#### CITY OF WOLVERHAMPTON C O U N C I L

# Non-Statutory Licensing Committee

Wednesday, 8 July 2020

Dear Councillor

#### NON-STATUTORY LICENSING COMMITTEE - WEDNESDAY, 8TH JULY, 2020

Please find enclosed Presentation as discussed at the meeting of the Non-Statutory Licensing Committee on Wednesday 8 July 2020.

#### Agenda No Item

6 <u>'My Driver Portal' and Online Registers</u> (Pages 1 - 14)

If you have any queries about this meeting, please contact the Democratic Services team:

**Contact** Donna Cope **Tel** 01902 554452

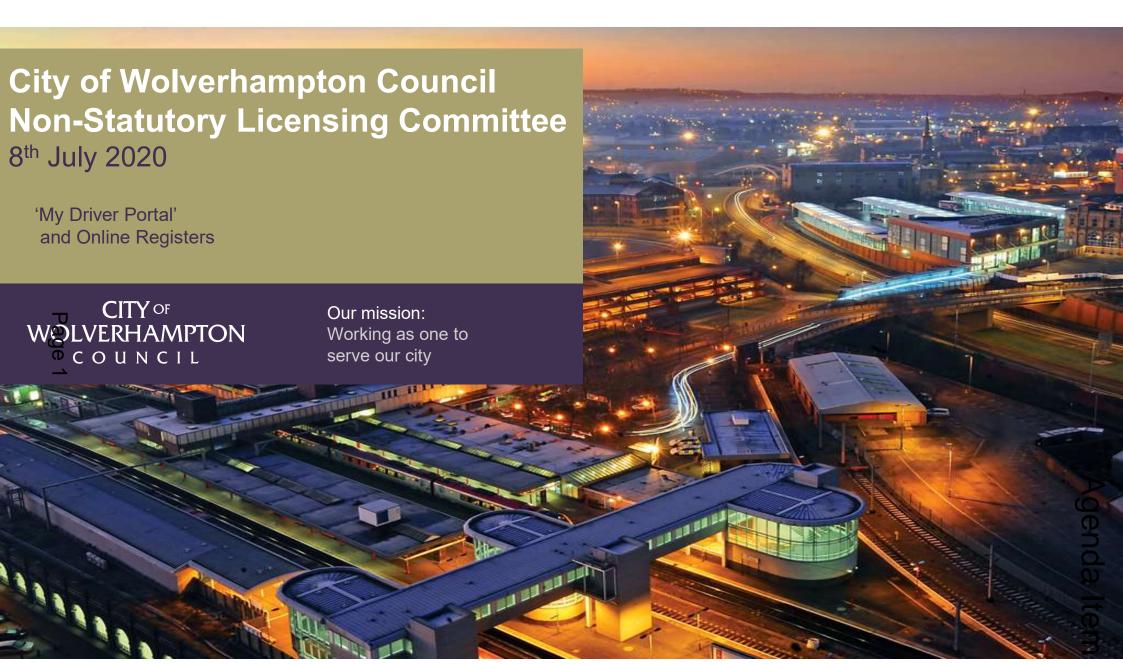
Email <u>donna.cope@wolverhampton.gov.uk</u>

**Address** Democratic Services, Civic Centre, 1st floor, St Peter's Square,

Wolverhampton WV1 1SH

**Encs** 





### The Fleet

• 17347 drivers, 11261 vehicles, and 165 Operators currently licensed by City of Wolverhampton Council.

 All changes must be reported to Licensing and the back office record needs to be maintained and kept up to date.

• Change of address, telephone number, email, motoring convictions, criminal convictions, accidents, Operator.

## **Technology**

Idox – back office supplier

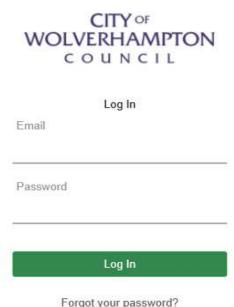
- My Driver Portal
  - one stop online area for drivers/proprietors to upload documentation and report incidents/amendments in order to maintain up to date records

### **Email addresses**

 An email address will identify individual drivers/proprietors.

 Operators/Hire companies will be able to view all applications they have submitted using their email address.

Login to the driver portal will be secure



## My Licences

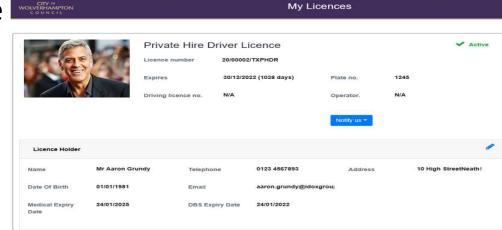
 A screen will display the licences associated with the registered email address

 A driver record will display relevant information with regards their current licence

Medical Expiry Date

DBS Expiry Date

- Current Operator
- Badge number
- Licence Expiry Date



 The facility to "Notify Us" of amendments to the licence will be undertaken within the portal

## **Notify Us**

 The drivers will be able to notify Licensing from within the portal of a variety of different amendments to their current issued licence

 Each section will produce a tailored form for the desired notification

The driver completes the required information from each form

#### Notify us ▼

Criminal Conviction / Caution

Motoring offence / Fixed penalty

Arrest / Charge for any offence

Change of Address

Change of Contact Details

Change of Name

Switch operator

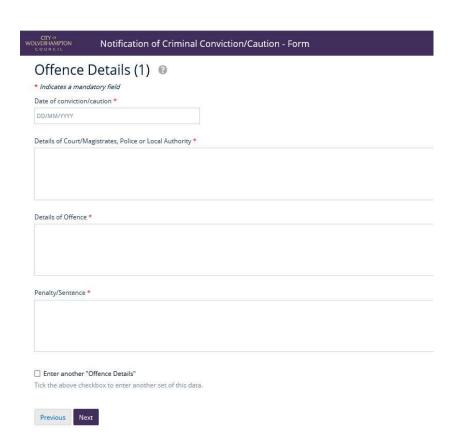
Change in medical circumstances

## **Criminal Conviction/Caution**

• There are mandatory fields that must be completed.

 Specific requests will require mandatory documents to be uploaded i.e. deep poll or marriage certificate – change of name.

Multiple notifications can be made.



responsible for auditing or administering public funds for these purposes.

For further information, see

### **Declaration**

Notification of Criminal Conviction/Caution - Form

Declaration

\* Indicates a mandatory field

I DECLARE THAT THE REPLIES GIVEN BY ME ON THIS FORM ARE TRUE, COMPLETE AND ACCURATE, I UNDERSTAND THAT IF ANY INFORMATION GIVEN BY ME IS FALSE, I SHALL BE LIABLE TO PROSECUTION AND THAT ANY LICENCE OBTAINED AS A RESULT MAY BE REVOKED. I UNDERSTAND THAT ON THE GRANT/RECEIPT OF MY LICENCE IT IS MY RESPONSIBILITY TO ENSURE THAT I FULLY COMPLY WITH THE CONDITIONS OF LICENCE AT ALL TIMES.

Full Name

Date

25/02/2020

Declaration Made \*

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For more information about how your personal information is used and your rights please visit the City of Wolverhampton website and search Privacy & cookies

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

• A declaration must be completed for all amendment requests/notifications.

#### Reference

 Before submitting the amendment/notification they will be provided with a summary of the request and this will provide them

- A unique reference number
- A Preview/PDF copy of the completed form
- The back office system will automatically be updated and all documents uploaded into the document management system (DMS)

### **Advertisements/News**

 There will be the facility for news feeds/advertising and important announcements which can be displayed on the portal

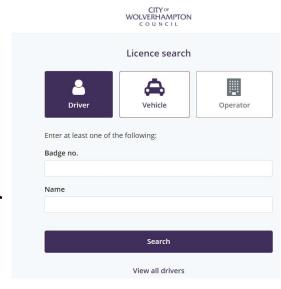
 This has the potential to provide additional income from companies who may wish to advertise their goods and services to the trade e.g. CCTV/Tyres/Vehicle Maintenance etc

## **Online Registers**

 Section 42 of the Town and Police Clauses Act 1847 requires local authorities to provide free public access to a register of hackney carriage licences.

## **Search Facility**

- Each licence type will have a search facility
  - Driver: Badge Number or Name
  - Vehicle: Plate or Vehicle Registration Number
  - Operator: Name
- There will also be a "View all" option



 There will be a list display of current licences which match the search details

The information provided complies with the requirements of the Town and Police Clauses
Act 1847 and Local Government
(Miscellaneous Provisions) Act 1976.

