
3080	1.75	4.00	4.80	5.10	5.00	6.40	5.20	6.80	5.80	5.30	5.60	4.60	6.00	5.10	6.40
3520	2	4.30	5.30	5.50	5.80	7.00	5.70	7.30	6.40	5.80	6.00	5.10	6.60	5.70	7.20
3960	2.25	4.70	5.70	6.00	6.20	7.60	6.20	7.70	7.00	6.40	6.60	5.50	7.00	6.10	7.80
4400	2.5	5.00	6.10	6.40	6.60	8.40	6.70	8.20	7.60	6.90	7.00	5.90	7.60	6.70	8.40
4840	2.75	5.30	6.60	6.90	7.20	9.00	7.20	8.70	8.20	7.50	7.60	6.30	8.20	7.30	9.00
5280	3	5.60	7.00	7.30	7.60	9.60	7.70	9.20	8.70	8.00	8.00	6.80	8.80	7.70	9.60
5720	3.25	6.00	7.50	7.80	8.00	10.20	8.20	9.70	9.30	8.60	8.60	7.20	9.20	8.30	10.20
6160	3.5	6.30	7.90	8.20	8.60	10.80	8.70	10.20	9.90	9.10	9.00	7.60	9.80	8.70	10.80
6600	3.75	6.60	8.30	8.70	9.00	11.40	9.20	10.70	10.50	9.70	9.60	8.00	10.40	9.30	11.60
7040	4	6.90	8.80	9.10	9.40	12.00	9.60	11.20	11.10	10.20	10.00	8.50	11.00	9.90	12.20
7920	4.5	7.60	9.70	10.00	10.40	13.20	10.60	12.20	12.20	11.30	11.00	9.30	12.00	10.90	13.40
8800	5	8.20	10.50	10.90	11.40	14.60	11.60	13.20	13.40	12.40	12.00	10.70	13.20	11.90	14.60
9680	5.5	8.80	11.40	11.80	12.20	15.80	12.60	14.10	14.50	13.50	13.00	11.00	14.40	12.90	16.00
10560	6	9.80	12.30	12.70	13.20	17.00	13.60	15.10	15.70	14.60	14.00	11.80	15.80	13.90	17.20
11440	6.5	10.60	13.20	13.60	14.00	18.20	14.60	16.10	16.80	15.70	15.00	12.70	17.40	14.90	19.00
12320	7	11.20	14.00	14.50	15.00	19.40	15.60	17.10	18.00	16.80	16.00	13.50	19.00	16.10	20.80
13200	7.5	12.00	14.90	15.40	16.00	20.80	16.50	18.10	19.20	17.90	17.00	14.40	20.40	17.10	22.60
14080	8	13.00	15.80	16.30	16.80	22.00	17.50	19.10	20.30	19.00	18.00	15.20	22.00	18.10	24.40
15840	9	14.60	17.60	18.10	18.80	24.40	19.50	21.00	22.60	21.20	20.00	16.90	25.00	20.10	28.00
17600	10	16.20	19.30	19.90	20.60	27.00	21.50	23.00	24.90	23.40	22.00	18.60	28.20	22.30	31.60
22000	12.5	20.00	23.70	24.40	25.20	33.20	26.40	27.90	30.70	28.90	27.00	22.90	35.80	27.50	40.60
26400	15	24.00	28.10	28.90	29.80	39.40	31.30	32.90	36.50	34.40	32.00	27.10	43.40	32.50	49.60
35200	20	32.00	36.90	37.80	39.00	51.80	41.20	42.70	48.10	45.40	42.00	35.60	58.80	42.90	67.60
44000	25	40.00	45.70	46.80	48.40	64.20	51.00	52.50	59.70	56.40	52.00	44.00	74.00	53.30	85.40

Chairman:

**ANNEX E – EXTRACT FROM PRIVATE HIRE AND TAXI MONTHLY
(JUNE 2013) SHOWING AVERAGE FARE DATA AND LEAGUE TABLES**

FARES NATIONAL AVERAGES AND BY AREA															
JUNE 2013															
THE NATIONAL AVERAGE FARE															
Flag at T1 is now	£2.68	2 mile fare T1 is now	£5.54	10 mile fare T1 is now	£20.24										
Flag at T2 is now	£3.57	2 mile fare T2 is now	£7.30	10 mile fare T2 is now	£26.44										
1 mile fare T1 is now	£3.71	5 mile fare T1 is now	£11.04	Running mile on T1 is now	£1.83										
1 mile fare T2 is now	£4.90	5 mile fare T2 is now	£14.40	Running mile on T2 is now	£2.39										
TARIFF ONE							TARIFF TWO								
FLAGFALL			ONE MILE FARE				FLAGFALL			ONE MILE FARE					
AVERAGE BY AREA			AVERAGE BY AREA				AVERAGE BY AREA			AVERAGE BY AREA					
EAST ANGLIA	£2.96		EAST ANGLIA	£3.84		EAST ANGLIA	£3.87		EAST ANGLIA	£4.98					
MIDLANDS	£2.67		MIDLANDS	£3.58		MIDLANDS	£3.55		MIDLANDS	£4.77					
NORTH	£2.42		NORTH	£3.47		NORTH	£3.00		NORTH	£4.30					
SOUTH	£2.94		SOUTH	£4.08		SOUTH	£4.01		SOUTH	£5.66					
SOUTH WEST	£2.68		SOUTH WEST	£3.96		SOUTH WEST	£3.71		SOUTH WEST	£5.45					
SCOTLAND	£2.65		SCOTLAND	£3.41		SCOTLAND	£3.36		SCOTLAND	£4.22					
WALES	£2.81		WALES	£3.32		WALES	£3.57		WALES	£4.20					
TWO MILE FARE			FIVE MILE FARE				TWO MILE FARE			FIVE MILE FARE					
AVERAGE BY AREA			AVERAGE BY AREA				AVERAGE BY AREA			AVERAGE BY AREA					
EAST ANGLIA	£5.59		EAST ANGLIA	£10.76		EAST ANGLIA	£7.24		EAST ANGLIA	£13.99					
MIDLANDS	£5.30		MIDLANDS	£10.38		MIDLANDS	£7.02		MIDLANDS	£13.73					
NORTH	£5.16		NORTH	£10.24		NORTH	£6.47		NORTH	£12.91					
SOUTH	£6.04		SOUTH	£11.89		SOUTH	£8.43		SOUTH	£16.36					
SOUTH WEST	£6.04		SOUTH WEST	£12.80		SOUTH WEST	£8.15		SOUTH WEST	£16.60					
SCOTLAND	£5.14		SCOTLAND	£10.30		SCOTLAND	£6.12		SCOTLAND	£11.81					
WALES	£5.15		WALES	£10.61		WALES	£6.56		WALES	£13.60					
TEN MILE FARE			RUNNING MILE				TEN MILE FARE			RUNNING MILE					
AVERAGE BY AREA			AVERAGE BY AREA				AVERAGE BY AREA			AVERAGE BY AREA					
EAST ANGLIA	£19.43		EAST ANGLIA	£1.73		EAST ANGLIA	£25.22		EAST ANGLIA	£2.25					
MIDLANDS	£18.90		MIDLANDS	£1.70		MIDLANDS	£25.41		MIDLANDS	£2.26					
NORTH	£18.73		NORTH	£1.70		NORTH	£23.72		NORTH	£2.16					
SOUTH	£22.12		SOUTH	£1.97		SOUTH	£30.00		SOUTH	£2.70					
SOUTH WEST	£22.70		SOUTH WEST	£2.07		SOUTH WEST	£30.67		SOUTH WEST	£2.81					
SCOTLAND	£18.89		SCOTLAND	£1.72		SCOTLAND	£21.25		SCOTLAND	£1.90					
WALES	£19.71		WALES	£1.82		WALES	£25.33		WALES	£2.35					
FOURTEEN YEAR AREA AVERAGES COMPARED WITH THE NATIONAL AVERAGE															
NATIONAL AVERAGE		EAST ANGLIA		MIDLANDS		NORTH		SOUTH		SOUTH WEST		SCOTLAND		WALES	
1999	£3.12	1999	£3.14	1999	£3.02	1999	£2.94	1999	£3.42	1999	£3.37	1999	£2.92	1999	£2.88
2000	£3.40	2000	£3.21	2000	£3.06	2000	£3.00	2000	£3.78	2000	£3.39	2000	£2.92	2000	£3.09
2001	£3.50	2001	£3.56	2001	£3.46	2001	£3.28	2001	£3.83	2001	£3.85	2001	£3.21	2001	£3.39
2002	£3.72	2002	£3.75	2002	£3.66	2002	£3.45	2002	£4.05	2002	£4.09	2002	£3.35	2002	£3.49
2003	£3.97	2003	£3.97	2003	£3.86	2003	£3.73	2003	£4.27	2003	£4.20	2003	£3.55	2003	£3.61
2004	£4.01	2004	£4.10	2004	£3.94	2004	£3.78	2004	£4.39	2004	£4.43	2004	£3.60	2004	£3.71
2005	£4.19	2005	£4.18	2005	£4.14	2005	£3.92	2005	£4.57	2005	£4.54	2005	£3.74	2005	£3.90
2006	£4.48	2006	£4.41	2006	£4.43	2006	£4.22	2006	£4.82	2006	£4.92	2006	£4.07	2006	£4.13
2007	£4.67	2007	£4.51	2007	£4.49	2007	£4.32	2007	£4.94	2007	£5.00	2007	£4.27	2007	£4.21
2008	£4.78	2008	£4.81	2008	£4.67	2008	£4.53	2008	£5.19	2008	£5.18	2008	£4.33	2008	£4.42
2009	£5.06	2009	£5.04	2009	£4.93	2009	£4.77	2009	£5.47	2009	£5.56	2009	£4.61	2009	£4.79
2010	£5.15	2010	£5.08	2010	£4.95	2010	£4.80	2010	£5.53	2010	£5.66	2010	£4.64	2010	£4.78
2011	£5.20	2011	£5.26	2011	£5.07	2011	£4.89	2011	£5.70	2011	£5.77	2011	£4.76	2011	£5.06
2012	£5.40	2012	£5.37	2012	£5.19	2012	£5.03	2012	£5.87	2012	£5.94	2012	£5.02	2012	£5.12
2013	£5.54	2013	£5.59	2013	£5.30	2013	£5.16	2013	£6.04	2013	£6.04	2013	£5.14	2013	£5.15
FOURTEEN YEAR PERCENTAGE INCREASES PER AREA															
NATIONAL AVERAGE		EAST ANGLIA		MIDLANDS		NORTH		SOUTH		SOUTH WEST		SCOTLAND		WALES	
77.56%		78.07%		75.50%		75.51%		76.61%		79.23%		76.03%		78.82%	

Remember if you are going for a rise and you would like to see your financial percentages you know where to call – 0161 280 2800 – or e-mail npha@btconnect.com

Colour Code for the Table

RISE IN 2013	RISE IN 2009	RISE IN 2005
RISE IN 2012	RISE IN 2008	RISE IN 2002
RISE IN 2011	RISE IN 2007	
RISE IN 2010	RISE IN 2006	

The full tables and percentages can be found on the Private Hire and Taxi Monthly and National Private Hire Association websites:
www.phtm.co.uk www.npha.org.uk

(Remember that the tables are sorted by the Tariff 1 two mile fare as being the lowest common denominator)

RANK	COUNCIL	TARIFF
TABLE	2 MILES	
1	LONDON (HEATHROW)	£9.00
2	LUTON (AIRPORT)	£7.30
3	EPSOM & EVELL	£7.20
4	LONDON	£7.20
5	HERTSMERE	£7.00
6	SALISBURY	£7.00
7	CARADON	£6.80
8	CARRICK	£6.80
9	COLCHESTER	£6.80
10	READING	£6.80
11	KERRIER	£6.75
12	WEST BERKSHIRE	£6.70
13	ADUR	£6.60
14	BASINGSTOKE & DEANE	£6.60
15	DARTFORD	£6.60
16	GUERNSEY	£6.60
17	MID SUSSEX	£6.60
18	TUNBRIDGE WELLS	£6.60
19	WAVENEY	£6.60
20	WEALDEN	£6.60
21	WYMOUTH & PORTLAND	£6.60
22	JERSEY	£6.50
23	ARUN	£6.40
24	BATH & N.E. SOMERSET	£6.40
25	BOURNEMOUTH	£6.40
26	BRIGHTON & HOVE	£6.40
27	CAMERIDGE	£6.40
28	GRAVESEND	£6.40
29	HARROGATE	£6.40
30	MIDSTONE	£6.40
31	NORTH HERTS	£6.40
32	POOLE	£6.40
33	ROTHER	£6.40
34	SOUTH CAMERIDGE	£6.40
35	SOUTH GLOUCESTER	£6.40
36	STROUD	£6.40
37	SURREY HEATH	£6.40
38	WATFORD	£6.40
39	WOKINGHAM	£6.40
40	SEVENOAMS	£6.32
41	COUNTY OF HEREFORD	£6.30
42	EAST DEVON	£6.30
43	MOLE VALLEY	£6.30
44	PENWITH	£6.30
45	TORRINGTON & MALLING	£6.30
46	WOKING	£6.30
47	FOREST OF DEAN	£6.27
48	HARROGATE	£6.27
49	MINEAULTON & BEDFORTH	£6.25
50	ASHFORD	£6.20
51	BIRMINGHAM	£6.20
52	CHELMSFORD	£6.20
53	CHICHESTER	£6.20
54	CRAWLEY	£6.20
55	CREVE & NANTWICH	£6.20
56	HARLOW	£6.20
57	HART	£6.20
58	HORSHAM	£6.20
59	LEEDS	£6.20
60	LI NOLIN	£6.20
61	MENDIPS	£6.20
62	NORWICH	£6.20
63	OXFORD	£6.20
64	RUNNYMEDE	£6.20
65	SHEPWAY	£6.20
66	SOLI HULL	£6.20
67	SOUTH LAKELAND	£6.20
68	SWALE	£6.20
69	TAUNTON DEANE	£6.20
70	WAVERLEY	£6.20
71	WINDCHESTER	£6.20
72	YORK	£6.20
73	EASTLEIGH	£6.10
74	ELMERRIDGE	£6.10
75	MALVERN HILLS	£6.10
76	NEW FOREST	£6.10
77	SPELLTHORNE	£6.10
78	SWINDON	£6.10
79	VALE OF WHITE HORSE	£6.10
80	SOUTH SOMERSET	£6.08
81	ABERDEENSHIRE	£6.00
82	BRACKNELL FOREST	£6.00
83	BRENTWOOD	£6.00
84	CANTERBURY	£6.00
85	CARWARTHENSHE RE	£6.00
86	CASTLE POINT	£6.00
87	CHELTENHAM	£6.00
88	DOVER	£6.00
89	EAST HAMPSHIRE	£6.00
90	EXETER	£6.00
91	GREAT YARMOUTH	£6.00
92	KENNET New Wiltshire (East Zone)	£6.00

RANK	COUNCIL	TARIFF
TABLE	2 MILES	
93	KETTERING	£6.00
94	MILTON KEYNES	£6.00
95	NORTH DORSET	£6.00
96	NORTH WILTSHIRE	£6.00
97	ROCHFORD	£6.00
98	SOUTHAMPTON	£6.00
99	SOUTHEND-ON-SEA	£6.00
100	STEWENAGE	£6.00
101	TILFORD	£6.00
102	WEST DORSET	£6.00
103	WEST WILTSHIRE	£6.00
104	DARLINGTON	£5.95
105	PURBECK	£5.95
106	TENDRIDGE	£5.95
107	HIGH PEAK	£5.92
108	TORRINGTON	£5.92
109	CHURCHILL	£5.90
110	ODDSETT	£5.90
111	EAST DORSET	£5.90
112	THREE RIVERS	£5.90
113	WALSALL	£5.90
114	NORTH DEVON	£5.85
115	TENNESBURY	£5.85
116	RUSHMOOR	£5.84
117	BLACKPOOL	£5.80
118	BRIGHTON & HOVE	£5.80
119	EAST HERTS	£5.80
120	GLOUCESTER	£5.80
121	IPSWICH	£5.80
122	LEWES	£5.80
123	MEDWAY	£5.80
124	MIDLOTHIAN	£5.80
125	REigate & BANSTEAD	£5.80
126	RESTON	£5.80
127	SCARBOROUGH	£5.80
128	SEDGWICK	£5.80
129	SELBY	£5.80
130	SLOUGH	£5.80
131	ST ALBANS	£5.80
132	STOKE-PORT	£5.80
133	TANWORTH	£5.80
134	TEIGNMOUTH	£5.80
135	TORBAY	£5.80
136	UTTLESFORD	£5.80
137	WEST SOMERSET	£5.80
138	EAST MIDLANDS	£5.70
139	EAST LOTHIAN	£5.70
140	EASTBOURNE	£5.70
141	FYLDE	£5.70
142	HASTINGS	£5.70
143	ISLE OF MAN	£5.70
144	ISLE OF WIGHT	£5.70
145	LUTON	£5.70
146	MANCHESTER	£5.70
147	MID DEVON	£5.70
148	MORNINGTONSHIRE	£5.70
149	NORTH SOMERSET	£5.70
150	PLYMOUTH	£5.70
151	RYEDALE	£5.70
152	WELLINGBACH	£5.70
153	RENFREWSHIRE	£5.65
154	VALE OF GLAMORGAN	£5.65
155	CHARWOOD	£5.63
156	BASILDON	£5.60
157	BRAINTREE	£5.60
158	EAST LINCOLN	£5.60
159	FIFF	£5.60
160	GOSPORT	£5.60
161	GUILDFORD	£5.60
162	HITCHIN & BOSWORTH	£5.60
163	NEWCASTLE UPON TYNE	£5.60
164	NORTH WEST LEICESTER	£5.60
165	NORTHAMPTON	£5.60
166	NORTHAMPTON	£5.60
167	PORTSMOUTH	£5.60
168	SHEFFIELD	£5.60
169	SOUTH AYRSHIRE	£5.60
170	STRAFORD ON AVON	£5.60
171	SUFFOLK COASTAL	£5.60
172	TAMESIDE	£5.60
173	WOLVERHAMPTON	£5.60
174	WORTHING	£5.60
175	WREXHAM	£5.60
176	WYRE	£5.60
177	CHEWELL	£5.56
178	DURHAM COUNTY COUNCIL	£5.55
179	ARGYLE & BUTE	£5.50
180	CARLISLE	£5.50
181	CASTLE MORPETH	£5.50
182	CENTRAL BEDFORDSHIRE	£5.50
183	CHESTER	£5.50
184	DUMFRIES & GALLOWAY	£5.50

RANK	COUNCIL	TARIFF
TABLE	2 MILES	
185	EAST STAFFORDSHIRE	£5.50
186	EDEN	£5.50
187	EDI BURGH	£5.50
188	GWYNEDD	£5.50
189	HANTS HOUNDSHIRE	£5.50
190	LEICESTER	£5.50
191	MORAY	£5.50
192	GLDAM	£5.50
193	RUSHOLME	£5.50
194	SHETLAND ISLANDS	£5.50
195	SHERBORNE	£5.50
196	SOUTH WALES	£5.50
197	STAFFORD	£5.50
198	TYNDALE	£5.50
199	WANSBECK	£5.50
200	SCOTTISH BORDERS	£5.45
201	DORSET	£5.44
202	GLDAM	£5.44
203	ABERDEEN	£5.40
204	ANGUS	£5.40
205	BARROW IN FURNESS	£5.40
206	CARDIFF	£5.40
207	CHILTERN	£5.40
208	CONVENTRY	£5.40
209	DERBY	£5.40
210	FARHAM	£5.40
211	FOREST HEATH	£5.40
212	HAVANT	£5.40
213	MID SUFFOLK	£5.40
214	NEWARK & SHERWOOD	£5.40
215	NORTH LINCOLNSHIRE	£5.40
216	NORTH WYOMING	£5.40
217	PERMO	£5.40
218	PERTH & KINROSS	£5.40
219	RUGBY	£5.40
220	SOUTH RIDE	£5.40
221	TANDRIDGE	£5.40
222	TEST VALLEY	£5.40
223	WEST LOTHIAN	£5.40
224	WEST OXFORD	£5.40
225	WORCESTER	£5.40
226	WYOMING	£5.40
227	BROCKTON	£5.38
228	KINGS LYNN & NORFOLK	£5.38
229	BASSETLAW	£5.35
230	BARNFORD	£5.30
231	BROMSGROVE	£5.30
232	BROOKHURST	£5.30
233	BURY ST EDMUNDS	£5.30
234	COTSWOLD	£5.30
235	GRAVEN	£5.30
236	FENLAND	£5.30
237	LIFFORD	£5.30
238	NORTH EAST LINCOLNSHIRE	£5.30
239	RIBBLE VALLEY	£5.30
240	DUNDEE	£5.27
241	SALFORD	£5.26
242	VALE ROYAL	£5.25
243	WINDSOR & MAREHAY	£5.25
244	BLABY	£5.24
245	BEDFORD	£5.20
246	BOLTON	£5.20
247	BOSTON	£5.20
248	BURY	£5.20
249	DENBIGHSHIRE	£5.20
250	ELLESMERE PORT	£5.20
251	HALTON	£5.20
252	HAMBLETON	£5.20
253	MACCLESFIELD	£5.20
254	GRONEY ISLANDS	£5.20
255	POWYS	£5.20
256	PRESTON	£5.20
257	RHONDDA CYNON TAF	£5.20
258	SOUTH TYNENESS	£5.20
259	SUNDERLAND	£5.20
260	TRAFFORD	£5.20
261	WIRRAL	£5.20
262	YNYON	£5.20
263	BRECKLAND	£5.14
264	BERGH	£5.10
265	CALDERDALE	£5.10
266	CANNOCK CHASE	£5.10
267	OSERDGI	£5.10
268	CLACKMANNAN	£5.10
269	NEVPORT	£5.10
270	RICHMONDSHIRE	£5.10
271	SOUTH STAFFORDSHIRE	£5.10
272	WGAN	£5.10
273	WYCOMBE	£5.10
274	ALWING	£5.05
275	SOUTH HOLLAND	£5.05
276	SWINSEA	£5.05

RANK	COUNCIL	TARIFF
TABLE	2 MILES	
277	BLYTH VALLEY	£5.00
278	CHESTERFIELD	£5.00
279	DAVENTRY	£5.00
280	EAST RIDING	£5.00
281	EREWASH	£5.00
282	GLASGOW	£5.00
283	LI VERPOOL	£5.00
284	HEATH PORT TALBOT	£5.00
285	NORTH EAST DERBYSHIRE	£5.00
286	PETERBOROUGH	£5.00
287	SOUTH BUCKINGHAM	£5.00
288	SOUTH LANARSHIRE (city)	£5.00
289	SOUTH NORTHANTS	£5.00
290	THAMES	£5.00
291	WARWICK	£5.00
292	WEST LINCOLN	£5.00
293	STOKE ON TRENT UA	£4.95
294	BRI DEEN	£4.90
295	CHORLEY	£4.90
296	CLYDEBANK	£4.80
297	CONQUEST	£4.80
298	DUNBARTON	£4.80
299	FULFHAM	£4.80
300	KINGSTON UPON HULL	£4.80
301	MELTON	£4.80
302	NORTH KESTEVEN	£4.80
303	NORTH NORFOLK	£4.80
304	ROSENDALE	£4.80
305	TELFORD & WREKIN	£4.80
306	WELLI NORFOLK	£4.80
307	WYRE FOREST	£4.80
308	REDDITCH	£4.80
309	ALLERDALE	£4.80
310	ASHFORD	£4.80
311	CARRIFLITTY	£4.80
312	CONY	£4.80
313	DERBYSHIRE DALES	£4.80
314	DONCASTER	£4.80
315	GATESHEAD	£4.80
316	HAMPTON	£4.80
317	LANCASTER	£4.80
318	MANCHESTER	£4.80
319	NORTH TYNENESS	£4.80
320	ROCHDALE	£4.80
321	ROTHERHAM	£4.80
322	RUTHERGLEN	£4.80
323	TORFAEN	£4.80
324	SANDWELL	£4.75
325	STAFFS MOORLANDS	£4.75
326	BARNLEY	£4.70
327	BERWICK ON TYNE	£4.70
328	BLACKBURN	£4.70
329	EAST AYRSHIRE	£4.70
330	EAST CAMBRIDGESHIRE	£4.70
331	EAST NORTHANTS	£4.70
332	HIGHLANDS	£4.70
333	HYNDEN	£4.70
334	STIRLING	£4.70
335	WARWINGTON	£4.70
336	WEST LANARSHIRE	£4.70
337	AMBER VALLEY	£4.60
338	COPELAND	£4.60
339	EAST DUNBARTONSHIRE	£4.60
340	EAST RENFREWSHIRE	£4.60
341	FALKIRK	£4.60
342	SEFTON	£4.60
343	WAKEFIELD	£4.60
344	BURNLEY	£4.50
345	CORBY	£4.50
346	LIVERPOLYDE	£4.50
347	MERTHYR TYDFIL	£4.50
348	REDCAR & CLEVELAND	£4.50
349	STOCKTON ON TEES	£4.50
350	KIRKLEES	£4.40
351	KNOWSLEY	£4.40
352	NORTH AYRSHIRE	£4.40
353	SOUTH LANARSHIRE	£4.40
354	ODDY & WIGTON	£4.40
355	PENDE	£4.40
356	ST. HELENS	£4.40
357	AYLESBURY VALE	£4.30
358	GLANVAUGHAN	£4.30
359	MIDLESBROUGH	£4.30
360	NEWCASTLE-U-LYME	£4.20
361	WESTERN ISLES	£4.20
362	HARTLEPOOL	£3.80
363	SOUTH K	

AGENDA ITEM: 7

SUMMARY

Report for:	Licensing Health & Safety Enforcement Committee
Date of meeting:	25 June 2013
PART:	1
If Part II, reason:	

Title of report:	Medical requirements for taxi and private hire drivers
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To advise the Committee of the DVLA's latest recommended medical standards for Group 2 (vocational) drivers; to reaffirm the use of these standards in respect of taxi and private hire drivers' licence applications; and to amend the Council's policy in respect of diabetic drivers.
Recommendations	<ol style="list-style-type: none">1. To reaffirm the Council's policy of requiring applicants for taxi and private hire drivers' licence to satisfy the DVLA's recommended medical standards for Group 2 (vocational) drivers (as may be amended by DVLA from time to time).2. To revise the Council's format for medical certificates, in accordance with the document at Annex A, for renewal and application packs issued from the 1st July 2013.3. To extend the Council's additional policy in respect of insulin-treated diabetic drivers to cover diabetic drivers whose treatment carries a risk of inducing hypoglycaemia (insulin treatment, or tablets such as sulphonylureas or glinides)4. To revise the Guidelines on the fitness of applicants to reflect the change to policy on diabetic drivers.
Corporate objectives:	Safe and Clean Environment <ul style="list-style-type: none">• Public safety is the main aim of the driver licensing scheme, and ensuring a minimum medical standard among licence-holders is a key part of attaining this aim.
Implications:	<u>Financial</u> Applicants pay a fee to their doctor for completion of the medical certificate, typically around £90 to £110. Indications suggest that this fee may be increased by around £10 if the changes are adopted.

Chairman:

	<u>Value for Money / Risk / Equalities / Health And Safety</u> None.
Consultees:	Bedfordshire & Hertfordshire Local Medical Committee Ltd, as nominated by Hertfordshire CC Public Health, and all of the GP practices within Dacorum have been notified of the proposed changes to the form and asked to make any comments prior to the Committee meeting.
Background papers:	At a Glance Guide to the current Medical Standards of Fitness to Drive (Drivers Medical Group, DVLA, 2013)
Glossary of acronyms and any other abbreviations used in this report:	DVLA – Driver and Vehicle Licensing Agency

1. BACKGROUND

- 1.1. When considering applications for hackney carriage and private hire driver's licences under sections 51 or 59 of the Local Government (Miscellaneous Provisions) Act 1976, the Council must satisfy itself that applicants are fit and proper persons to hold a driver's licence. The discretion available to the Council in making this determination is wide-ranging, and the checks carried out include criminal records, driving endorsements, right to UK employment, and medical suitability.
- 1.2. Under the Council's policies, all applicants for a drivers' licence are required to submit to the Council a recent medical certificate completed by their GP or another medical professional who has accessed the applicant's medical records covering at least the preceding 5 years when completing the certificate. In completing the certificate, the medical professional is requested to have regard to the Group 2 medical standards, published by DVLA.
- 1.3. The Group 2 medical standards are primarily intended to apply to vocational drivers who require advanced driving licences, such as lorry or public service vehicle drivers. However, it is suggested, both within the Department for Transport's Best Practice Guidance (March 2010) and the Royal Society of Medicine Press Limited's booklet "Fitness to Drive: A Guide for Health Professionals" (2006) that local authorities apply the Group 2 standards to hackney carriage and private hire drivers, reflecting the high amount of time during which those individuals would be expected to be involved in the driving of vehicles.
- 1.4. In March 2012, the Licensing, Health & Safety and Enforcement Sub-Committee adopted a specific medical policy in respect of the licensing of applicants undergoing insulin treatment for diabetes mellitus, requiring the provision of a hospital consultant's letter confirming that treatment had been underway for not less than 4 weeks, and a signed declaration from the applicant confirming their awareness of hypoglycaemia, their intention to comply with treatment instructions given to them, and their regular undertaking of blood glucose monitoring and recording at least twice daily and a times relevant to driving.

Chairman:

1.5. The Council's medical policies in respect of drivers were summarised in the 'Guidelines on the Fitness of Applicants' document, adopted with effect from the 1st March 2013.

2. GROUP 2 MEDICAL STANDARDS

- 2.1. The medical standards are kept under constant review by DVLA, and are typically updated twice a year in light of any new conditions or treatment issues arising which may impact upon an individual's ability to drive safely. A concise version of the latest standards is attached separately to this agenda, at Annex C.
- 2.2. As indicated above, adoption of these standards for hackney carriage and private hire drivers' licensing procedures remains recognised best practice, and is endorsed by the Department for Transport². The fact that the standards are periodically reviewed by an expert panel of medical professionals also means that they remain current and reflective of national medical trends, and thus are likely to remain more current and complete than any equivalent local guidance that may alternatively be developed on the consideration of the health and medical wellbeing of applicants. For this reason, it is suggested that the use of the DVLA Group 2 standards is retained, and Committee are asked to pass a resolution reaffirming this.
- 2.3. The Council has previously prescribed a format for the medical certificate that drivers must obtain. It is unknown exactly when this form was devised, but the current form does not accurately reflect the current medical standards, with several key areas either omitted entirely or outdated. This has the effect of complicating the process of granting an application for a drivers' licence, as only incomplete information about the medical suitability of that applicant is readily available.
- 2.4. A revised medical certificate format has now been devised, which reflects the current medical standards more closely, covering a wider range of conditions and disorders. This is appended at Annex A. It is recommended that the Committee adopt this as the revised medical certificate format, to be issued in renewal and application packs with effect from the 1st July 2013.
- 2.5. The revised form has been sent to Hertfordshire County Council's public health team for comments, who forwarded the enquiry to the Bedfordshire & Hertfordshire Local Medical Committee for advice. A response was received from the LMC on the 9th April 2013, indicating a belief that the proposed questions were appropriate. The form has since been sent to all of the GP Practices within Dacorum with a request for comments, but at the time of writing none had been received.
- 2.6. It is understood that most doctors charge a fee for the completion of the certificate, and information on the amount of such fees was requested from practices along with comments on the revised form. At the time of writing, four responses had been received from the 20 practices consulted, indicating fees between £90 and £115. Two of the four indicated that they would

² Para 68, Taxi and Private Hire Vehicle Licensing: Best Practice Guidance (DfT, March 2010) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/4395/taxi-private-hire-licensing-guide.pdf

Chairman:

increase their fees if the newer, more comprehensive form were to be adopted, one by £10 (to £100) and the other by £15 (to £115).

- 2.7. In an amendment to the Council's policy, adopted in March 2012, applicants may obtain their medical certificates from a medical professional other than their registered GP, providing that the professional has had access to the applicant's medical records covering no less than the preceding 5 years. This provision provides an element of competition to help ensure that fees are not artificially inflated by a practice, and for this reason no change is proposed to this aspect of the policy.

3. DIABETIC APPLICANTS

- 3.1. Applicants with insulin-treated diabetes are subject to additional requirements under the Council's policy requiring a letter from the treating Consultant Diabetologist to be submitted confirming that treatment has been underway for at least 4 weeks, and a signed declaration from the applicant confirming that they will comply with treatment directions given to them, that they will immediately report any change in their condition to the licensing authority, and that they will provide the licensing authority upon request with evidence of twice daily blood glucose monitoring. These additional requirements were considered necessary due to the possibility of the insulin treatment causing hypoglycaemia.
- 3.2. Since the Committee last considered the issue, a further amendment has been made to the Group 2 standards in respect of diabetes treatment. This reflects the fact that certain other forms of diabetes treatment, particularly treatment by way of tablets such as sulphonylureas or glinides, also carry a risk of inducing hypoglycaemia.
- 3.3. By way of an update to the policy, to bring it in line with the latest standards, it is now intended to extend the declaration requirement outlined above to those applicants with diabetes managed by tablets which carry a risk of inducing hypoglycaemia. Doctors will also be required to confirm adherence to the relevant Group 2 standards for treatments of this type, within the medical certificate.

4. RECOMMENDATIONS

- 4.1. To reaffirm the Council's policy of requiring all applicants for hackney carriage and private hire drivers' licences to obtain and submit a medical certificate on each application, completed either by the GP surgery where the applicant is registered as a patient or by another medical professional who has viewed the applicant's medical records covering not less than the preceding 5 years; such certificate to be in the format prescribed from time to time by the Council, and confirming that the applicant satisfies the DVLA's published medical standards for Group 2 (vocational) drivers (as may be amended by DVLA from time to time, without further resolution).
- 4.2. To prescribe a revised format for hackney carriage and private hire drivers' licence medical certificates, in accordance with the document at Annex A, for renewal and application packs issued from the 1st July 2013.

Chairman:

- 4.3. To add a further paragraph to the Council's additional policy in respect of diabetic drivers as follows:

Applicants with diabetes mellitus which is treated by way of tablets carrying a risk of inducing hypoglycaemia (such as sulphonylureas or glinides) shall, in addition to the medical certificate, provide a signed declaration confirming that they will:

- Comply with the directions for treatment given to him/her by the Doctor supervising that treatment;
- Immediately report to the Licensing Authority, in writing, any change in diabetic condition; and
- Provide to the Licensing Authority, upon request, evidence that blood glucose monitoring is being undertaken at least twice daily and at time relevant to driving a hackney carriage or private hire vehicle during employment.

- 4.4. To revise section 4 of the "Guidelines on fitness of applicants for Hackney Carriage / Private Hire Driver's licences", as set out in Annex B.

Chairman:

Annex A – revised medical certificate format



HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE

MEDICAL CERTIFICATE

This certificate (with the exception of the section entitled Applicant's Details, below) must be completed by the applicant's GP (or a doctor at the GP surgery where the applicant is registered as a patient), or by a similarly qualified medical professional who has reviewed the applicant's medical records covering a period of at least 5 years immediately prior to the completion of the certificate.

Please answer all sections using black ink and block capitals.

Applicant's Details

Full name:			
Home address:			
Date of birth:	/ /		
GP/Surgery Name:	<i>(where registered as a patient)</i>		
GP/Surgery Address:			
In the event that there is a question concerning my fitness to drive a Hackney Carriage or Private Hire Vehicle, then I authorise my Doctor(s) and/or Consultant(s) to release reports to Dacorum Borough Council's licensing officers.			
I declare that the details I have given are to the best of my knowledge correct.			
Signed: <i>(applicant)</i>		Dated:	

(To be signed in the presence of the Medical Professional completing the certificate)

Notes for medical professionals

Dacorum Borough Council requires applicants for hackney carriage (taxi) and private hire driver's licences to satisfy the current medical standards for Group 2 licences, as set by DVLA. These standards are more stringent than those for drivers of ordinary cars, reflecting the fact that taxi and private hire drivers are driving in a vocational capacity.

In completing this medical certificate, medical professionals are asked to have regard to the current best practice advice contained in the booklet "Fitness to Drive": A Guide for Health Professionals (published by The Royal Society of Medicine Press Limited in 2006), and to the recommendations by the Medical Commission for Accident Prevention in their booklet "Medical Aspects of Fitness to Drive" or to the "Notes for the Guidance of Doctors" conducting those examinations prepared by the British Medical Association.

A summary of the applicable Group 2 medical standards can be viewed at www.dft.gov.uk/dvla/medical/ataglance.aspx

Medical professionals may seek further advice about any aspect of the medical standards from DVLA's medical advisers, on 01792 782337 or by email to medadviser@dvla.gsi.gov.uk

Note 1

This certificate is for the confidential use of the Licensing Authority in determining the application for a hackney carriage or private hire driver's licence. Any fee charged is payable direct by the applicant to the Medical Professional.

Note 2

All hackney carriage or private hire drivers' licence applicants with insulin treated diabetes will be required to satisfy the Licensing Authority that he/she meets the Group 2 DVLA Guidelines in respect of Insulin treatment, on each application. In addition the applicant will need to provide a medical report from a hospital consultant specialising in diabetes confirming:

- The applicant has been undergoing insulin treatment for a minimum of four (4) weeks;

The applicant will also be required to submit a signed declaration that:

- He/she will comply with the directions for treatment given to him/her by the Doctor supervising that treatment;
- Immediately report to the Licensing Authority, in writing, any change in diabetic condition; and,
- Provide to the Licensing Authority, as and when necessary, evidence that blood glucose monitoring is being undertaken at least twice daily and at a time relevant to driving a hackney carriage or private hire vehicle during employment.

Note 3

Applicants for drivers' licences who have been prescribed tablet medication to control diabetes, which carries a risk of inducing hypoglycaemia (such as sulphonylureas or glinides) will be required to submit a signed declaration as described in Note 2.

Note 4

Special attention is directed to the condition of the arms, hands, legs and feet, and particularly to joints of the upper and lower extremities.

Note 5

The Council requires applicants to submit medical certificates with every application to renew their licence, and these applications are made at three yearly intervals. Further interim medical certificates may be required if recommended by the Medical Professional in question number 22.

Medical Details (to be completed by the medical professional)

If all cases, if you wish to provide further information than the space allotted allows, please do so on a blank sheet and attach this to the certificate.

Neurological disorders

1.	<p>Is the applicant subject to any neurological conditions, syndromes or disorders, or have a history thereof, which may affect his/her ability to safely act as a taxi or private hire driver, such as:</p> <ul style="list-style-type: none"> • Epilepsy or epileptic seizures • Non-epileptic seizure attacks • Loss of consciousness / loss of or altered awareness • Primary / central hypersomnias (including narcoleptic syndromes) • Chronic neurological disorder • Parkinson's disease • Liability to sudden attacks of disabling giddiness • Stroke / TIA • Acute encephalitic illness or meningitis • Craniotomy and/or endoscopic treatment for arachnoid/colloid cysts • Traumatic brain injury, haemorrhage, aneurysm, tumour or similar 	<p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please give details:</p>
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Cardiovascular disorders

2.	<p>Does the applicant suffer from any cardiovascular disorder or defect, or have a history thereof, which may affect the safe performance of the applicant's duties as a taxi or private hire driver, such as:</p> <ul style="list-style-type: none"> • Angina • ACS, CABG, Angioplasty • Arrhythmia or Cardiomyopathy • Pacemaker, Atrial Defibrillator or ICD • Aortic aneurysm or dissection • Peripheral arterial disease • Hypertension • Heart failure, Congenital heart disease 	<p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please give details:</p>
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3.	<p>Are the blood pressure readings – both systolic and diastolic – abnormal, having regard to the applicant's age and condition?</p> <p>If Yes, do you consider that the abnormal blood pressure would be likely to affect his/her ability to safely act as a taxi or private hire vehicle driver?</p>	<p>Resting BP readings: /</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Chairman:

Diabetes mellitus

4.	<p>Is the applicant diabetic?</p> <p>If Yes, how is this managed?</p> <p>Please give further details:</p> <p>Has the applicant experienced an episode of hypoglycaemia requiring the assistance of another person in the past 12 months?</p> <p>Does the applicant have full awareness and an understanding of the risks of hypoglycaemia?</p> <p><i>N.B. Please note that Dacorun has adopted specific requirements in respect of drivers with insulin-treated diabetes, and will require an additional declaration to be completed by the applicant and a letter from the hospital consultant overseeing the treatment. Please contact us for further details.</i></p>	<p><input type="checkbox"/> Yes (Type 1) <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (Type 2)</p> <p><input type="checkbox"/> Insulin-treated (see note 2)</p> <p><input type="checkbox"/> Tablets with risk of inducing hypoglycaemia (see note 3)</p> <p><input type="checkbox"/> Tablets other than the above</p> <p><input type="checkbox"/> Non-insulin injectable medication</p> <p><input type="checkbox"/> Diet</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Psychiatric disorders

5.	<p>Does the applicant suffer from any psychiatric disorder or condition, or have a history thereof, which may affect the safe performance of the applicant's duties as a taxi or private hire driver, such as:</p> <ul style="list-style-type: none"> • Severe anxiety or depressive illness • Acute psychotic disorder • Hypomania/Mania • Chronic schizophrenia or psychoses • Developmental disorders (e.g. autism, Asperger's Syndrome, ADHD) • Dementia • Behaviour or personality disorders 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please give details:</p>
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Substance misuse or dependence

6.	<p>Does the applicant show any evidence of, or have a recent history of, misuse or dependence upon alcohol?</p> <p>If Yes, please give further details:</p> <p>If Yes, has the applicant ever been the subject of an alcohol-related seizure or disorder?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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7.	<p>Does the applicant show any evidence of, or have a recent history of, persistent use of or dependence upon drugs?</p> <p>If Yes, please give further details:</p> <p>If Yes, has the applicant ever been the subject of an seizure associated with drug misuse or dependence?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Visual disorders

8.	<p>By law, applicants must be able to read a typical vehicle's number plate in good light at a distance of 20 metres. The minimum permissible visual acuity for applicants (while using corrective lenses with a corrective power of no more than +8 dioptres if necessary) is:</p> <ul style="list-style-type: none"> • 6/12 (Snellen decimal 0.5) with both eyes open • 6/7.5 (Snellen decimal 0.8) in the better eye • 6/60 (Snellen decimal 0.1) in the other eye <p>Please test and state the applicant's visual acuity, as a Snellen fraction or decimal. If the applicant ordinarily wears corrective lenses while driving, please conduct the test with the applicant using those lenses, and indicate that this was the case.</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Both eyes open:</td> <td style="width: 33%; text-align: center;">Left eye only:</td> <td style="width: 33%; text-align: center;">Right eye only:</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table> <p><input type="checkbox"/> Tested with applicant's glasses/contact lens <input type="checkbox"/> Tested without glasses/contact lens</p>	Both eyes open:	Left eye only:	Right eye only:			
Both eyes open:	Left eye only:	Right eye only:						

9.	<p>Applicants' horizontal visual field should be at least 160°, the extension should be at least 70° left and right and 30° up and down. No visual field defects should be present within a radius of the central 30°.</p> <p>Is there any indication that the applicant's visual field would not satisfy the above requirement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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10.	<p>a) Do you believe that the applicant should wear corrective lenses when driving?</p> <p>b) Have suitable lenses been prescribed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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11.	<p>Does the applicant suffer from any uncorrected visual defects, other than those previously referred to, which may affect their ability to drive, such as:</p> <ul style="list-style-type: none"> • Cataract • Diplopia • Night blindness • Blepharospasm • Visual field defects, such as glaucoma, retinopathy, retinitis pigmentosa, etc 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please give details:</p>
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Renal disorders

12.	Does the applicant suffer from any chronic renal failure or disorder causing significant symptoms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please give details:
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Respiratory disorders

13.	Does the applicant suffer from any respiratory disorders which may affect his/her ability to safely act as a taxi or private hire driver, such as:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please give details:
	<ul style="list-style-type: none"> • Cough syncope • Carcinoma of lung • Asthma / COPD, causing giddiness, fainting or loss of consciousness 			

Miscellaneous

14.	Is the applicant considered to be disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If Yes, please give further details, in particular noting whether this could interfere with the safe performance of his/her duties as a taxi or private hire vehicle driver? <i>(see note 4)</i>			
	Has the applicant any permanent limb or spinal disabilities (including loss of limbs)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

15.	Is there any defect of hearing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If so, do you consider that it would interfere with the efficient performance of the applicant's duties as a taxi or private hire vehicle driver?			

16.	Is there any abnormality or condition present that is not referred to in the preceding questions, which may affect the applicant's ability to act as a driver of a taxi or private hire vehicle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please give details:
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17.	Is there any combination of multiple medical conditions, including those previously referred to, which may affect the applicant's ability to act as a driver of a taxi or private hire vehicle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please give details:
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Summary

18.	Is the applicant, in your opinion, generally fit as regards physical health and temperament, for the duties of a taxi or private hire vehicle driver?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, please give details:
19.	Is the applicant sufficiently active for the performance of his/her duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, please give details:
20.	Is the applicant currently taking any type of prescribed medication which may adversely affect their ability to drive safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give details:
21.	Within the preceding five year period, has the applicant been advised by a doctor not to drive motor vehicles on medical grounds? Following any such advice, has the applicant subsequently been cleared to resume driving?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give details: <input type="checkbox"/> Yes <input type="checkbox"/> No
22.	The applicant will be required to obtain a further medical certificate in three years. Do you currently consider further interim examinations necessary? (see note 5) If so, at what frequency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23.	Do you consider the applicant to be fit to act as a driver of a taxi or private hire vehicle, in accordance with the DVLA's Group 2 medical standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration and certification by medical professional

I certify that I have this day examined:		
I confirm that:		<i>Please tick one</i>
<input type="checkbox"/> the applicant is registered as a patient at this GP surgery (excluding temporary registration); <input type="checkbox"/> the applicant is not registered as a patient at this GP surgery/practice, but I have examined their full medical records covering at least the previous five years prior to completing this certificate.		
The answers to the foregoing questions are correct to the best of my knowledge and belief, and I consider the applicant fit/unfit, as noted in my response to question 23, to act as a driver of a taxi or private hire vehicle.		
Signed: <i>(Medical professional)</i>		Date: / /
Print name:		
Surgery / practice stamp:		
	<i>Please also give address, if not included within stamp</i>	

Completed certificates should be returned, preferably in a sealed envelope marked "Private and Confidential", to:

**Licensing
 Dacorum Borough Council
 Civic Centre
 Marlowes
 Hemel Hempstead
 Hertfordshire
 HP1 1HH**

Updated April 2013

Annex B – Revised content for ‘Guidelines on the Fitness of Applicants for Hackney Carriage / Private Hire Driver’s Licence’ document

Current content

Insulin-treated diabetes

- 4.7 The Council has adopted a specific policy in respect of insulin-treated diabetic applicants. In addition to a medical certificate confirming that the applicant satisfies the Group 2 standards (which make specific provisions for insulin-treated subjects), the Council will require the applicant to obtain and submit, with every application, a letter from a hospital consultant specialising in diabetes confirming that the applicant has been undergoing insulin treatment for a minimum of four weeks.
- 4.8 The Council will also require a signed declaration from the applicant, confirming that they will:
- Comply with the directions for treatment given to him/her by the Doctor supervising that treatment;
 - Immediately report to the Licensing Authority, in writing, any change in diabetic condition;
 - Provide to the Licensing Authority, as and when necessary, evidence that blood glucose monitoring is being undertaken at least twice daily and at time relevant to driving a hackney carriage or private hire vehicle during employment.
-

Proposed content

Diabetic applicants

- 4.7 The Council has adopted a specific policy in respect of diabetic applicants whose treatment carries a risk of inducing hypoglycaemia, such as insulin treatment or certain types of tablets. In addition to a medical certificate confirming that the applicant satisfies the Group 2 standards (which make specific provisions for various types of diabetes treatment), additional documents will be required as follows.
- 4.8 In all such cases, the Council will require a signed declaration from the applicant, confirming that they will:
- Comply with the directions for treatment given to him/her by the Doctor supervising that treatment;
 - Immediately report to the Licensing Authority, in writing, any change in diabetic condition;
 - Provide to the Licensing Authority, upon request, evidence that blood glucose monitoring is being undertaken at least twice daily and at time relevant to driving a hackney carriage or private hire vehicle.
- 4.9 In the case of applicants undergoing insulin treatment, the Council will also require a letter from a Consultant Diabetologist confirming that the applicant has been undergoing insulin treatment for a minimum of four weeks.

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AGENDA ITEM: 8

SUMMARY

Report for:	Licensing Health & Safety Enforcement Committee
Date of meeting:	25 June 2013
PART:	1
If Part II, reason:	

Title of report:	Knowledge test arrangements for taxi and private hire driver applicants
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To outline options for the expansion of the Knowledge test arrangements for prospective applicants for hackney carriage and private hire drivers' licences.
Recommendations	To consider the measures outlined, and if considered desirable to instruct officers to commence consultation on the implementation of those measures so identified.
Corporate objectives:	Safe and Clean Environment <ul style="list-style-type: none">• Knowledge tests are one element in ensuring that applicants for driver's licence are fit and proper persons, and suitable to work at close quarters with the public.
Implications:	<u>Financial</u> All of the proposals outlined within will have a financial implication, which would either be paid directly by applicants (practical driving test), or recouped through test fees (purchase of computer knowledge test software, English test fees). <u>Equalities Implications</u> An Equality Impact Assessment will be carried out prior to implementation of any of the changes outlined in this report. <u>Value for Money</u> Adoption of a computerised knowledge test will resolve a current undercharge in respect of knowledge tests. <u>Risk / Health And Safety</u> None
Consultees:	This is a pre-consultation report. If approved, consultation with trade and other affected parties will be carried out, with results reported to a future meeting of the Committee.

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Background papers:	Taxi and Private Hire Licensing: Best Practice Guidance (Department for Transport, March 2010)
Glossary of acronyms and any other abbreviations used in this report:	

1. BACKGROUND

- 1.1. When considering applications for taxi and private hire drivers' licences, the Council must satisfy itself that the applicant is a fit and proper person prior to granting a licence. No definition is offered of this term, and the Council's discretion is accordingly wide-ranging.
- 1.2. One element considered as part of this requirement relates to the testing of the applicant's topographical knowledge of the borough of Dacorum. This is currently undertaken through a written knowledge test, in which applicants are required to demonstrate their familiarity with the landmarks, roads and places within Dacorum which they may be required to go to as a licensed driver.
- 1.3. There has been some recent criticism that the current testing arrangements do not adequately assess a candidate's driving ability, nor various other aspects relevant to the work of a licensed taxi or private hire driver (such as communication with passengers or numeracy), and comments have been made to officers, via the Council's social media sites, and, it is understood, directly to Members, that a number of newer drivers are not sufficiently skilled in these areas.

2. CURRENT TEST ARRANGEMENTS

- 2.1. Knowledge tests are currently held once a month at the Hemel Hempstead Civic Centre, with up to 10 candidates attending on each date. A £40 fee is payable by candidates for each test undertaken. A maximum of 2½ hours is allocated for each candidate to complete the entire test, with a licensing officer invigilating throughout this time. The test is undertaken on a printed paper, and no maps, notebooks, computer devices or mobile phones may be used during the test.
- 2.2. Each candidate is required to submit a registration form before attending their first test, specifying the category of test they wish to undertake (different tests are offered for hackney carriage and private hire drivers). Tests must be pre-booked, and failure to attend a test without good reason is considered to be a failed test, marked as '0'.
- 2.3. Test papers are randomly generated from a database of questions, so no two months' papers are the same. Each test consists of three sections (covering places, routes, and byelaws/conditions), and a minimum mark must be attained in every section to obtain an overall 'pass'. The candidate's information sheet, at Annex A, gives further information on the structure of the current test and the applicable pass marks for each category.

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- 2.4. Completed test papers are subsequently marked by an officer, and the results notified to the candidates. Where the test was passed, the candidate is issued with a certificate and invited to make an application for a licence of the relevant category.
- 2.5. Candidates are permitted to attempt the test three times within a 12 month period. If the candidate obtained a pass mark on one or more sections on a previous attempt, they are exempted from that section on subsequent tests. Where a candidate has failed to pass all three sections after their third attempt, they are prohibited from further test attempts for a 12 month period, after which time they will be required to start afresh – any previous section passes will be disregarded.

3. PROPOSED CHANGES

- 3.1. The current test is viewed as having a number of shortcomings. It is extremely resource intensive – the officer time in generating test papers, invigilating and marking comes to around 240 hours a year, and test papers account for several thousand sheets of printed paper. The database used to generate the tests is proprietary, and cannot easily be expanded to incorporate new sections or to amend the structure of the test. The question banks are in need of review, as a number of landmarks and locations questions have been removed as businesses have closed or moved, and in many cases those questions have not been replaced. In addition, there are a number of elements that the current test does not evaluate, such as the candidate's driving ability, English language skills, or numeracy, which are all of relevance to the business of a licensed driver.
- 3.2. A number of possible improvements have been identified to various aspects of the test, which should go a long way towards resolving the current weaknesses in the testing regime. Essentially these improvements can be grouped under four headings: a computerised testing system, additional test sections, a practical driving test, and English language proficiency requirements. The following paragraphs outline all of these proposed improvements.

Computerised testing system

- 3.3. One of the main concerns with the current paper-based test is the length of time spent by officers in preparing, invigilating and marking the test papers. The cost to the Council of the current test has now been calculated at £61 per paper.
- 3.4. Software has now been identified which allows a knowledge test to be taken on a computer. The Diamond test system presents candidates with a randomly generated test paper, consisting of multiple sections as specified by the authority during installation. The test itself is presented in a multiple choice format, with every question presented alongside 4 or 5 possible answers – the candidate simply uses the mouse to click on the one they believe to be correct, and then proceeds to the next question.
- 3.5. The main advantage of such a system is that preparation time is reduced to almost zero (simply requiring the officer to input the name and test date at the time of booking – the test is then automatically generated). Marking is also instantaneous, and the system can be configured either to display the

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outcome to the candidate immediately, or to generate a results letter for subsequent dispatch. Previous tests and answers are retained electronically, should a challenge arise.

- 3.6. Use of such a system would, through the reduction in officer time, reduce the cost to the Council of each test to an estimated £27, factoring in the purchase cost and licence fee of the software. It would also assist greatly in the transition to paperless working under the Dacorum Anywhere program, as knowledge tests currently form a significant proportion of the hard copy files held by Licensing. There are a number of options for delivering such a test – enquiries have been made about the use of the IT Training Suite in the Civic Centre for multiple simultaneous tests, or alternatively the software could be installed on a single computer for one-on-one testing, either under the invigilation of Licensing or another appropriate area.
- 3.7. There would be a need to reconfigure the test and review applicable pass marks, as the nature of the test would change significantly on the introduction of multiple choice questions. Pass marks would need to be established separately to ensure that the test remained suitably challenging, possibly using the feedback of experienced drivers (or other persons with a comprehensive knowledge of the area).
- 3.8. As part of the introduction of any new system, it would be desirable to end the current practice of exempting applicants from test sections passed previously, and instead to require all sections to be passed in a single attempt. There also appears to be little justification for the retention of the current policy of a 12 month 'block' on test attempts by candidates who have failed three attempts in a 12-month period – it would appear that this requirement could be equally well met by simple advice given to a candidate who has performed particularly poorly. Both of these measures currently cause confusion and increased bureaucracy, and have caused distress in the past.
- 3.9. For this reasons outlined in the preceding paragraphs, it would likely be necessary to distinguish between previous applicants and new applicants after the go-live date, allowing anyone who had previously attempted a paper test the opportunity to complete their attempts under that system, or the choice to switch entirely to the new system and to complete all requirements under that section.

Additional test sections

- 3.10. In addition to a revision of existing test sections, a switch to a computerised system would provide an opportunity to introduce test sections on areas not currently assessed. Suggested areas include:
 - Numeracy (questions relating to taxi trade – e.g. speed/time calculations, financial questions)
 - Highway Code (N.B. may duplicate elements of the practical test, if also adopted)
 - Equalities issues (expansion of current conditions questions)
 - National routes (for drivers exempted from Dacorum-specific topographic questions, e.g. executive PH, limousine drivers, to ensure a basic understanding of primary routes)

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Practical driving test

- 3.11. Paragraph 70 of the DfT Best Practice Guidance states:
“Many local authorities rely on the standard car driving licence as evidence of driving proficiency. Others require some further driving test to be taken. Local authorities will want to consider carefully whether this produces benefits which are commensurate with the costs involved for would-be drivers, the costs being in terms of both money and broader obstacles to entry to the trade. However, they will note that the Driving Standards Agency provides a driving assessment specifically designed for taxis.”
- 3.12. It is considered desirable to carry out a more in-depth assessment of a prospective applicant’s driving ability, prior to considering an application for a new licence. The DSA test provides an objective means of accomplishing this, with added reassurance as to the abilities and accreditation of the examiners. Successful completion of the assessment will indicate that the candidate has a greater than normal knowledge of road traffic legislation, and has demonstrated an ability to satisfactorily complete a number of advanced driving manoeuvres. Further information on this test is appended at Annex B.
- 3.13. The DSA test is undertaken with a professional driving test examiner, in the applicant’s own vehicle, and lasts for around 40 minutes. Tests are booked directly by the candidate, and a fee of £79.66 is payable (£96 for ‘out of hours’ appointments). No discount is offered for retests following a failure or non-attendance.
- 3.14. During the test, the candidate will be observed driving in a number of situations, including performing a legal U-turn, solo instruction-less driving, (simulated) safe picking-up and dropping-off of passengers, and an emergency stop. They will also be asked a number of ‘Cabology’ theory questions, and questions about the Highway Code and traffic signs/road markings. The test will be failed in the event of a serious or dangerous fault being committed, or if an excessive number of minor faults are observed.
- 3.15. Passing the test will result in a certificate being issued, and a permanent notation being created on the driver’s DVLA record. A number of insurers will consider this assessment to be an advanced driving qualification and will offer a discount on motor insurance policies or taxi insurance policies to successful candidates.
- 3.16. A number of DSA test centres in the local area offer the practical taxi test, including Watford (currently a 2 week wait for appointments), St Albans (5 weeks), Barnet (1 week), Borehamwood (3 weeks), Aylesbury (5 weeks), Luton (4 weeks) and Hendon (immediate).
- 3.17. A second test option, involving a wheelchair loading exercise, is also offered, but for this the candidate must provide a wheelchair accessible vehicle, and it is considered unlikely that many prospective drivers would have access to such a vehicle. This test also carries a higher charge, reflecting the longer test. For these reasons, it is proposed that the basic test would be a sufficient minimum requirement in respect of assessing driving capability, with the enhanced wheelchair test a discretionary extra which the candidate may wish to undertake. The wheelchair exercise can also be booked separately, without the other elements of the test, and this may be of

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use in the event of complaints against a driver in respect of loading and securing passengers in wheelchairs.

English language proficiency requirements

3.18. Paragraph 71 of the DfT Best Practice Guidance states that “Authorities may also wish to consider whether an applicant would have any problems in communicating with customers because of language difficulties.”

3.19. Adequate communication skills and language proficiency are considered essential for the work of a taxi or private hire driver, due to the need to correctly understand and follow directional instructions from a passenger, and to enable the driver to give and follow instructions in an emergency situation, which may be stressful.

3.20. A number of options exist for English language proficiency testing. However issues arise with the cost and time commitment of many of these, together with the need to ensure that the examining body is reputable, that the course is accredited by a recognised organisation, and that the result is of a sufficient level so as to indicate a suitable proficiency. Many also assess all elements of language skills, including reading and writing abilities, which may not be of such relevance to the work of taxi and private hire drivers.

3.21. A suitable option has now been identified for a spoken English test. The Versant English Test, offered by Pearson Education, is taken by telephone and provides a near-instant, objective result, assessing the candidate’s skills in vocabulary, sentence construction, fluency and pronunciation, as well as providing an overall score. Each of these sections is marked on a scale of 20 to 80, and is calculated immediately after the test, which lasts for around 15 minutes, is completed. Details of a sample test, including the instruction sheet and a results report, are appended at Annexes C and D. During the test the candidate carries out a number of verbal tasks, comprising:

- reading sentences from a printed sheet,
- repeating sentences played over the phone,
- answering simple questions asked over the phone,
- reconstructing sentences from multiple segments read to the candidate,
- answering open questions (speaking for 20-30 secs) asked over the phone.

3.22. The test is not a pass-or-fail affair, but rather produces a score within a given range, which correlates to certain language proficiency levels. The levels also correlate to the Common European Framework of Reference for languages (CEFR), which allows the results to be accurately compared against other language-based qualifications. For the purposes of driver licensing, it is believed that candidates should have language proficiency equivalent to the threshold of levels B1 and B2 of the CEFR scale (an overall score on the Versant test of 55/80 or higher). Level B2 is defined by CEFR as follows:

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that

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makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

3.23. There is a cost of around £30 per test undertaken. For security purposes, it is proposed that tests would be taken at the Council's offices, following an identification check, so as to ensure that tests are not taken by a person other than the candidate.

3.24. The requirement for any test of this type would need to be applied equally to all candidates, including those who may be expected to speak English as a first language by virtue of their country of birth. However, it is proposed to exempt a candidate from any adopted English test requirement if they can demonstrate that they have previously passed a relevant English language qualification at a suitable level, such as:

- a GCSE, GCE O-level or GCE A-level issued by a recognised examining body in the UK (grade C or higher)
- an NVQ, City & Guilds, or similar vocational qualification (level 2 or higher) issued by a recognised examining body in the UK
- an equivalent qualification to either of the above, issued by a recognised examining body in an English-speaking country other than the UK
- a TOEFL, IELTS or ESOL qualification at CEFR level B2 (or equivalent)

Summary

3.25. The preceding paragraphs outline a number of additional aspects which could be introduced as preliminary requirements to the driver licensing process operated by the Council. Introduction of all of these elements would go a long way towards ensuring a suitable level of knowledge and language proficiency on the part of applicants, and would represent a significantly tougher process and series of checks than those which are currently carried out. The computerised knowledge test would also aid in the Council's transition program, by facilitating the paperless manner of working required by Dacorum Anywhere.

3.26. Were all of these elements to be introduced, consideration would need to be given to the total cost (around £140 for the DSA test, the Council knowledge test, and the Versant English test; as opposed to £40 for the current test) and whether this represents an undue barrier to entry to the taxi or private hire trade.

Chairman:

4. RECOMMENDATIONS

- 4.1. Having considered the contents of this report, Committee are asked to determine whether the introduction of any of the elements described above (computerised knowledge test with or without additional sections, practical driving test, language proficiency test) should be adopted by the Council, and if so, to instruct officers to commence consultation on the implementation of those measures and report the results to a future meeting of the Committee.
- 4.2. Any consultation would be carried out with both the existing licensed trade and persons currently going through the knowledge test process. Transitional arrangements for those who have already begun the existing process would also be proposed.

Chairman:

Taxi Knowledge Test: Information for candidates

Tests are held once a month, on Tuesday mornings. Tests will begin promptly at **9.00am**, and **late arrivals will not be admitted to the examination room**. Please ensure that you are present at the Civic Centre reception by **8.45am**.

Tests must be pre-booked through the Licensing department. Once made, bookings cannot be transferred or refunded. Failure to attend a test will be counted as a failed test.

When booking a test, you will be asked to specify whether you wish to undertake a Hackney Carriage or a Private Hire test. The pass marks are slightly different for both types of tests, with Hackney Carriage tests generally being harder to reflect the instantaneous nature of fares that Hackney Carriages may undertake.

Candidates will not be permitted to leave and re-enter the room, for any reason, during the test.

Please note that **we do not provide lists of sample questions or maps** – you will need to learn the local landmarks and routes yourself. Mobile phones, computer devices, notebooks or maps cannot be used during the test.

It is not possible to pass the test by only answering questions about Hemel Hempstead – you must know about places and roads throughout Dacorum.

The test consists of questions covering the whole of the Borough, and may include questions about places and routes in Hemel Hempstead, Berkhamsted, Tring, Kings Langley, Great Gaddesden, Bovingdon, Chipperfield, Felden, Flamstead, Aldbury, Potten End, Friars Wash, Frithsden, Wigginton, Little Gaddesden, Long Marston and Markyate.

The Knowledge Test consists of three sections, all of which must be passed:

Section A – Places	
This section tests the applicant's knowledge of locations of named buildings or landmarks.	
Questions likely to appear in this section include schools, pubs, restaurants, sports/leisure facilities, hotels, shops, residential homes, churches, police stations, clubs, museums, council offices, railway and bus terminals, colleges, hospitals and other places of public interest. You will be asked to name the road or street on which they are found.	
Example question:	Example answer
Greenway First and Nursery School	Crossways, Berkhamsted
The questions in this section are divided into two groups: <ul style="list-style-type: none">• Hemel Hempstead (25 questions), and• Berkhamsted (12 questions), Tring (3 questions) and Other Areas (3 questions)	
Pass marks:	
Hackney Carriage	Applicants must correctly answer 33 out of the 43 questions.

Private Hire	<p>Applicants must correctly answer:</p> <ul style="list-style-type: none"> • 15 out of the 25 questions in the Hemel Hempstead group, AND • 8 out of the 18 questions in the Berkhamsted, Tring and Other Areas groups.
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Section B – Routes	
<p>This section tests the applicant's knowledge of driving routes between two named landmarks or roads.</p> <p>Questions will specify a start location and an end location for a journey. You will be expected to describe the shortest, most direct route between these two points, naming all the streets and roads on the route you would follow.</p>	
Example question:	Example answer
Westron Gardens to Okeford Drive	Mortimer Hill, Brook Street, High Street, Christchurch Road
<p>The questions in this section are divided into two groups:</p> <ul style="list-style-type: none"> • Hemel Hempstead (25 questions), and • Berkhamsted (12 questions), Tring (3 questions) and Other Areas (3 questions) 	
Pass marks:	
Hackney Carriage	Applicants must correctly answer 33 out of the 43 questions.
Private Hire	<p>Applicants must correctly answer:</p> <ul style="list-style-type: none"> • 15 out of the 25 questions in the Hemel Hempstead group, AND • 8 out of the 18 questions in the Berkhamsted, Tring and Other Areas groups.

Section C – Conditions & Byelaws	
<p>This section tests the applicant's knowledge and understanding of the conditions and byelaws they will be subject to if they are granted a licence.</p> <p>Applicants must read and understand the conditions documents, which will be sent out with a first test booking, or can be viewed on our website (www.dacorum.gov.uk).</p>	
Pass marks:	
Hackney Carriage / Private Hire	Applicants must correctly answer 15 out of the 20 questions.

Applicants will be permitted to attempt the knowledge test three times. If all three attempts are failed, you will not be permitted to sit the test again for a period of 12 months from the date of the last test.

All three sections must be passed to complete the test. If you pass one of the sections on your first or second attempt, you will not be required to repeat that section in subsequent attempts. If you fail all three attempts and subsequently apply again, any sections you have passed previously will be disregarded, and you will have to start all sections afresh.

Following successful completion of all sections of the test, you will be invited to make an application for a hackney carriage driver's licence or a private hire driver's licence, depending upon the test undertaken.

ANNEX B – DSA PRACTICAL DRIVING TEST INFORMATION

Contents

- 4 Introduction
- 5 Preparing for your Assessment
- 8 Booking your Assessment
- 10 At the Driving Test Centre
- 11 Important Information about your Assessment
- 13 Assessment Explained
- 16 Annex 1: Driving Test Centres
- 17 Annex 2: Cabology Questions

Introduction

The Driving Standards Agency is committed to improving driving standards through its testing and assessment activities. All drivers must take responsibility for developing the correct attitude and approach towards safe and considerate driving. This, combined with a sound knowledge of defensive driving will make our roads safer, a safer environment for all road users.

As a professional driver you have a special responsibility to ensure that your passengers have a safe, comfortable and enjoyable journey. You may have years of driving experience and will be able to demonstrate a good standard of driving on the taxi assessment.

The principles of good driving practice are set out in our official publication *The Official DSA Guide to Driving - the essential skills*. Study these principles and by putting them

into practice you can demonstrate to your passengers and other road users that you are a professional driver.

There are millions of journeys made every year by Hackney Carriage and Private Hire Vehicles. Consider taking on board good sound advice. This will result in these journeys being completed in safety and in comfort by your passengers. This will ensure a service delivered by professional taxi drivers who take pride in their driving and the service they give to their customers.

Rosemary Thew

Driving Standards Agency -
Chief Executive



The Role of the Driving Standards Agency (DSA)

DSA is the only agency in Great Britain charged with setting driving standards and delivering the consistently high quality required to ensure safe driving practice. DSA has a wealth of experience in assessing all types of drivers. It is responsible for 1.6 million driving tests taken in Great Britain each year on cars, motorcycles, LGVs, PCVs and other special vehicles. DSA also trains, tests and monitors the performance of all examiners, sets the standards and syllabus against which all Approved Driving Instructors teach and authorises motorcycle training bodies to provide Compulsory Basic Training.

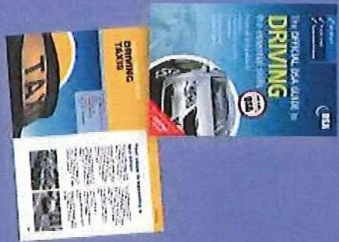
Your Hackney Carriage/Private Hire Assessment

Before you are issued with a Hackney Carriage or Private Hire Driver's Licence you must pass an assessment. It is recommended that you familiarise yourself with the contents of the assessment; these are set out on the following pages. We strongly recommend that you take professional instruction prior to taking the assessment.

Preparing for your assessment

As a professional driver you have a special responsibility to set an example to other road users by driving with courtesy and consideration.

The official range of books from DSA provide expert advice on best driving practices to ensure that you and your passengers have a safe, comfortable and enjoyable journey.



The Official DSA guide to Driving - the essential skills
ISBN 9780115528170 Price £12.99

This indispensable driving manual is packed with advice to help you become a safer driver. A section devoted to taxi drivers covers:

- first steps to becoming a taxi driver – regulations and medical checks
- passenger care – passenger comfort, seat belts and dealing with lost property
- professional driving – skills, environmental consideration, awareness, communication, tiredness and distractions
- driving taxis – stopping at the roadside, manoeuvring
- passengers with special needs and requirements.

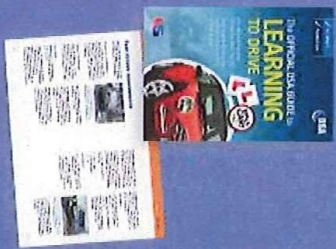
The Official DSA Guide to Learning to Drive

ISBN 9780115528583 Price £7.99

The only official guide which explains the standards required to pass today's practical driving test and assessment for taxi drivers. This latest edition includes references to the current version of *The Official Highway Code*. The book includes information about the 24 key skills examined and the level of ability you need to demonstrate, as a professional driver.

A section on the assessment for taxi drivers covers:

- licensing requirements
- key skills, including taxi manoeuvring exercise and stopping at the side of the road
- what to expect at your assessment and the wheelchair exercise.



5

The Official Highway Code

ISBN: 9780115528149 Price: £2.50

Essential reading for all road-users in England, Scotland and Wales. This updated edition of the only *Official Highway Code* contains the very latest rules of the road. Many of these rules are legal requirements and must be adhered to in order to avoid penalty - fines, penalty points, disqualification or even prison. *The Official Highway Code* reflects the most up-to-date legislation that road-users must adhere to, advice on road safety and best practice.

Rheolaer, Ffordd Fawr Snyddogol (Welsh Language version)

ISBN: 9780115528606 Price: £2.50

Northern Ireland Highway Code

ISBN: 9780337088985 Price: £2.50

The Official Highway Code Interactive CD-ROM

ISBN: 9780115528460 Price: £9.78

The CD-ROM version of *The Official Highway Code* provides an innovative and interactive alternative for users. It is an engaging, fun and educational product aimed at accelerating the learning process and providing a thorough understanding of road safety and best practice.

Know Your Traffic Signs

ISBN: 9780115528552 Price: £4.99

Your taxi assessment will include five questions on traffic signs, so pick up the latest edition of this comprehensive guide which explains the vast majority of traffic signs that any driver is likely to encounter. A valuable reference for professional drivers, even those with years of experience.



6

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7

Booking your Assessment

Booking your assessment

Remember, it is important to book your assessment early. The more flexible you can be in selecting a driving test centre where you wish to take your assessment, the earlier we can book you an appointment. Secure an appointment even before your police check or your medical.

Practical assessments are available at some test centres on Saturdays, Sundays and in the summer, on weekday evenings.

Booking online or by telephone

You can book your assessment by either of these methods and you'll be given the date and time of your assessment immediately.

You can book online at www.businesslink.gov.uk/transport

To book by telephone, call 0300 200 1122. If you are a Welsh speaker call 0300 200 1133. If you are deaf and need a minicom machine call 0300 200 1144 to book your assessment.

When booking you'll need to explain that you want to take a taxi assessment and provide

- your UK driver number (from your licence)
- credit or debit card details. Please note that the card holder must be present.

Booking by post

Fill in the application form for the type of assessment you wish to take and send it, together with the correct fee, to the address shown on the back of the form. You can get application forms from driving test centres, your instructor or by phoning 0300 200 1122.

You may pay by cheque, postal order or with a credit/debit card. Postal orders or cheques should be made payable to the Driving Standards Agency. Please do not send cash. You'll receive an appointment letter within 10 days.

Appointment letter

Whether you book your assessment online, by telephone or by post, you will receive an appointment letter or e-mail to take with you when you go for your assessment. It will include:

- the time and place of your assessment
- the address of the test centre.

8

Taxi assessment fees

You can change or cancel your assessment online at www.businesslink.gov.uk/transport. Alternatively, you can change or cancel an assessment appointment by calling 0300 200 1122.

You need to give at least three clear working days' notice for change or cancellation of an assessment, not counting the day DSA receives your request and the day of the assessment (Saturday is counted as a working day). If you don't give enough notice you'll lose your fee.

The assessment is intended to fulfil one of the requirements under local Council taxi licensing procedures. The assessment will be carried out in accordance with the criteria drawn up by DSA to meet the Local Authorities Service Standards. A certificate will be issued when you pass the assessment and there is no further fee for this.

Taxi assessment fees

	Normal Hours	Out of Hours
Z Hackney Saloon / Private Hire Saloon	£78.00	£94.00
Z1 Hackney Wheelchair enhanced Wheelchair Accessible Vehicles Highway Code / Traffic Signs Cabology Questions.	£91.00	£110.00
Z2 Wheelchair Exercise	£26.00	£31.99

Note: Assessment fees are correct at time of publication (1st January 2010) but please check at time of booking.
Taxi fees include VAT.

9

At the Driving Test Centre

You must bring the following items to your assessment:

- an appropriately insured and taxed / licensed vehicle suitable for the assessment
- your appointment letter
- a UK/NL photo card licence. Both parts of the licence (photo card and paper counterpart) must be presented

OR

- a full British old style paper licence and current passport
- current recognisable EU licence with a UK paper counterpart (and current passport if there is no photo on the licence).

If you do not bring your documents, your assessment may not be conducted and you may lose your fee.

REMEMBER
NO LICENCE - NO PHOTO
NO ASSESSMENT
YOU WILL LOSE YOUR FEE!

If your car has a front passenger seat you will need to provide an adjustable interior mirror for the use of the examiner.

10

Important information about your assessment

To pass you are permitted to accumulate up to 9 driving faults. If you accumulate 10 or more driving faults you will fail. Any serious or dangerous fault will be immediately recorded as a failure but the assessment will still continue, finally returning to the driving test centre. The taxi assessment is reflective of modern driving practices and the standard is set at a level suitable for full driving licence holders. It is important that you do not adjust your driving to what you may feel the examiner would expect to see, do not drive in an unnatural manner.

- You may be asked to complete an emergency stop, i.e. demonstrate that you can stop the vehicle as in an emergency, promptly and under control (avoid skidding).
- You will be asked to complete an emergency stop, i.e. demonstrate that you can stop the vehicle as in an emergency, promptly and under control (avoid skidding).
- You will be asked to carry out two manoeuvres one of which will be your own choice, e.g. reverse around a corner. In both cases you will be expected to demonstrate your ability to manoeuvre your vehicle under control and with good all-round effective observations, giving consideration to other road users and pedestrians.
- You will be asked on a number of occasions to pull up on the left at a safe and convenient place, as if a fare is either going to get in or out of your vehicle. Avoid parking next to lampposts and trees - this could be potentially hazardous for your passenger.
- Whenever you have been stationary at the side of the road, remember your important safety check - check your blind spot (look over your right shoulder) before pulling away.
- You need to use all your mirrors effectively (interior and exterior) and at the appropriate times. You should demonstrate that you are aware of what is happening around your vehicle at all times.
- You need to signal correctly and in good time to let other road users know your intention - other road users need to see and understand what you plan to do.
- You will be expected to understand and comply with traffic signs and road markings, as they are there to help you anticipate and plan your journey. You will also need to see and react to signals given by the police, traffic wardens etc. and signals given by other road users.
- You must be able to demonstrate your ability to make progress when the speed signs and the road and traffic conditions dictate it is safe to do so. Equally it is important to demonstrate that you recognise and comply when in lower speed limit areas.
- You need to watch your separation distance from the vehicle in front and also your separation distance from parked cars.
- You need to use sound judgement and planning when overtaking, meeting oncoming vehicles and when turning right in front of oncoming traffic. At no time be in a situation where you cause another vehicle to brake or swerve to avoid you.
- You should demonstrate that you are aware of other road users at all times; plan ahead, predict how the actions of others will affect your driving and react in good time. Be aware of vulnerable road users such as pedestrians, cyclists, motorcyclists etc. and act in good time, rather than at the last moment.

11

- You will be asked a few questions on the Highway Code, some general cabology questions and asked to identify a few traffic signs. This may include such questions as the length, width or height, tyre pressures, what to do if you found an item of lost property in your cab.
- It is important that you read *The Highway Code* and be familiar with your vehicle. It is strongly advisable to consider taking professional instruction prior to taking the assessment.

Wheelchair Accessible Vehicles

- You should demonstrate your ability to
 - securely erect the wheelchair ramps (whatever style of ramp is fitted to your vehicle)
 - safely install the wheelchair in your vehicle, backing the chair to the fold down seats, then securing both wheelchair brakes
 - secure seat belts/safety harness and also secure wheel belts/clamps if fitted to your vehicle
 - satisfy yourself that the wheelchair is secure, as if to start a journey. Therreverse the entire procedure.
- It is important that you can demonstrate all the principles of safety and security - if seat belts, wheel belts or wheel clamps etc. are fitted then they should be in good working order and applied, whatever style of wheelchair accessible vehicle you bring on assessment.



12

Assessment Explained

1a Eyesight test

At the start of the assessment the examiner asked you to read a vehicle registration number. If you need glasses or contact lenses, you must wear them whenever you drive. If you had problems with the eyesight test, perhaps you should consider consulting an optician.

1b Highway Code Safety

You will be asked questions on *The Highway Code*, traffic signs and 'Cabology' (General questions relating to taxis and taxi driving).

2 Controlled stop

You will need to be able to display a high level of skill in bringing your vehicle to a stop, safely, promptly and under full control, avoiding locking the wheels. Remember that in wet weather it can take twice as long to stop safely.

3, 4 and 5 Reverse exercises

You will need to display the ability to control the vehicle safely whilst reversing to the left, right, when parking on the road or into a parking bay.

You must take good effective all-round observation throughout the manoeuvre and show consideration to other road users.

6 Turn in the road

You will need to display the low speed control and observation skills necessary to carry out this exercise safely with due regard for other road users and pedestrians.

7 Vehicle Checks

Not applicable

8 Taxi manoeuvre

You must be able to display the ability to turn your car around by whatever means available, making sure you take effective, all-round observation, showing consideration to other road users and pedestrians.

You should control your vehicle smoothly, making proper use of the clutch, accelerator, brakes and steering. You should not use a driveway or allow your vehicle to mount the pavement as this could damage your vehicle.

9 Taxi wheelchair

You should be able to securely erect wheelchair ramps, safely install the wheelchair and an imaginary wheelchair occupant into your vehicle, ensuring the wheelchair and its occupant are secured in readiness for the journey, then reverse the entire process.

10 Vehicle and trailer combinations

Not applicable

11 Precautions

Before you start the engine make sure that you are comfortably seated and all controls can be safely operated.

12 Control

This section covers, where appropriate, the safe and controlled use of accelerator, clutch, gears, footbrake, parking brake and steering.

Always try and use the vehicle controls as smoothly as possible. This means less wear and tear on your vehicle and a smoother ride for your passengers. Make proper use of your accelerator and clutch to make a smooth start. Always depress the clutch just before you stop. Select the correct gear to match the road and traffic conditions. Change gear in good time but not too soon before a hazard. Do not allow the vehicle to coast by running on in neutral or with the clutch depressed.

There should be no need to look down at the gear lever when changing gear. Use the footbrake smoothly and progressively. Brake in plenty of time for any hazard. Make full use of the parking brake whenever it would help you to prevent the vehicle rolling backwards or forwards, and if you are parking. Steer the vehicle as smoothly as possible.

Avoid harsh steering or steering too early or too late as it may cause you to hit the kerb or swing out towards another road user.

13 Move off

You will need to demonstrate your ability to move off smoothly and safely on the level, on a gradient and at an angle, taking the correct precautionary observations.

14 Use of mirrors - Rear observations

Use all the mirrors fitted to your vehicle safely and effectively. You must always check carefully before signalling, changing direction or changing speed. Use the Mirrors-Signal-Manoeuvre (MSM) routine effectively.

15 Signals

You must signal clearly to let others know what you intend to do. You should only use the signals shown in *The Highway Code* if it would help other road users (including pedestrians).

Always signal in good time and ensure that the signal has been cancelled after the manoeuvre has been completed. Do not beckon to pedestrians to cross the road.

16 Clearance to obstructions

Allow plenty of room to pass stationary vehicles, obstructions and be prepared to slow down or stop. A door may open, a child may run out or a vehicle may pull out without warning.

17 Response to signs/signals

You should understand and be able to react to all traffic signs and road markings. You must act correctly at traffic lights, and check that the road is clear before proceeding when the green light shows. Obey signals given by police officers, traffic wardens and school crossing patrols. Look out for signals given by other road users, including people in charge of animals, and be ready to act accordingly.

18 Use of speed

You should make safe, reasonable progress along the road bearing in mind the road, traffic and

weather conditions and the road signs and speed limits. Make sure that you can stop safely, well within the distance you can see to be clear. Do not speed.

19 Following distance

Always keep a safe distance between yourself and other vehicles. Remember, on wet or slippery roads it takes much longer to stop. When you stop in traffic queues leave sufficient space to pull out if the vehicle in front has problems.

20 Maintain progress

In order to pass your assessment you must show that you can drive at a realistic speed appropriate to the road and traffic conditions. You should approach all hazards at a safe, controlled speed, without being over-cautious or interfering with the progress of other traffic. Always be ready to move away from junctions as soon as it is safe and correct to do so; driving excessively slowly can create dangers for yourself and other drivers.

21 Junctions (including roundabouts)

You should be able to judge the correct speed of approach so that you can enter a junction safely and stop if necessary. Position your vehicle correctly. Use the correct lane - if you are turning right, keep as near to the centre of the road as is safe. Avoid cutting the corner when turning right. If turning left, keep over to the left and do not swing out. Watch out for cyclists and motorcyclists coming up on your left and pedestrians who are crossing. You must take effective observation before moving into a junction and make sure it is safe before proceeding.

22 Judgements

Only overtake when it is safe to do so. Allow enough room when you are overtaking another vehicle. Cyclists and motorcyclists need as much space as other vehicles; they can wobble or swerve suddenly. Do not cut in too quickly after overtaking. Take care when the width of the road is restricted or when the road narrows. If there is an obstruction on your side or not enough room for two vehicles to pass safely, be prepared to wait and let the approaching vehicles through.

When you turn right across the path of an

27 Ancillary Controls

You should understand the function of all the controls and switches, especially those that have a bearing on road safety. These include indicators, lights, windscreen wipers, demisters and heaters. You should be able to find these controls and operate them correctly when necessary, without looking down.

28 Eco-safe Driving

Driving skills should demonstrate recognition of the principles of Eco-safe Driving, including appropriate use of the vehicle controls.

24 Pedestrian Crossings

You should be able to recognise the different types of pedestrian crossing and show courtesy and consideration towards pedestrians. At all crossings you should slow down and stop if there is anyone on the crossing. At zebra crossings you should slow down and be prepared to stop if there is anyone waiting to cross. Give way to any pedestrians on a pelican crossing when the amber lights are flashing. You should give way to cyclists as well as pedestrians on a toucan crossing and act correctly at puffin crossings (refer to *The Highway Code*).

25 Position / Normal Stops

Choose a safe, legal and convenient place to stop, close to the edge of the road, where you will not obstruct the road and create a hazard. You should know how and where to stop without causing danger to other road users. See bullet 3 page 95, Learning to Drive.

26 Planning

You must be aware of other road users at all times. You should always think and plan ahead so you can judge what other road users are going to do, predict how their actions will affect you and react in good time. Take particular care to consider the actions of the more vulnerable groups of road users such as pedestrians, cyclists, motorcyclists and horse riders. Anticipate road and traffic conditions, and act in good time, rather than reacting to them at the last moment.

Annex 1

Driving Test Centres

Driving Test Centres listed below in bold are able to do the Wheelchair Assessment.

Aldershot (Farnborough)	Eastbourne	North Allerton
Ashted (Kent)	Enfield	Norwich
Aylesbury	Exeter	Nottingham (Chalfont Drive)
Ayr	Farnborough (Aldershot)	Nottingham (Colwick)
Barnet	Folkestone	Nuneaton
Barnsley	Gillingham LGV	Peterborough
Basingstoke	Girvan	Pontrac
Barry	Glasgow (Shieldhall)	Pooler LGV
Bedford	Goodmayes	Portsmouth
Birmingham (Shirley)	Grantham	Preston
Birmingham (South Yardley)	Gravesend	Reading
Bishop Auckland	Guildford LGV	Redditch
Bishop Stortford	Hairfax	Reigate
Blackburn	Hastings	Rotherham
Blackburn	Heckmondwike	Sevensoaks
Blatchley	Hendon	Sheffield (Handsworth)
Blyth	Herne Bay M/PTC	Skipton
Borhamwood	High Wycombe (Bucks)	Slough
Bradford (Eccleshill)	Hinckley	Souhampton (Forest Hills)
Bradford (Heaton)	Horforth	Souhampton (Maybush)
Briggend	Huddersfield	St Albans
Bridlington	Hull	St Helens
Bristol Multi Purpose Test Centre	Kilmarnock	Stevensage
Bristol (Brislington)	Isleworth	Swarsea
Bristol (Southmead)	Keighley	Taunton
Burgess Hill	Lee on the Solent	Telford
Burton-On-Trent	Leads (Harehills)	Tolworth
Bury St Edmunds, Suffolk	Leicester (Gipsy Lane)	Tunbridge Wells
Bury, Lancs	Leicester (Welford Road)	Wakefield
Cambridge (Chesterton Road)	Leicester (Wigston)	Warwick
Cambridge (Cowley Road)	Letchworth	Watford
Cannock	Lincoln	Wedsbury
Canterbury	Longbenton	Weston-Super-Mare
Cardiff (Fairwater)	Loughborough	Widnes
Carlisle	Lower Gornal	Winchester
Chermsford	Luton	Wisbech
Chertsey	Maldstone	Wolverhampton
Coventry (Bayton Road)	Merthyr Tydfil	Worthing
Crawley	Middlesbrough	Yeovil
Croydon	Nelson	
Derry (Siffin Lane)	Newbury	
Darlington	Newport	
Dorchester	Newton Abbott	

Note: Taxi Assessment Centres were correct at time of press but are subject to change, please check at the time of booking.

Annex 2

Cabology Questions

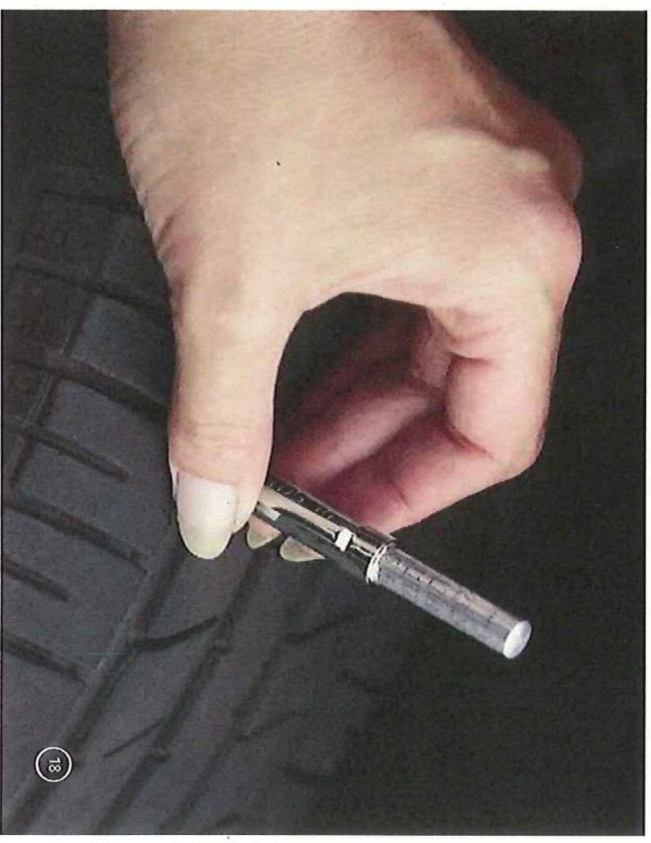
Only the questions in bold print will be used on Black Cab style taxi tests.

Example questions:

- Q. What is the length, width and/or height of the cab you are now with?**
- A. See page 26
- Q. What are the correct tyre pressures for the cab you are now with?**
- A. See page 26
- Q. Whilst driving a taxicab, how would you know if the rear automatic door locking system became inoperative?**
- A. The warning light on the dashboard will illuminate (green with black key icon)
- Q. If the tyre pressures of the vehicle you are driving are 35psi at the front and 40psi at the rear, what would you consider the correct pressure for the spare to be?**
- A. 40psi, because it would be easier to deflate than inflate a tyre at the roadside
- Q. As a Hackney Carriage driver, what is your main responsibility?**
- A. The safety and comfort of your passengers.
- Q. How would you show consideration for passengers alighting from your vehicle?**
- A. Stop close to the kerb and avoid proximity to obstructions (street furniture, trees etc).
- Q. As a licensed driver, what must you wear and display conspicuously when you are at all times?**
- A. The Taxi driver's badge.
- Q. If you found an item of lost property left in your taxicab, what would you do with it?**
- A. Either hand it into a Police Station or Local Licensing Office within 24 hours, depending on local regulations.
- Q. What is the minimum legal requirement of a tyre tread depth?**
- A. 1.6mm.
- Q. If the tyre pressures of the vehicle you are driving are 35psi at the front and 40psi at the rear, what would you consider the correct pressure for the spare to be?**
- A. 40psi, because it would be easier to deflate than inflate a tyre at the roadside.
- Q. As a Private Hire taxi driver, what is your main responsibility?**
- A. The safety and comfort of your passengers.
- Q. How would you show consideration for passengers alighting from your vehicle?**
- A. Stop close to the kerb and avoid proximity to obstructions (street furniture, trees etc).

17

1. TAXI SPECIFICATIONS		LTI, FX4 Fairway:	
TX1:		Length	4580m/m 180.45in
Length	4580m/m 180.45in	Width	1750m/m 69.00in
Width (mirrors out)	2036m/m 80.22in	Height	1755m/m 69.50in
Height	1834m/m 72.26in	Tyre pressures: front	35psi front 36psi
Tyre pressures: front	35psi rear 40psi		
		Metrocab series 3 & TTI:	
TX11:		Length	4505m/m 177.38in
As for TX1 except for length, which is:	4575m/m 180.00in	Width	1770m/m 69.69in
		Height	1755m/m 69.50in
		Tyre pressures: front	38psi front 38psi



18

Passed your DSA test?

You could qualify for a **discount** on **insurance** from **Swinton Taxi Division**

Passing your DSA Hackney Carriage Private Hire Assessment test is a fantastic achievement. One of the added benefits is that we could give you a discount on your insurance policy, subject to terms and conditions. The team at Swinton Taxi Division can arrange your insurance quickly and efficiently, so you can get on the road and start running fares.

Swinton Taxi Division can offer:

- same-day document turnaround
 - specialist cover for private and public hire vehicles
 - cover for MPVs, executive hire and coaches
 - 3, 6 and 12 month policies available
- Terms and conditions apply



FF I switched to Swinton Taxi Division shortly after my broker shot up shop. I'm over the moon with their service and the £350 I've saved on my insurance policy since. **FF**

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www.businesslink.gov.uk/transport

Phone: 0300 200 1122

Minicom: 0300 200 1166

Driving Standards Agency

PO Box 280

Newcastle Upon Tyne

NE99 1FP

Customer enquiry unit

Email: customer.services@dsa.gsi.gov.uk

Phone: 0300 200 1122

Fax: 0300 200 1155

Driving Standards Agency

PO Box 280

Newcastle Upon Tyne

NE99 1FP

Information about Customer service and Eco Safe driving can be obtained from www.dsa.gov.uk

The Driving Standards Agency recognises and values its customers. We will treat all our customers with respect, and deliver our services in an objective, polite and fair way.

www.businesslink.gov.uk/transport



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Transport

ANNEX C – VERSANT TEST – SAMPLE INSTRUCTIONS



Versant for English

Test Identification Number

1234 5678

Introduction:

Thank you for calling the Ordinate testing system.

Please enter your Test Identification Number on the telephone keypad.

Now, please say your name.

Now, please follow the instructions for Parts A through E.

Part A: Reading. *Please read the sentences as you are instructed.*

1. When it comes to art, people's tastes vary widely.
2. Some enjoy pictures that look as real as a photograph.
3. Others prefer the forms and colors of abstract works.
4. A good art museum will include all types to satisfy a variety of visitors.
5. Now that summer is here, our town has opened up a farmers market.
6. Once a week, local people sell fresh produce and flowers near the bank.
7. Not only are there vegetables, there's also entertainment for kids.
8. It's an enjoyable place for a family to spend a Saturday morning.
9. We received our electricity bill today.
10. I couldn't believe how high our electricity costs were.
11. It had more than doubled since a year ago.
12. We'll have to start using energy-efficient light bulbs.

Part B: Repeat. *Please repeat each sentence that you hear.*

Example: a voice says, "Leave town on the next train."
and you say, "Leave town on the next train."

Part C: Questions. *Now, please just give a simple answer to the questions.*

Example: a voice says, "Would you get water from a bottle or a newspaper?"
and you say, "a bottle" or "from a bottle".

Part D: Sentence Builds. *Now, please rearrange the word groups into a sentence.*

Example: a voice says, "was reading" ... "my mother" ... "her favorite magazine"
and you say, "My mother was reading her favorite magazine."

Part E: Open Questions. *You will have 20 seconds to answer each of three questions. The questions will be about family life or personal choices. Each question will be spoken twice, followed by a beep. When you hear the beep, you will have 20 seconds to answer the question. At the end of the 20 seconds, another beep will signal the end of the time you have to answer.*

01-12345 - 1

PEARSON

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Expires: 2007/11/18

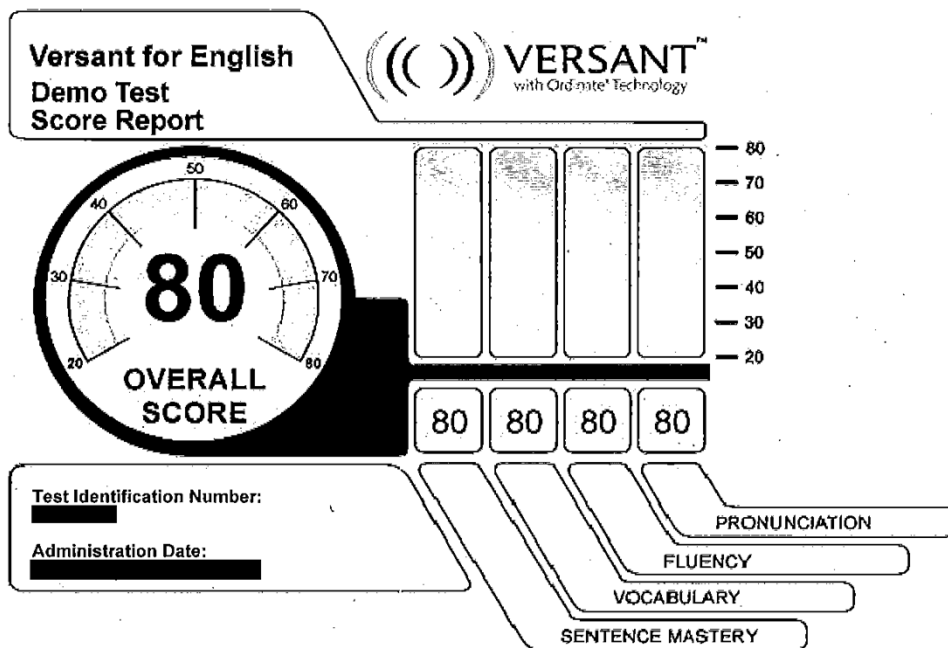
ANNEX D – VERSANT TEST – SAMPLE REPORT

Score Report

Page 1 of 3

English

See All Score Ranges



Overall (80)

The Overall Score of the test represents the ability to understand spoken English and speak it intelligibly at a native-like conversational pace on everyday topics. Scores are based on a weighted combination of four diagnostic subscores. Scores are reported in the range from 20 to 80.

- | | |
|---------|--|
| 72 - 80 | Test-taker speaks and understands effortlessly at native-speaker speeds, and can contribute readily to a native-paced discussion at length, maintaining the colloquial flow. Speech is completely fluent and intelligible; test-taker has consistent mastery of complex language structures. |
| 63 - 71 | Test-taker easily handles a wide variety of discourse and speaking styles, and can contribute to a native-paced discussion. Speech is fluent, smooth and intelligible; test-taker controls appropriate language structure for speaking about complex material. |
| 46 - 62 | Test-taker can handle many utterances using a variety of words and structures, and can follow and sometimes participate in a native-paced conversation. Pronunciation is generally intelligible; test-taker can express some composite information on familiar topics to a cooperative listener. |
| 37 - 45 | Test-taker can handle short utterances using common words and simple structures, but has difficulty following a native-paced conversation. Pronunciation may sometimes not be intelligible; test-taker speaks slowly and pauses, but can convey basic information to a cooperative listener. |
| 28 - 36 | Test-taker can manage some slow, short, isolated utterances, or spoken formulas, but has difficulty following any native conversation; test-taker may often pause to search for words and may be difficult to understand. |
| 20 - 27 | Test-taker has very limited speaking and listening skills in English. |

Sentence Mastery (80)

Sentence Mastery reflects the ability to understand, recall and produce English phrases and clauses in complete sentences. Performance depends on accurate syntactic processing and appropriate usage of words, phrases and clauses in meaningful sentence structures.

- | | |
|---------|--|
| 72 - 80 | Test-taker can understand, recall and produce a wide range of English phrases and clauses in sentence context. Test-taker can consistently produce accurate and meaningful |
|---------|--|

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	complex sentences.
60 - 71	Test-taker can understand, recall and produce a variety of English phrases and clauses in sentence context. Test-taker generally produces accurate and meaningful sentences.
47 - 59	Test-taker can understand, recall and produce many English phrases and clauses in sentence context. Test-taker produces a range of meaningful sentences.
31 - 46	Test-taker can understand, recall and produce some English phrases and clauses in sentence context. Test-taker produces some simple meaningful sentences.
21 - 30	Test-taker has difficulty understanding, recalling or producing English sentences, even with simple phrases and/or clauses.
20	Test-taker provided few if any correct spoken responses to the relevant items; or the test-taker was silent or spoke too softly in response to these items.
Vocabulary (80)	
	Vocabulary reflects the ability to understand common everyday words spoken in sentence context and to produce such words as needed. Performance depends on familiarity with the form and meaning of everyday words and their use in connected speech.
69 - 80	Test-taker understands and produces a wide range of everyday English words as they are used in fluent colloquial speech.
57 - 68	Test-taker generally understands and can produce most everyday English words as they are used in clear colloquial speech.
45 - 56	Test-taker usually understands and can produce everyday English words when they are used in clear speech.
33 - 44	Test-taker has a limited understanding of basic spoken English words, even when they are used in clear, simple speech.
21 - 32	Test-taker may understand some very basic words in spoken English, especially if the words are used in slow, clear, simple speech.
20	Test-taker provided few if any correct spoken responses to the relevant items; or the test-taker was silent or spoke too softly in response to these items.
Fluency (80)	
	Fluency reflects the rhythm, phrasing and timing evident in constructing, reading and repeating sentences.
75 - 80	Test-taker speaks with good rhythm, phrasing, and overall timing. Speech is generally smooth with few, if any, hesitations, omissions, or repetitions.
56 - 74	Test-taker speaks with acceptable rhythm and generally appropriate phrasing; some units may be too fast or too slow. Occasional hesitation, repetition, and/or imperfect word-linking may produce an uneven phrasing.
38 - 55	Test-taker speaks with adequate rhythm and some inappropriate phrasing and pausing. Hesitations and possible repetitions or omissions of words result in an irregular speech rate and some disconnected phrases.
20 - 37	Test-taker speaks in a slow manner with hesitations, false starts, long pauses, and/or omissions. Spoken words are often not linked and/or not grouped according to their sense.
Pronunciation (80)	
	Pronunciation reflects the ability to produce consonants, vowels and stress in a native-like manner in sentence context. Performance depends on knowledge of the phonological structure of everyday words.
75 - 80	Test-taker produces vowels and consonants that are clear and unambiguous; any minor irregularities do not affect intelligibility. Stress is placed correctly in all common words, and sentence level stress is reasonable. Pronunciation is consistent with fluent speech patterns.
55 - 74	Test-taker produces most vowels and consonants in a clear manner, although an occasional word may be unclear. Stress is placed correctly in most words, although some unreduced vowels may render stress placement unclear. Speech is generally intelligible.
38 - 54	Test-taker consistently mispronounces certain consonants and vowels. Speech is mostly intelligible, but some listeners will need to adjust to the accent. Stress may be placed incorrectly in some words, or stress placement may be ambiguous.
25 - 37	Test-taker mispronounces many consonants and vowels, resulting in a strong, intrusive non-English accent. Listeners may have difficulty understanding a significant portion of the words. Stress placement is often unclear, and syllables may sometimes be added or skipped.
20 - 24	Test-taker's pronunciation is strongly non-English in character. Many consonants and vowels are mispronounced, misplaced, or omitted, and some listeners may find the speech

mostly unintelligible. Stressed and unstressed syllables are not clearly distinguished and words may have the wrong number of syllables.



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9. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded during the item in Part II of the Agenda for the meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item there would be disclosure to them of exempt information relating to:

DACORUM BOROUGH COUNCIL

LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE

12 FEBRUARY 2013

Present –
MEMBERS:

Councillors Lawson (Chairman), G Chapman, Fantham, Mrs Green, R Hollinghurst, Link, Peter, G Sutton and Whitman

OFFICERS:

B Lisgarten	Legal Governance Team Leader
R Hill	Licensing Team Leader
S Taylor	Senior Assistant Licensing Officer
T Coston	Member Support Officer (Minutes)

Other Persons Present:
Item 5 – Mr T Khan

The meeting began at 8:12 pm

1. MINUTES

The minutes of the meeting held on 27 November 2012 were confirmed by the Members present and then signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Conway and Taylor.

3. DECLARATIONS OF INTERESTS

No interests were declared

4. PUBLIC PARTICIPATION

None.

5. LICENSING FEES 2013-14

R Hill apologised as there were a couple of errors within the report. He highlighted that the recommendation on page 3 was incorrect, and referred the committee to the correct recommendation set out at paragraph 5.1 on page 9 of the report. He then referred to page 23 of the report, within the fees document, and advised that the entry for vehicle compliance test should read £54.00, as this was reduced as a result of the re-tender of the vehicle testing contract late last year.

He advised that the matter was being returned to the committee following consultation on the proposals, and the responses received were included in the

report. In addition to the proposals in the previous report, a few further changes had been made following consultation, which are included in the list of revisions at paragraph 3.2 of the report.

He explained the proposals had been put forward on the basis of the current costs incurred by the Licensing Section in processing the various application types. This is the first service-wide review of licence application fees to have been carried out in several years, and although in a number of areas fees have been amended in the interim, in others it is almost 9 years since a review has been carried out. This has led to a deficit in recent years between fee revenue and expenditure, and if adopted, he said they believed that licence fee revenue will increase by around £25-30k in total, providing application numbers remain stable.

He advised they intended to carry out similar reviews annually, and any future surpluses or deficits realised from licence fees would be reflected in future fee setting. Any further savings made as a result of streamlined procedures, including the Dacorum Anywhere program, will also be reflected in such exercises.

Councillor G Sutton referred to section 3 of the document relating to animal boarding establishments and asked if they would consider licences for dog walkers. R Hill advised that they were unable to implement such a licence as the legislation was specific to the accommodation of animals.

Councillor Mrs Green referred to section 8 of the document relating to scrap metal and motor salvage and queried why it was not envisaged to introduce licence fees for scrap metal dealers. R Hill explained that the legislation for scrap metal dated back to the 1960's and that the current registration system contained within the legislation was largely a paper exercise. He advised that Parliament was currently considering a new Scrap Metal Dealers Licensing Bill with a whole new licensing system, including various background checks on applicants, and that depending upon when this Bill received Royal Assent this may be in place by the end of this year.

Councillor Mrs Green referred to section 3 of the document relating to animal welfare and felt that the fee for a home animal boarding establishment licence was considerably large for those individuals accommodating only a couple of animals as opposed to kennel boarding. R Hill said they recognised the commercial differences but could not look at likely income of a business, but rather had to consider the cost to the licensing department as the administrative work was very similar. He advised they would be reviewing licensing procedures in this area later this year and if further cost reductions could be identified it may be possible to reduce fees during subsequent fee setting exercise.

Councillor G Sutton referred to section 10 of the document relating to skin piercing and tattooing and felt that the fees were considerably low for the value of such a business. R Hill advised that in setting fees they had to consider the processes and administrative work rather than the potential value of a business.

The Chairman invited Mr Khan, Chair of Dacorum Hackney Carriage Drivers Association, to make representations to the Committee.

Mr Khan expressed his concern on the proposal for an increase in drivers licence fees. He said that licence holders would find the large increase difficult in the current climate and felt a 10% increase would be more reasonable. He also felt that the fees did not reflect the level of service being received as it can take several

days for the licensing department to process and grant a licence, whereas other councils can process a licence in one day. He asked the Committee to consider refraining from making a decision relating to Hackney Carriage golden plates as the Law Commission were investigating the matter.

The Chairman asked R Hill if he had anything to add. R Hill advised that the matter of Hackney Carriage golden plates was contained within a report to be considered by the Committee later in the meeting. He welcomed any questions from the Committee.

Councillor R Hollinghurst asked when the fees were last reviewed. R Hill advised that the taxi licence fees were last reviewed in 2004.

Councillor R Hollinghurst felt that the increases were severe and suggested the changes were implemented over a period of a few years; she made a proposal to the Committee, however this not seconded.

The substantive recommendation, as set out in the report, was proposed.

Voting:

7 for, 1 against and 1 abstention;

whereupon it was:

Resolved:

That the committee set the fees and charges payable by applicants in connection with applications and other processes for licences, registrations and permits the fees and charges as set out in the document 'Licensing Fees and Charges 2013-14' for the period from 1 April 2013 to 31 March 2014.

6. REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING PROCEDURES AND POLICIES

R Hill advised that these matters were being returned to the Committee for consideration following the completion of consultation. He asked if each of the topics could be considered separately, which was agreed by the Committee.

R Hill referred to paragraph 2.1 relating to age limits for driver licence applicant. He said they currently require applicants to be over the age of 21 years of age, and believed that amending this to require a longer driving history will be of more relevance to the application. This would also remove a somewhat arbitrary age limit, which may have resulted in legal challenges under equalities legislation. It was also proposed to introduce a new secondary requirement in respect of applications made in reliance upon a European driving licence. Requiring applicants to obtain a UK licence counterpart will ensure that drivers are subject to proper recording of motoring offences committed in the UK, allowing the licensing authority to properly consider their driving history.

Councillor Mrs Green asked if they would consider introducing a language test. R Hill replied they were looking at options for incorporating a language test in to the council's knowledge test.

Councillor Whitman expressed his concern that an individual can apply for a licence immediately after entering the country. He said there should be an allocated period of time to practice before being granted a licence. R Hill noted Councillor Whitman's concerns, but advised that such a policy could be legally challenged under the EU

freedom of trade rules. He said that officers were looking at the possibility of introducing a practical driving test within the council's knowledge test requirements.

The substantive recommendation, as set out in the report, was proposed.

Voting:

Unanimously agreed;

whereupon it was:

Resolved:

That the Committee amend the Council's policy in respect of the licensing of hackney carriage and private hire drivers, with effect from the 1st April 2013, by repealing the previous policy requiring applicants to be over the age of 21 years, and adopting the following policy provisions:

- The Council shall require applicants for hackney carriage or private hire driver licences to demonstrate that they have been authorised to drive motor vehicles in Great Britain or an EEA member state for at least 36 continuous months immediately prior to the date of application, and continue to be so authorised. No licence shall be issued in any circumstances to an applicant who has been authorised to drive motor vehicles for less than 12 continuous months or who is not so authorised at the time of consideration of the application. Applicants with between 12 and 36 continuous months authorisation will be refused unless exceptional circumstances can be demonstrated.
- Where an application is made in reliance upon a driving licence issued by an EEA member state, the applicant must obtain a British licence counterpart from DVLA. Both the British counterpart and the original EEA state licence must be produced for examination upon the making of an application.

R Hill referred to paragraph 2.2 relating to the proposed introduction of a dual driver licence application process. He said the proposal had received support from the trade, and should reduce the bureaucracy involved for drivers with both licence types considerably. He advised that officers were still working on the full proposals for this system, which will be brought to a future Committee meeting. As a result of this, the Committee were asked to endorse this measure in principle at this time. The substantive recommendation, as set out in the report, was proposed.

Voting:

Unanimously agreed;

whereupon it was:

Resolved:

That the Committee provisionally endorse the adoption of a dual driver licensing system, subject to ratification of precise details of implementation of such a scheme at the next meeting of the Committee.

R Hill referred to paragraph 2.3 relating to signage on licenced vehicles and requested that the item be deferred to a future meeting. He advised that the trade had proposed an alternative to door signs and officers were currently evaluating and drawing up both proposals.

Resolved:

The Committee agreed the item would be deferred to a future meeting.

R Hill referred to paragraph 2.4 relating to the revised guidelines on fitness of applicants for drivers licences and proposed to replace the current convictions policy with the guidelines on the fitness of applicants document included in the agenda; this was a wider ranging document than the current policy, and should provide greater transparency on the items for consideration in the determination of drivers licence applications. He advised that no comments were received in respect of this proposal, and it was therefore recommended that the revised document was adopted with effect from the 1 March 2013.

The substantive recommendation, as set out in the report, was proposed.

Voting:

Unanimously agreed;

whereupon it was:

Resolved:

That the Committee adopt the document, "Guidelines on Fitness of Applicants for Hackney Carriage / Private Hire Driver's Licences" as non-binding and non-exhaustive guidelines for the determination of applications and reviews of hackney carriage and private hire drivers licences in respect of applications received and similar processes commenced on or after the 1st March 2013, superseding the 2008 document "Guidelines to be used by the Licensing and Health and Safety Enforcement Sub Committee when considering the relevance of convictions".

R Hill referred to paragraph 2.5 relating to the joint ownership of 'golden plate' hackney carriages. He advised that officers were now recommending against proceeding with this proposal for the reasons set out in the report. It was believed that such a policy could open the Council to a successful challenge under human rights legislation, under which a licence is regarded as property. He said they intend to bring further proposals in respect of the licensing of hackney carriage vehicles to the Committee later this year.

Councillor Peter felt they shouldn't be intimidated by the human rights legislation as both points of view are taken in to account for consideration.

The substantive recommendation, as set out in the report, was proposed.

Voting:

Unanimously agreed;

whereupon it was:

Resolved:

That no further action shall be taken in respect of the proposal to prohibit new joint ownership of 'golden' hackney carriage plates, as considered by the Committee on the 1 March 2012.

R Hill advised that paragraph 4 detailed a number of operational matters and were provided for information purposes only.

Resolved:

That the Committee noted the remaining contents of the report.

7. REVIEW OF LICENSING ENFORCEMENT POLICY

R Hill introduced the item and explained the report related to proposed revisions to the Council's adopted Licensing Enforcement Policy, the current version of which was due to expire shortly. The matter was being returned to the Committee following the consultation period. He highlighted that the key amendments to the policy were set out at paragraph 2.3 on page 62, and formed part of a general refresh of the document, bringing it up to date with current guidance and associated publications. He explained that more substantial changes had been made to the sections on representations and reviews under the Licensing and Gambling Acts, following the recent introduction of new statutory powers allowing the licensing authority to initiate reviews and make representations in its own right. It was proposed that these powers were delegated to officers to exercise, with contested applications or reviews coming before the appropriate Sub-Committee for determination, as is currently the case. In order to facilitate this, 6 new delegations were outlined at paragraph 3.2.

He explained that recent case law had affected the way in which the power to suspend taxi licences may be used and this was now only available as a punitive measure. Previously, licences could be suspended while an investigation into allegations made against a driver was carried out, but the courts have now ruled that this is not lawful. He advised that a revised option was therefore set out in the policy, for the immediate revocation of a licence following the most serious allegations (for example, sexual or violent offences). It was proposed that this power would be exercised by the Licensing Team Leader or a more senior officer, following consultation with the Chair or Vice Chair of the Committee, and only after any representations made by the individual concerned are taken into consideration. Revised delegations covering this power and the other relevant suspension powers are also included in the table at paragraph 3.2.

The substantive recommendations, as set out in the report, were proposed.

Voting:

Unanimously agreed;

whereupon it was:

Resolved:

1. That the Licensing Enforcement Policy is adopted by Dacorum Borough Council for the period from 1 March 2013 to 29 February 2016;
2. That authority to exercise the powers in respect of the making of representations and review applications relating to premises licences and

club premises certificates, and the suspension and revocation of various taxi-related licences, and to delegate further to other officers as indicated in the table at paragraph 3.2 of the report, be delegated to the Assistant Director (Legal, Democratic and Regulatory).

8. DEREGULATION OF ENTERTAINMENT LICENSING

R Hill explained that the report outlined the intended deregulation of most forms of regulated entertainment under the Licensing Act 2003, and was provided for the Committee's information only. The changes would be made to primary legislation by Government, and are expected to take effect from the 1st April 2013. He said the last paragraph of the report related to this authority's Statement of Licensing Principles. As indicated, recent statutory changes mean that the policy now requires a substantial review, and proposals will be reported to the Committee later this year.

Resolved:

That the Committee noted the report.

The meeting ended at 8:54 pm