



AGENDA ITEM: 9

SUMMARY

Report for:	Licensing Health & Safety Enforcement Committee
Date of meeting:	27 August 2013
PART:	1
If Part II, reason:	

Title of report:	Arrangements for dual driver licensing
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To set out proposals for the implementation of dual driver licensing, for approval by the Committee.
Recommendations	That the issue of dual driver licences is commenced for licences taking effect from the 1 st January 2014, in accordance with the proposals set out at sections 2 and 3 of this report.
Corporate objectives:	<p>Dacorum Delivers</p> <ul style="list-style-type: none"> • Efficiencies • Performance excellence
Implications:	<p><u>Financial</u> Around 80 drivers currently hold both hackney carriage and private hire driver’s licences, and application fee revenue is expected to reduce by £5,200 over a 3-year period as a result of the combination of applications, reflecting the reduced administrative work required. It is expected that this will be partially offset by further drivers upgrading their licences as a result of the simplified procedures – it is not possible to quantify this effect, however.</p> <p><u>Value for Money</u> The combination of driver’s licences will significantly reduce the amount of administrative work needed to be undertaken by officers, as well as reducing the bureaucracy for drivers.</p> <p><u>Equalities / Risk / Health And Safety Implications</u> No implications are expected to arise.</p>

Consultees:	Consultation on the proposed introduction of dual driver licensing took place when initially proposed, prior to the Committee's previous decision in February 2013.
Background papers:	Agenda and minutes from Committee's meeting on 12 th February 2013
Glossary of acronyms and any other abbreviations used in this report:	

1. BACKGROUND

- 1.1. The Council has historically licensed the drivers of hackney carriages under the Town Police Clauses Act 1847, and of private hire vehicles under the Local Government (Miscellaneous Provisions) Act 1976. Applications for both types of licence follow similar procedures and are determined on approximately equivalent criteria.
- 1.2. At its meeting on the 12th February 2013, the Committee approved in principle the concept of issuing combined 'dual driver' licences for individuals wishing to drive both hackney carriages and private hire vehicles, subject to clarification of the implementation details of such a scheme. This aim of this change will be to provide a single application process for both licences, and by eliminating the duplication and establishing a common expiry date for licences, it is expected that a reduction in associated administration work, and bureaucracy for licence-holders, will be realised.
- 1.3. This report sets out the detail as to how it is proposed to implement the dual driver licensing arrangements. As renewal packs detailing existing processes have already been issued for licences expiring through to November, it is proposed that the implementation commences for licences commencing from the 1st January 2014.
- 1.4. Only the application process will be combined under this scheme. Separate licence 'badges' will continue to be issued, and it will be the driver's responsibility to ensure that they are wearing the correct badge for the type of work they are undertaking. Badges must be issued under two different statutory provisions, and it is believed that these requirements cannot be fulfilled through the issue of a single badge.

2. PROVISIONS FOR NEW APPLICANTS

- 2.1. The following provisions will apply to any person who currently holds neither a hackney carriage driver's licence nor a private hire driver's licence, and who has indicated that they wish to apply for a dual driver's licence. (It will also remain possible to apply for a single badge – this revision will not affect that entitlement).
- 2.2. Candidates will be required to satisfy all elements of the Council's knowledge test arrangements prior to making an application, attaining the pass mark commensurate with applications for prospective hackney carriage drivers.

The test will include questions on byelaws/conditions relevant to the work of both private hire drivers and hackney carriage drivers.

2.3. Following successful completion of the knowledge test, an application for a licence may be made within the following 12 months. Applications must be made in writing using the Council's approved application form, and must be accompanied by all documents required, including a medical certificate, driving licence, driving licence verification mandate, UK employment documents, and completed DBS application form.

2.4. The following fees will be payable (valid until 31/03/2014):

Application fee (3 year licence)	£195.00 (refundable if refused)
Badge deposits x 2	£100.00 (refundable on return)
DBS disclosure fee	£44.00
Driving licence verification fee	£6.90
Total	£345.90

or

Application fee (1 year licence)	£105.00 (refundable if refused)
Badge deposits x 2	£100.00 (refundable on return)
DBS disclosure fee	£44.00
Driving licence verification fee	£6.90
Total	£255.90

2.5. Applications will be considered and determined in accordance with existing procedures, taking account of the published guidelines on the fitness of applicants.

3. PROVISIONS FOR EXISTING LICENSEES WITH A SINGLE BADGE

3.1. The following provisions will apply to any person who currently holds either a hackney carriage driver's licence or a private hire driver's licence, but not both, who has indicated that they wish to upgrade to a dual driver's licence.

3.2. Candidates will be required to satisfy the Council's knowledge test arrangements prior to making an application, modified as follows:

- Holders of private hire driver's licences will be required to pass any test segments relating to local knowledge and byelaws/conditions, and attain the pass mark commensurate with applications for prospective hackney carriage drivers.
- Holders of hackney carriage driver's licences will be required to pass any test segments relating to byelaws/conditions, and attain the pass mark commensurate with applications for prospective private hire drivers.
- As drivers have previously been approved to drive licensed vehicles in the borough, test requirements in respect of practical driving qualifications and communication skills will not be required again.

- 3.3. Following successful completion of the relevant knowledge test, an application may be made within the following 12 months. Applications must be made in writing using the Council's approved application form, with additional documents required as per the following paragraphs.
- 3.4. If the application is made simultaneously with an application to renew the existing licence (in which case the second badge will not commence until the renewal date of the primary licence), the application must be accompanied by a medical certificate, driving licence, driving licence verification mandate, UK employment documents, and completed DBS application form. Payment of the following fees (valid to 31/03/2014) will also be required:

Application fee (3 year licence)	£195.00 (refundable if refused)
Badge deposit	£50.00 (refundable on return)
DBS disclosure fee	£44.00
Driving licence verification fee	£6.90
Total	£295.90

or

Application fee (1 year licence)	£105.00 (refundable if refused)
Badge deposit	£50.00 (refundable on return)
DBS disclosure fee	£44.00
Driving licence verification fee	£6.90
Total	£205.90

- 3.5. If the application is made prior to the expiry of the existing licence (in which case the second badge will run from the date granted until the renewal date of the primary licence), the application must be accompanied by the applicant's driving licence only, with medical and criminal checks being carried forward from the existing licence. Payment of the following fees (valid to 31/03/2014) will also be required:

Application fee	£30.00 (refundable if refused)
Additional application fee for each whole or part unexpired month of the existing licence	£1.00 per month (refundable if refused)
Badge deposit	£50.00 (refundable on return)
Total	£80.00 + £1.00 per month

- 3.6. Applications will be considered and determined in accordance with existing procedures, taking account of the published guidelines on the fitness of applicants. In particular, any complaints, convictions or motoring offences may be taken into consideration prior to the grant of the second licence.

4. PROVISIONS FOR EXISTING LICENSEES WITH BOTH BADGE TYPES

- 4.1. The following provisions will apply to any person who currently holds both a hackney carriage driver's licence and a private hire driver's licence.
- 4.2. At present, one of the two applicable licence renewal dates is associated with the requirement to submit a medical certificate, criminal record certificate and driving licence verification check. For these purposes, this date shall be known as the 'primary renewal date'. The other expiry date not so associated shall be referred to as the 'secondary renewal date'.

4.3. Where the primary renewal date falls before the secondary renewal date, the licensee will be invited to renew both licences simultaneously (in which case both licences will expire on a common date, based upon the primary renewal date). Applications must be made in writing using the Council's approved application form, and accompanied by a medical certificate, driving licence, driving licence verification mandate, UK employment documents, and completed DBS application form. Payment of the following fees (valid to 31/03/2014) will also be required:

Application fee (3 year licence)	£160.00 (refundable if refused)
Additional application fee for each whole or part expired month of the second licence	£1.00 per month (refundable if refused)
DBS disclosure fee	£44.00
Driving licence verification fee	£6.90
Total	£210.90 + £1.00 per month

or

Application fee (1 year licence)	£135.00 (refundable if refused)
Additional application fee for each whole or part expired month of the second licence	£1.00 per month (refundable if refused)
DBS disclosure fee	£44.00
Driving licence verification fee	£6.90
Total	£185.90

4.4. Where the secondary renewal date falls before the primary renewal date, the licensee may choose whether to renew both licences simultaneously, as described in the previous paragraph (in which case both licences will expire on a common date, based upon the secondary renewal date, and the provisions of that paragraph will apply), or to renew the second licence only (in which case it will expire on the same date as the primary licence). In the latter case, applications must be made in writing using the Council's approved application form, and accompanied by the applicant's driving licence only. Payment of the following fees (valid to 31/03/2014) will also be required:

Application fee	£30.00 (refundable if refused)
Additional application fee for each whole or part unexpired month of the primary licence	£1.00 per month (refundable if refused)
Total	£30.00 + £1.00 per month

4.5. Where the primary renewal date and the secondary renewal date are the same, the licensee will be invited to renew both licences simultaneously (in which case both licences will expire on a common date, based upon the primary renewal date). Applications must be made in writing using the Council's approved application form, and accompanied by a medical certificate, driving licence, driving licence verification mandate, UK employment documents, and completed DBS application form. Payment of the following fees (valid to 31/03/2014) will also be required:

Application fee (3 year licence)	£195.00 (refundable if refused)
DBS disclosure fee	£44.00
Driving licence verification fee	£6.90
Total	£245.90

or

Application fee (1 year licence)	£105.00 (refundable if refused)
DBS disclosure fee	£44.00
Driving licence verification fee	£6.90
Total	£155.90

4.6. Applications will be considered and determined in accordance with existing procedures, taking account of the published guidelines on the fitness of applicants. In particular, any complaints, convictions or motoring offences may be taken into consideration prior to the grant of the second licence.

4.7. On any subsequent renewal, a dual licensee may opt only to renew one of the licences, and in that event the standard provisions relating to a single licence renewal will apply. If they subsequently wish to re-obtain the second licence, the provisions set out in section 3 will apply.

5. RECOMMENDATION

5.1. That the issue of dual driver licences is commenced for licences taking effect from the 1st January 2014, in accordance with the proposals set out at sections 2, 3 and 4 of this report.