

Non-Statutory Licensing Committee

20 January 2021

Time 10.10 am **Public Meeting?** YES **Type of meeting** Licensing

Venue Online Meeting

Membership

Chair Cllr Alan Bolshaw (Lab)
Vice-chair Cllr Obaida Ahmed (Lab)

Labour

Cllr Greg Brackenridge
Cllr Keith Inston
Cllr Milkinderpal Jaspal
Cllr Asha Mattu
Cllr Anwen Muston
Cllr Rita Potter
Cllr Phil Page
Cllr Zee Russell

Conservative

Cllr Jonathan Crofts

Quorum for this meeting is three Councillors.

Information for the Public

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

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

Agenda

Part 1 – items open to the press and public

<i>Item No.</i>	<i>Title</i>
1	Apologies for absence
2	Declarations of interest
3	Minutes of previous meeting (Pages 1 - 4)
4	Matters arising
5	Statutory Taxi & Private Hire Vehicle Standards Consultations Response and Recommendations (Pages 5 - 76)
6	Extension of Age Limit for Hybrid and Electric Private Hire Vehicles (Pages 77 - 80)
7	Review of Fees and Charges for Hackney Carriage and Private Hire Licensing Functions for 2021-2022 (Pages 81 - 90)
8	Review of Fees and Charges for General Licensing and Miscellaneous Matters for 2021-2022 (Pages 91 - 98)
9	Review of Fees and Charges for Street Trading Consents for 2021-2022 (Pages 99 - 108)

<p>CITY OF WOLVERHAMPTON COUNCIL</p>	<h1 style="margin: 0;">Non-Statutory Licensing Committee</h1> <h2 style="margin: 0;">Minutes - 9 September 2020</h2>
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Attendance

Members of the Non-Statutory Licensing Committee

Cllr Alan Bolshaw (Chair)
 Cllr Greg Brackenridge
 Cllr Keith Inston
 Cllr Rita Potter
 Cllr Milkinderpal Jaspal
 Cllr Anwen Muston
 Cllr Jonathan Crofts
 Cllr Zee Russell

Employees

Donna Cope	Democratic Services Officer
Chris Howell	Commercial Regulation Manager
Greg Bickerdike	Section Leader Licensing
Sarah Hardwick	Senior Solicitor
Jaswinder Kaur	Democratic Services Manager

Part 1 – items open to the press and public

Item No. *Title*

- 1 **Apologies for absence**
Apologies were received from Councillor Obaida Ahmed.

- 2 **Declarations of interest**
There were no declarations of interest.

- 3 **Minutes of previous meeting**
Resolved:
That the minutes of the meeting of the Non-Statutory Licensing Committee held on 8 July 2020 be confirmed as a true record and signed by the Chair.

- 4 **Matters arising**
Item 5 – Greg Bickerdike, Section Leader Licensing, stated that as a result of changes to The Business and Planning Bill, the administration of Pavement Licences had changed from being a function of the Executive to a function of the Council.

5 **Minutes - 22 July 2020 - Non-Statutory Licensing Sub-Committee**

Resolved:

That the minutes of the meeting of the Non-Statutory Licensing Sub-Committee held on 22 July 2020 be confirmed as a true record and signed by the Chair.

6 **Statutory Taxi & Private Hire Vehicle Standards**

Greg Bickerdike, Section Leader Licensing, presented a report on the recommendations made by the Department for Transport's 'Statutory Taxi & Private Hire Vehicle Standards' and the implications for Licensing Services.

The 'Statutory Taxi & Private Hire Vehicle Standards' were published on 21 July 2020 and subsequently, a review of Licensing Services' policies, procedures and operations had been carried out.

The Section Leader stated that some of the recommendations had already been implemented by Licensing Services and little change had been necessary. It was proposed that other recommendations underwent a full 12-week public consultation to obtain valuable feedback before implementation.

He outlined the recommendations that had been implemented and responded to questions asked.

Councillor Brackenridge commended the report and moved the recommendations. Councillor Potter seconded the recommendations.

Resolved:

That Members of the Non-Statutory Licensing Committee:

1. Approved a 12-week public consultation of the proposals to harmonise Licensing Services' policies and procedures with the Department for Transport's Statutory Taxi & Private Hire Vehicle Standards.
2. Noted the actions taken by Licensing Services to harmonise Licensing Services' policies and procedures with the Department for Transport's Statutory Taxi & Private Hire Vehicle Standards.

7 **Pavement Licences Update**

Greg Bickerdike, Section Leader Licensing, presented an update on the implementation of the Pavement Licence Regime, introduced by The Business and Planning Act 2020.

He stated that as a result of changes to The Business and Planning Bill prior to its enactment, the administration of Pavement Licences had changed from being a function of the Executive to a function of the Council.

The Section Leader outlined further amendments that had been made to the Bill and stated that the new requirements had been added to the Standard Pavement Conditions.

The updated Pavement Licence Policy and the proposed Standard Pavement Licence Conditions were presented to the Committee.

Councillor Potter moved the recommendations. Councillor Brackenridge seconded the recommendations.

Resolved:

That Members of the Non-Statutory Licensing Committee:

1. Approved the revised Pavement Licence Policy and Standard Pavement Licence Conditions.
2. Confirmed the delegation of authority to determine applications, review licences and manage the appeal of decisions for Pavement Licences.

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<p>CITY OF WOLVERHAMPTON COUNCIL</p>	<h2>Non-Statutory Licensing Committee</h2> <p>20 January 2021</p>
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Report title	Statutory Taxi & Private Hire Vehicle Standards Consultation Response and Recommendations	
Wards affected	All wards	
Accountable director	Ross Cook, Director of City Environment	
Originating service	Licensing	
Accountable employee	Greg Bickerdike Tel Email	Service Lead - Licensing 01902 554030 Greg.Bickerdike@wolverhampton.gov.uk
Report to be/has been considered by	None.	

Recommendations for decision:

The Non-Statutory Licensing Committee is recommended to:

1. Debate whether the implementation of the DBS Update Service should be hastened with the approval of additional requirements for existing driver licence holders.
2. Approve a six-week consultation into a voluntary CCTV scheme in licensed vehicles.
3. Approve the proposals recommended in the report.
4. Approve the new Private Hire Vehicle, Driver and Operator licence conditions, effective from 1 April 2021.
5. Delegate authority to the Service Lead – Licensing, in consultation with the Chair of the Non-Statutory Licensing Committee, to write and publish a letter to the Department for Transport, detailing the consideration of the measures contained in Statutory Taxi and Private Hire Vehicle Standards, and the policies and delivery plans that stem from these.

1.0 Purpose

- 1.1 To inform the Committee of the outcome of the consultation on implementing the Department for Transport's (DfT) statutory guidance.
- 1.2 To recommend proposals, that have been informed by the consultation, for approval by the Committee.

2.0 Background

- 2.1 On 9 September 2020, the Non-Statutory Licensing Committee approved a 12-week public consultation of the proposals to harmonise Licensing Services' policies and procedures with the Department for Transport's Statutory Taxi & Private Hire Vehicle Standards (the Standards).
- 2.2 The consultation ran from 16 October 2020 until 8 January 2021. The questions asked are included as Appendix 1 and a summary of responses to the online consultation as Appendix 2. This report details the outcome of the consultation and the updated proposals, as informed by the consultation responses.
- 2.3 The Standards recommend that all licensing authorities should publish their consideration of the measures contained in Statutory Taxi and Private Hire Vehicle Standards, and the policies and delivery plans that stem from these. It is recommended that the Committee delegate authority to the Service Lead – Licensing, in consultation with the Chair of the Non-Statutory Licensing Committee, to write and publish a letter to the Department for Transport detailing this.

3.0 Disclosure and Barring Service (DBS) Update Service

- 3.1 The Standards recommend that driver licence holders subscribe to the DBS Update Service or undergo enhanced DBS checks every six months.
- 3.2 Rather than pay for a new certificate every six months, it is proposed that drivers be required to subscribe to the Update Service at a cost of £13 per year. This service checks for new offences and information on the police national computer every week, meaning that a new DBS certificate would no longer be required when renewing a driver licence, provided that the driver remained subscribed.
- 3.3 After applying for a DBS certificate, Taxi Plus send an email advising that subscription to the Update Service must be completed within 30 days, as this limit is set by the DBS.
- 3.4 If a driver changes address, the certificate remains valid. If the driver changes their name, they will be required to apply for a new DBS certificate and then link this with their old certificate on the Update Service.
- 3.5 Should the certificate status change, indicating a new offence or information, drivers would be required to apply for a new certificate within 48 hours and provide the DBS certificate to Licensing Services within seven days of the certificate date.

- 3.6 There are circumstances in which individuals are not permitted by the DBS to subscribe to the Update Service and it is proposed that they would be subject to an enhanced DBS check every six months. It is proposed that these licence holders are issued short-term driver licence and badges lasting six months, which are extended by six months upon provision of a new DBS certificate.
- 3.7 The consultation presented amended licence conditions for Private Hire Vehicle drivers which facilitate the implementation of these proposals. These conditions have been updated and are included as Appendix 3.
- 3.8 80.56% of respondents to the online consultation were in favour of this proposal. It is recommended that the Committee approve the acceptance of the DBS Update Service with immediate effect. It is recommended that evidence of continual subscription to the DBS Update Service be required as a pre-requisite for being granted a Hackney Carriage Driver, Private Hire Driver or Dual Driver Licence from 1 April 2021. It is also proposed that the amendments to the Private Hire Vehicle Driver Licence conditions, requiring evidence of continual subscription to the DBS Update Service, be implemented from 1 April 2021.

4.0 Requiring Existing Driver Licensees to Subscribe to the DBS Update Service

- 4.1 The Committee is cordially invited to debate the method of implementing the DBS Update Service for existing drivers. The licensing authority must have regard to the Standards, which state that licensed drivers should be required to evidence continuous registration with the DBS Update Service.
- 4.2 For drivers to subscribe to the Update Service, they must first obtain a new enhanced DBS certificate at a cost of approximately £50, if they do not have a certificate dated within the last 28 days. There is also the annual subscription fee of £13.
- 4.3 It is proposed that, from 1 April 2021, all new applicants subscribe to the DBS Update Service prior to licence grant and for renewing drivers to evidence subscription prior to licence renewal. This will take three years to implement the Standards but will not require current drivers to purchase an additional certificate partway through their licence. The Committee may consider this action to be too slow, so the following optional actions are presented for consideration:
- A. The Committee could require all existing drivers to evidence continual subscription to the DBS Update Service within six months. This will ensure compliance with the Standards sooner; however, it will immediately require significant resource to check 17,000 DBS certificates for all existing drivers and their subscriptions to the Update Service. It will also cost drivers £63 sooner than they may have otherwise expected. If drivers are non-compliant with this requirement, it will take significant resource to undertake enforcement action.

- B. The Committee could wait 12 months before drivers are contacted, to ask for evidence of continual subscription to the DBS Update Service. This would mean a 12-month delay to the implementation of the Standards, but would provide drivers with one year's warning about the upcoming cost.
- C. The Committee could formally approve that 'failure to evidence continual subscription to the DBS Update Service' be considered as misconduct. Licences could then be reviewed in consideration of Section 5.1.25 of the 'Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions', which can result in revocation.
- D. A combination and/or variation of the above.

5.0 My Licence Portal

- 5.1 Licensing Services has launched the 'My Licence Portal', which allows licence holders to view and update their records online. The consultation presented amended licence conditions, which have been updated and are included as Appendix 3 for Private Hire Vehicle Drivers, Appendix 4 for Private Hire Vehicles and Appendix 5 for Private Hire Vehicle Operators. These amendments change the preferred method of contact to the My Licence Portal.
- 5.2 Hackney Carriage Byelaws must be agreed by the Home Office and this is a longer process. Further updates on this will be presented to the Committee in due course.
- 5.3 95.3% of respondents to the online consultation were in favour of this proposal. The conditions have been modified to remove other forms of contact which were previously acceptable. It is recommended that the Committee approve these amendments to the licence conditions.

6.0 Basic DBS Checks for Vehicle Licence Applicants

- 6.1 The Standards recommend that applicants for vehicle licences undergo an annual basic DBS check.
- 6.2 Should the DBS certificate contain information, this shall be considered in line with the Council's 'Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions'. Applicants may be required to attend a hearing to determine whether they are 'fit and proper' to hold a vehicle licence.
- 6.3 This would only apply to vehicle licence applicants who do not have a driver licence, as they already undergo an enhanced DBS check.
- 6.4 It was proposed that applicants for vehicle licences, that do not hold a current driver licence, be required to provide a basic DBS certificate dated no more than three months prior to the date of licence application. However, it has since been identified that this will cause administration issues where it is a company, rather than an individual, as they licence many vehicles throughout the year. As such, this proposal has been amended since the consultation so that DBS certificates can be dated up to 12 months.

- 6.5 If the applicant is a company or partnership, basic DBS certificates will need to be provided for all directors or partners. If a new director or partner joined, they would need to provide Licensing Services with a new basic DBS certificate. If a certificate revealed convictions in breach of the 'Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions', a licensing hearing may be arranged.
- 6.6 Appendix 4 includes proposed Private Hire Vehicle licence conditions, under Section 7, which will assist in implementing this.
- 6.7 76.8% of respondents to the online consultation were in favour of the proposal, where certificates were dated within three months.
- 6.8 It has since been identified that the requirement for DBS certificates to be dated no more than three months prior to the application date will be disproportionately onerous to licensees that have multiple vehicles. As such, it is recommended that DBS certificates be accepted for up to 12 months from the certificate date.
- 6.9 It has also been identified that Section 8.2 of the Standards recommends that Private Hire Vehicle Operators undergo a basic DBS check annually. Whilst it is a requirement for Operators to undergo a check prior to grant and renewal, those with licences longer than 12 months do not currently undergo an annual basic DBS check. It is proposed that Operators are required to provide a basic DBS certificate every 12 months throughout the lifetime of their licence. This requirement will also be included as a condition of licence. Whilst this proposal has not been consulted on, given the support for annual DBS checks for vehicle licence holders and that the Standards recommend it, it is submitted for consideration by the committee.
- 6.10 It is recommended that the Committee approve the requirement for vehicle licence applicants to undergo a basic DBS check, with a DBS certificate no older than 12 months prior to application, from 1 April 2021. It is also recommended that Private Hire Vehicle Operators be required to submit annual basic DBS certificates, dated no older than 3 months prior to submission, from 1 April 2021. It is recommended that the Committee approve the amendments to the licence conditions.

7.0 Three Year Driver Licences

- 7.1 The Department for Transport recommends that driver licences should be issued for three years by default.
- 7.2 It was proposed in the consultation that applications for one-year or two-year licences would not be permitted from April 2021.
- 7.3 A check of drivers' DVLA driving licences would take place each year and the DBS Update Service checks for convictions every week. Applicants who are provided with a 'manual' certificate by the DBS and are not eligible for the Update Service would be required to provide a new DBS certificate every six months.

- 7.4 77.74% of respondents to the online consultation were in favour of this proposal.
- 7.5 It has since been identified that, although the Standards advise that short-term driver licences should not be granted by the authority on a probationary basis, if a licensee has requested one then this could be permitted. As such, it is recommended that the committee approve that new applicants be permitted to apply for three-year Hackney Carriage or Private Hire Vehicle Driver licences, or one-year licences on request of the applicant. A separate report, 'Review of Fees and Charges for Hackney Carriage and Private Hire Licensing Functions for 2021-2022', recommending the sum of £120 as the fee is due to be considered by the Committee on 20 January 2021.

8.0 Operator Conditions

- 8.1 The following Private Hire Vehicle Operator licence conditions were consulted on:
- A. The requirement for a basic DBS check and the notification of any convictions to the employer should be included in employment contracts for roles with responsibility for taking bookings or dispatching vehicles.
 - B. An 'employing ex-offenders' policy, for roles with responsibility for taking bookings or dispatching vehicles, must be in use and visible to Licensing Services.
 - C. The name of any individual that dispatched a vehicle from the base must be logged with the fare, along with the name of any driver that responded to the booking request (i.e. including those that were unsuccessful in being allocated the fare).
 - D. If a fare is subcontracted, the original operator must be able to show that the contracted operator complies with the above conditions.
 - E. The use of Public Service Vehicle (PSV) driven by a 'Passenger Carrying Vehicle' licensed driver to fulfil a fare, without the informed consent of the booker is prohibited. The booker must be informed that the driver is subject to different checks and not required to have an enhanced DBS check.
- 8.2 79.62% of respondents to the online consultation were in favour of this proposal.
- 8.3 Some of these conditions were already effectively included by the existing Private Hire Vehicle Operator Licence Conditions. Proposed Private Hire Vehicle Operator Licence Conditions, which include changes required to implement these recommendations, are included as Appendix 5.
- 8.4 It was suggested by a respondent that Condition A be adjusted to require an equivalent overseas criminal record check, for those Private Hire Vehicle Operator staff that are not UK based and therefore unable to apply for a basic DBS check.
- 8.5 It was suggested that Condition B not be applicable where the job is allocated by a computer system.

8.6 It has also been highlighted that Condition D should be in relation to companies that operators may outsource booking and dispatch functions to (if any), not subcontracting of fares. Condition 2.8 of Appendix 5 has been replaced with wording taken from section 8.11 of the Standards.

8.7 It is recommended that the Committee approve these amendments to the conditions.

9.0 Notification of offences

9.1 The Standards recommend that licence holders should notify Licensing Services within 48 hours of an arrest and release, charge or conviction for sexual, violent, dishonest or motoring offences.

9.2 It is proposed that licence holders be required to notify the licensing authority, within 48 hours, of any arrest and release, charge, conviction, caution or issue of a Fixed Penalty Notice.

9.3 The consultation presented amended licence conditions, which have been updated and are included as Appendix 3 for Private Hire Vehicle Drivers, Appendix 4 for Private Hire Vehicles and Appendix 5 for Private Hire Vehicle Operators. The conditions require notification of these incidents within 48 hours.

9.4 Hackney Carriage Byelaws must be agreed by the Home Office and this is a longer process. Further updates on this will be presented to the Committee in due course.

9.5 80.88% of respondents to the online consultation were in favour of this proposal. It is recommended that the Committee approve these amendments to the conditions.

10.0 Taxi Licensing Policy

10.1 The Department for Transport recommends that Licensing Authorities publish a 'Taxi Licensing Policy' on their website. It is proposed that the below policies will be published together, to improve the transparency of Licensing Services:

A. Right to work in the UK checks

B. Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions

C. Delegations of Authority to Officers

D. Schedule of Training for Licensing Decision Makers

E. Driver, Vehicle and Operator Licence Conditions

F. Vehicle Requirements

G. Licence Plate Exemption Requirements

10.2 92.16% of respondents to the online consultation were in favour of this proposal. It is recommended that the Committee approve the collated publication of these policies.

11.0 CCTV

- 11.1 Licensing Services do not currently permit licence holders to install inward facing cameras or cameras with audio recording in licensed Hackney Carriage or Private Hire Vehicles. This is to protect the privacy of passengers from unregulated CCTV systems installed by drivers. However, it is recognised that surveillance cameras can deter crime and are helpful when investigating complaints.
- 11.2 The Department for Transport has recommended an investigation on the proportionality of CCTV, formally known as surveillance cameras, within licensed vehicles. Non-Statutory Licensing Committee approved a public consultation on their use, following the submission of crimes recorded by West Midlands Police involving taxis. A draft Surveillance Camera Policy (Appendix 6) was included in the consultation documents, along with a Data Protection Impact Assessment (Appendix 7) and Draft Surveillance Camera Information Flow (Appendix 8).
- 11.3 The consultation documents outlined a Council-run system, where drivers would not have direct access to the data. Internal video recording would take place whenever the vehicle was being used as a taxi and audio recording would only be triggered by:
- A. A passenger pressing the panic button
 - B. The driver pressing the panic button
 - C. The G-force sensor indicating a crash
 - D. Shouting detected by a microphone
 - E. A door opening when the vehicle is in motion
- 11.4 It was advised that the likely cost of this system would be between £500 and £1,000 per vehicle.
- 11.5 49.22% of respondents to the online consultation were in favour of mandating the installation of this system. It is recommended that the Committee do not approve this proposal in the form it was consulted on.
- 11.6 To help drivers with insurance claims, it was also proposed that the surveillance camera system had video-only cameras at the front and rear of the vehicle, facing out the windscreens which will record video footage at all times the vehicle is in use, as a 'dash-cam' would. This would include when the vehicle is not being used for Hackney Carriage or Private Hire Vehicle journeys.
- 11.7 70.22% of respondents to the online consultation were in favour of this proposal. It is recommended that the Committee do not approve this proposal, as a mandatory Council system is no longer proposed.
- 11.8 It is proposed that a further six-week consultation be approved, on a voluntary CCTV scheme for vehicle proprietors. This would allow installation of cameras and inform

proprietors that they should register with the Information Commissioner's Office for data protection purposes, as they are the appropriate regulating authority. A voluntary scheme could be an alternative and more proportionate crime deterrent, without placing a disproportionate financial burden on licence holders during the coronavirus pandemic. This is aligned with the approach taken by several other licensing authorities.

12.0 Financial implications

- 12.1 There is no cost to undertake the six-week consultation as all consultees can be reached via email or advised of the consultation on the Council's online Consultation Hub. The resource of administering the consultation will be met from existing budgets.
- 12.2 The coronavirus pandemic means that the taxi industry is in an unprecedented situation. The long-term effect is not yet clear and it is not possible to accurately predict how the number of licence holders will be affected.
- 12.3 Any loss could be temporarily absorbed by Licensing Services using reserve funding and rebalanced with a future increase in fees. This sustained strain on reserve funds will offer a form of financial support for licence holders during the pandemic. [SB/12012021/I]

13.0 Legal implications

- 13.1 The Standards have been issued under Section 177 of the Policing and Crime Act and section 177(4) provides that any public authority which has licensing functions under taxi and private hire vehicle legislation must have regard to any guidance issued under this section. [SH/07012021/A]

14.0 Equalities implications

- 14.1 The Equalities Team will be included as a consultee of the proposed consultation, to understand any implications of the recommendations.

15.0 Climate change and environmental implications

- 15.1 There are no climate change and environment implications arising from the recommendations of this report.

16.0 Human resources implications

- 16.1 There are no human resources implications arising from the recommendations of this report.

17.0 Corporate landlord implications

- 17.1 There are no corporate landlord implications arising from the recommendations of this report.

18.0 Covid Implications

- 18.1 There are no Covid implications arising from the recommendations of this report.

19.0 Schedule of background papers

- 19.1 Non-Statutory Licensing Committee - 9 September 2020 - [Statutory Taxi & Private Hire Vehicle Standards](#)

20.0 Appendices

- 20.1 Appendix 1 – Consultation Questions
- 20.2 Appendix 2 - Summary of consultation responses
- 20.3 Appendix 3 – Proposed Conditions Relating To The Issue Of A Licence To Drive A Private Hire Vehicle
- 20.4 Appendix 4 – Proposed Private Hire Vehicle Conditions Of Licence
- 20.5 Appendix 5 – Proposed Conditions Relating To A Licence To Operate Private Hire Vehicles
- 20.6 Appendix 6 – Draft Surveillance Camera Policy
- 20.7 Appendix 7 - Data Protection Impact Assessment
- 20.8 Appendix 8 - Draft Surveillance Camera Information Flow

Implementing the Department for Transport's 'Statutory taxi and private hire vehicle standards' in Licensing Services

Consultee Capacity

1. In what capacity are you responding to this consultation? (Select all that apply) (Required)

- A private hire, hackney carriage or dual driver licensed by City of Wolverhampton Council
- A private hire or hackney carriage vehicle proprietor licensed by City of Wolverhampton Council
- A private hire operator licensed by City of Wolverhampton Council
- A private hire or hackney carriage driver, vehicle or operator licence holder with another licensing authority i.e. another Council or Transport for London (TfL)
- An employee of another licensing authority
- An employee of a police force
- An employee of another regulator (please specify in box below)
- A vehicle leasing company
- An accident management company
- Someone who uses private hire or hackney carriage vehicles
- Someone with a disability
- City of Wolverhampton Council employee (please provide your email address in the box below)
- Other (please specify below)

Enhanced DBS Checks

The Department for Transport recommends that driver licence holders undergo enhanced DBS checks every six months.

Rather than pay for a new certificate every six months, it is proposed that drivers be required to subscribe to the DBS update service at a cost of £13 per year. This service checks for new offences and information on the police national computer every week, meaning that a new DBS certificate would no longer be required when renewing a driver licence, provided that the driver remained subscribed to the service.

After applying for a DBS certificate, drivers and applicants will receive an email advising them that they need to subscribe to the DBS update service within a month.

If a driver changes their address, the certificate remains valid. If the driver changes their name, they will be required to apply for a new DBS certificate and then link this with their old certificate.

Should the certificate status change, indicating a new offence or information, drivers would be required to apply for a new certificate within 48 hours and provide the DBS certificate to Licensing Services within 7 days of the certificate date.

There are circumstances in which individuals are not permitted by the DBS to subscribe to the update service and they should still be subject to an enhanced DBS check every six months. It is proposed that these licence holders are issued short-term driver badges lasting six months, which are extended by six months upon provision of a new DBS certificate.

2. Do you support these proposals?

(Required)

- Yes
- No

Comments

Online Portal

The Council is launching an online portal, to make it easier for licence holders to update their details, such as their address. The licence conditions attached expressly permit the use of the online portal to update details, however current licence holders will not be penalised should they choose to use the online portal to notify Licensing Services of a change in details.

3. Do you support these proposals?

(Required)

- Yes
- No
- Comments

Basic DBS Check

The Department for Transport recommends that applicants for vehicle licences undergo an annual basis DBS check.

This would only apply to vehicle licence applicants who do not have a dual hackney carriage or private hire driver licence, as they currently undergo an enhanced DBS check.

It is proposed that applicants for vehicle licences, that do not hold a current driver licence, be required to provide a basic DBS certificate dated no more than three months prior to the date of licence application.

Should the certificate contain information, this shall be considered in line with the Council's 'Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions'. Applicants may be required to attend a hearing to determine whether they are 'fit and proper' to hold a vehicle licence.

If the applicant is a company or partnership, basic DBS certificates will need to be provided for all directors or partners. A hearing may be held with one, some or all of the individuals concerned. If a new director or partner joined, they would need to provide Licensing Services with a new basic DBS certificate.

4. Do you support these proposals?

(Required)

- Yes
- No

Comments

Licences

The Department for Transport recommends that driver licences should be issued for three years by default.

It is proposed that applications for one-year or two-year licences would not be permitted after March 2021.

A check of drivers' DVLA driving licences would take place each year and the DBS update service checks for convictions every week. Applicants who are provided with a 'manual' certificate by the DBS and are not eligible for the update service would be granted a three-year licence but would be issued with a driver badge that expires after six months. When a new DBS certificate is provided, another six-month driver badge would be issued free of charge, each time until the licence expires. This system would also apply to those with a time-limited right to work in the UK or on the recommendation of the driver's medical practitioner.

5. Do you support these proposals?

(Required)

- Yes
- No

Comments

Conditions

The Department for Transport recommends the following conditions of licence for Private Hire Operators:

The requirement for a basic DBS check and the notification of any convictions to the employer should be included in employment contracts for roles with responsibility for taking bookings or dispatching vehicles.

An 'employing ex-offenders' policy, for roles with responsibility for taking bookings or dispatching vehicles, must be in use and visible to Licensing Services.

The name of any individual that dispatched a vehicle from the base must be logged with the fare, along with the name of any driver that responded to the booking request (i.e. including those that were unsuccessful in being allocated the fare).

If a fare is subcontracted, the original operator must be able to show that the contracted operator complies with the above conditions.

The use of Public Service Vehicle (PSV) driven by a 'Passenger Carrying Vehicle' licensed driver to fulfil a fare, without the informed consent of the booker is prohibited. The booker must be informed that the driver is subject to different checks and not required to have an enhanced DBS check.

Some of these conditions are effectively included by Wolverhampton's Private Hire Operator Licence Conditions. Draft Private Hire Operator Licence Conditions, which include changes required to implement the Department for Transport recommendations are included in this consultation's documents.

6. Do you support these proposals?

(Required)

- Yes
- No

Comments

Notification of offences

The Department for Transport recommends that licence holders should notify Licensing Services within 48 hours of an arrest and release, charge or conviction for sexual, violent, dishonest or motoring offences.

It is proposed that licence holders be required to notify the Licensing Authority, within 48 hours, of any arrest, charge, conviction, caution or issuance of a Fixed Penalty Notice.

7. Do you support these proposals?

(Required)

- Yes
- No

Comments

Taxi Licensing Policy

The Department for Transport recommends that Licensing Authorities publish a 'Taxi Licensing Policy' on their website. It is proposed that the below policies will be published, to improve the transparency of Licensing Services:

- Right to work in the UK checks
- Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions
- Delegations of Authority to Officers
- Schedule of Training for Licensing Decision Makers
- Driver, Vehicle and Operator Licence Conditions
- Vehicle Requirements
- Licence Plate Exemption Requirements

8. Do you support these proposals?

(Required)

- Yes
- No

Are there any other policy documents that you think should be included or do you have any other comments?

Cameras

Licensing Services do not currently permit licence holders to install inward facing cameras or cameras with audio recording in licensed private hire or hackney carriage vehicles. This is to protect the privacy of passengers from unregulated CCTV systems installed by drivers. However, it is recognised that surveillance cameras can deter crime and are helpful when investigating complaints.

The Department for Transport has recommended an investigation on the proportionality of CCTV, formally known as surveillance cameras, within licensed vehicles. Non-Statutory Licensing Committee has approved a public consultation on their use, following the submission of crimes recorded by West Midlands Police involving taxis. A Data Protection Impact Assessment is included in the consultation documents, along with a draft Surveillance Camera Policy.

The documents outline a council-run system, where drivers would not have direct access to the data. Internal video recording would take place whenever the vehicle was being used as a taxi and audio recording would only be triggered by:

- A passenger pressing the panic button
- The driver pressing the panic button
- The G-force sensor indicating a crash
- Shouting detected by a microphone
- A door opening when vehicle is in motion

9. It is likely that this system will cost between £500 and £1,000 per vehicle.

Do you think that all private hire and hackney carriage vehicles licensed by City of Wolverhampton should be required to install this system?

(Required)

- Yes
- No

Comments

To help drivers with insurance claims, it is proposed that the surveillance camera system has video-only cameras at the front and rear of the vehicle, facing out the windscreens which will record video footage at all times the vehicle is in use, as a 'dash-cam' would. This would include when the vehicle is not being used for private hire or hackney carriage journeys.

10. Do you support this proposal?

(Required)

- Yes
- No

Comments

11. Is there anything else that you would like to comment on?

Equalities Monitoring

Under the Equality Act 2010, the Council has a responsibility to ensure that we do not unfairly discriminate in the services we provide. To help us ensure that our Equal Opportunities policy is working, please provide the following information by ticking the appropriate boxes.

Providing this information is optional. Any information provided will be treated in the strictest confidence and will only be used for statistical monitoring, to help ensure our services are accessible to everyone.

12. What gender are you?

- Female
- Male
- Gender fluid / Gender neutral / None gender
- Other
- Prefer not to say

13. Is your gender identity the same as the gender you were assigned at birth?

- Yes
- No
- Prefer not to say

14. What is your ethnic origin?

- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Bangladeshi
- Chinese
- Other Asian or Asian British
- White and Black African
- White and Black Caribbean
- White and Asian
- Other Mixed Background
- Black or Black British – African
- Black or Black British – Caribbean
- Other Black or Black British
- White - British
- White - Irish

- White Gypsy / Irish Traveller
- White - Other European
- Other White
- Arab
- Any Other
- Prefer not to say

15. Do you have a disability which affects your day to day activities, which has lasted, or you expect to last, at least a year?

- Yes
- No
- Not sure
- Prefer not to say

16. What religion are you?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- No Religion
- Any Other Religion
- Prefer not to say

17. Please indicate how old you are:

- Under 16
- 16 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65 or Over
- Prefer not to say

18. What is your sexual orientation?

- Lesbian / Gay woman
- Bisexual
- Gay Man
- Heterosexual / Straight
- Unsure
- Other
- Prefer not to say

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Implementing the Department for Transport's 'Statutory taxi and private hire vehicle standards' in Licensing Services: Summary report

This report was created on Monday 11 January 2021 at 16:09 and includes **319** responses.

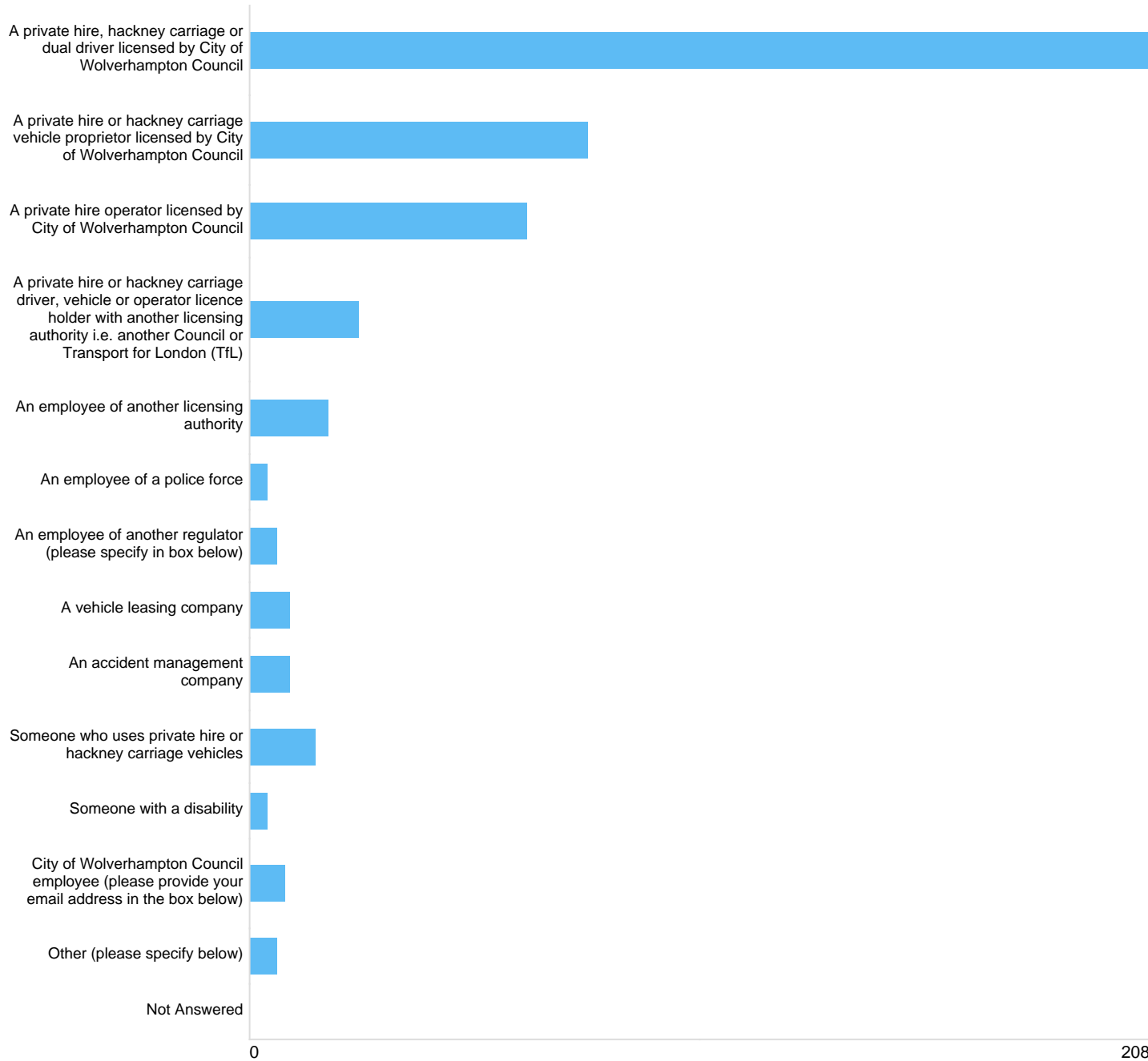
The consultation ran from 16/10/2020 to 08/01/2021.

Contents

Question 1: In what capacity are you responding to this consultation? (Select all that apply)	2
Select all that apply	2
Other please specify	3
City of Wolverhampton Council employees only:	3
Question 2: Do you support these proposals?	3
Y/N	3
Comments	3
Question 3: Do you support these proposals?	3
Y/N	3
Comments	4
Question 4: Do you support these proposals?	4
Y/N	4
Comments	4
Question 5: Do you support these proposals?	4
Y/N	4
Comments	4
Question 6: Do you support these proposals?	4
Y/N	4
Comments	5
Question 7: Do you support these proposals?	5
Y/N	5
Comments	5
Question 8: Do you support these proposals?	5
Y/N	5
Are there any other policy documents that you think should be included or do you have any other comments?	5
Question 9: Do you think that all private hire and hackney carriage vehicles licensed by City of Wolverhampton should be required to install this system?	5
Y/N	5
Comments	6
Question 10: Do you support this proposal?	6
Y/N	6
Comments	6
Question 11: Is there anything else that you would like to comment on?	6
Comments	6
Question 12: What gender are you?	6
Gender	6
Question 13: Is your gender identity the same as the gender you were assigned at birth?	7
Gender identity	7
Question 14: What is your ethnic origin?	8
Ethnic origin	8
Question 15: Do you have a disability which affects your day to day activities, which has lasted, or you expect to last, at least a year?	9
Disability	9
Question 16: What religion are you?	10
Religion	10
Question 17: Please indicate how old you are:	11
Age	11
Question 18: What is your sexual orientation?	12
Sexual Orientation	12

Question 1: In what capacity are you responding to this consultation? (Select all that apply)

Select all that apply



Option	Total	Percent
A private hire, hackney carriage or dual driver licensed by City of Wolverhampton Council	208	65.20%
A private hire or hackney carriage vehicle proprietor licensed by City of Wolverhampton Council	78	24.45%
A private hire operator licensed by City of Wolverhampton Council	64	20.06%
A private hire or hackney carriage driver, vehicle or operator licence holder with another licensing authority i.e. another Council or Transport for London (TfL)	25	7.84%
An employee of another licensing authority	18	5.64%
An employee of a police force	4	1.25%
An employee of another regulator (please specify in box below)	6	1.88%
A vehicle leasing company	9	2.82%
An accident management company	9	2.82%
Someone who uses private hire or hackney carriage vehicles	15	4.70%
Someone with a disability	4	1.25%
City of Wolverhampton Council employee (please provide your email address in the box below)	8	2.51%
Other (please specify below)	6	1.88%
Not Answered	0	0.00%

Other please specify

There were **11** responses to this part of the question.

City of Wolverhampton Council employees only:

There were **5** responses to this part of the question.

Question 2: Do you support these proposals?

Y/N



Option	Total	Percent
Yes	257	80.56%
No	62	19.44%
Not Answered	0	0.00%

Comments

There were **46** responses to this part of the question.

Question 3: Do you support these proposals?

Y/N



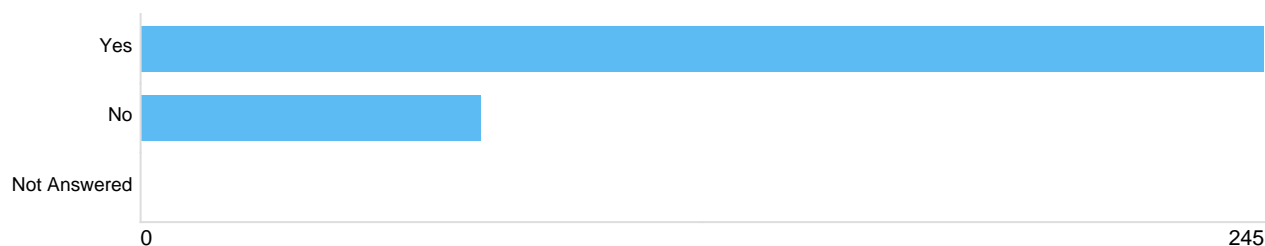
Option	Total	Percent
Yes	304	95.30%
No	15	4.70%
Not Answered	0	0.00%

Comments

There were **32** responses to this part of the question.

Question 4: Do you support these proposals?

Y/N



Option	Total	Percent
Yes	245	76.80%
No	74	23.20%
Not Answered	0	0.00%

Comments

There were **25** responses to this part of the question.

Question 5: Do you support these proposals?

Y/N



Option	Total	Percent
Yes	248	77.74%
No	71	22.26%
Not Answered	0	0.00%

Comments

There were **31** responses to this part of the question.

Question 6: Do you support these proposals?

Y/N



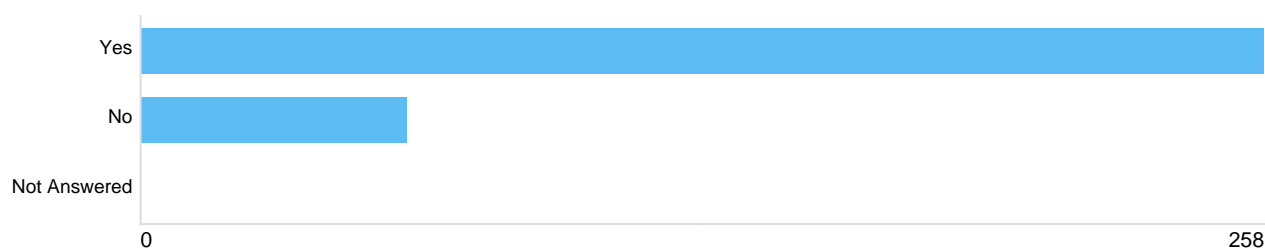
Option	Total	Percent
Yes	254	79.62%
No	65	20.38%
Not Answered	0	0.00%

Comments

There were **24** responses to this part of the question.

Question 7: Do you support these proposals?

Y/N



Option	Total	Percent
Yes	258	80.88%
No	61	19.12%
Not Answered	0	0.00%

Comments

There were **29** responses to this part of the question.

Question 8: Do you support these proposals?

Y/N



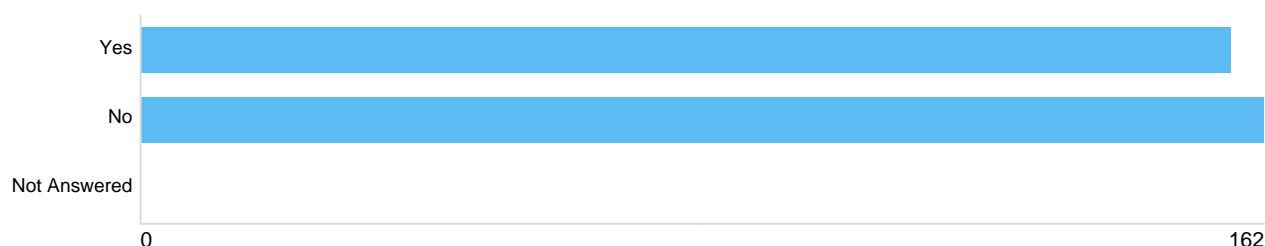
Option	Total	Percent
Yes	294	92.16%
No	25	7.84%
Not Answered	0	0.00%

Are there any other policy documents that you think should be included or do you have any other comments?

There were **21** responses to this part of the question.

Question 9: Do you think that all private hire and hackney carriage vehicles licensed by City of Wolverhampton should be required to install this system?

Y/N



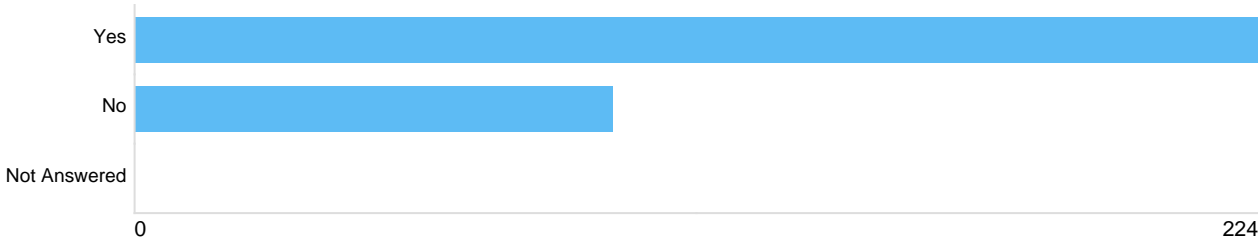
Option	Total	Percent
Yes	157	49.22%
No	162	50.78%
Not Answered	0	0.00%

Comments

There were 95 responses to this part of the question.

Question 10: Do you support this proposal?

Y/N



Option	Total	Percent
Yes	224	70.22%
No	95	29.78%
Not Answered	0	0.00%

Comments

There were 39 responses to this part of the question.

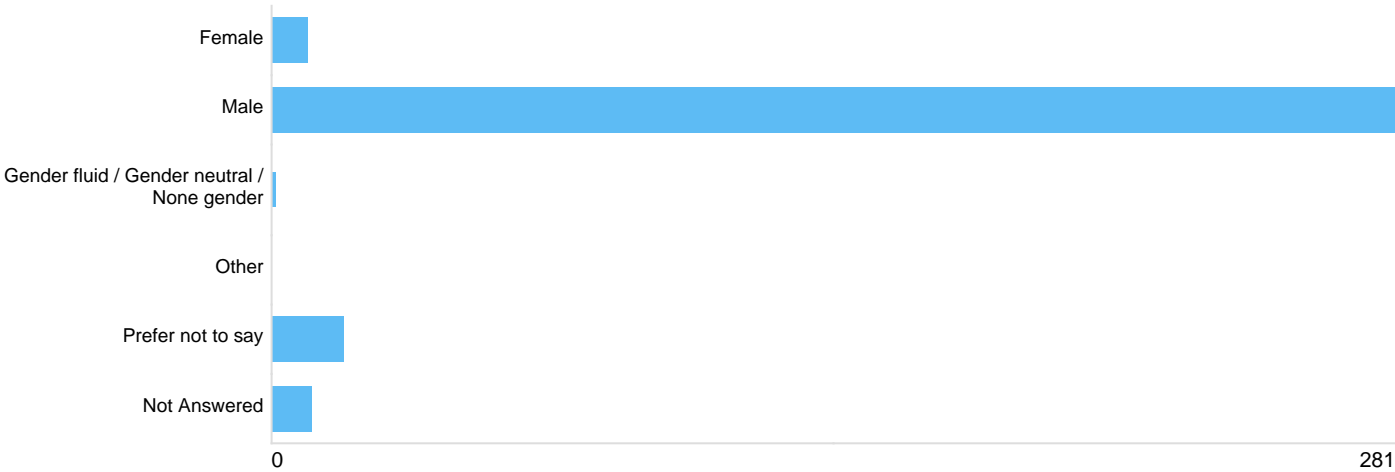
Question 11: Is there anything else that you would like to comment on?

Comments

There were 77 responses to this part of the question.

Question 12: What gender are you?

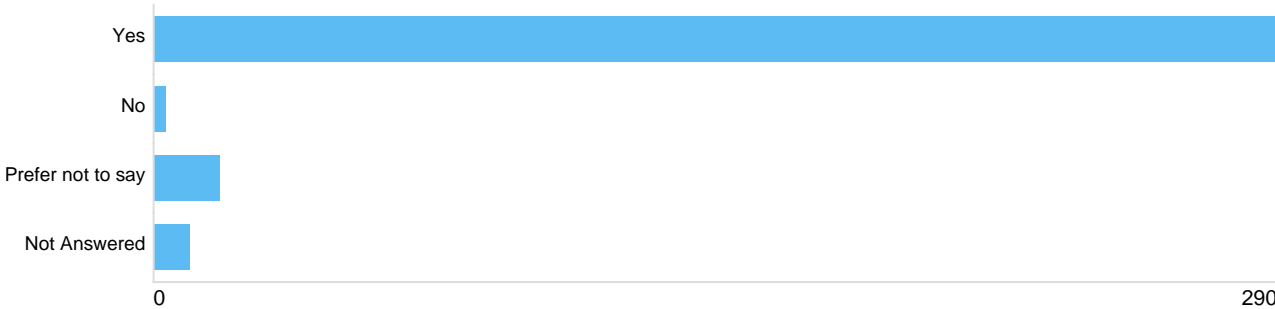
Gender



Option	Total	Percent
Female	9	2.82%
Male	281	88.09%
Gender fluid / Gender neutral / None gender	1	0.31%
Other	0	0.00%
Prefer not to say	18	5.64%
Not Answered	10	3.13%

Question 13: Is your gender identity the same as the gender you were assigned at birth?

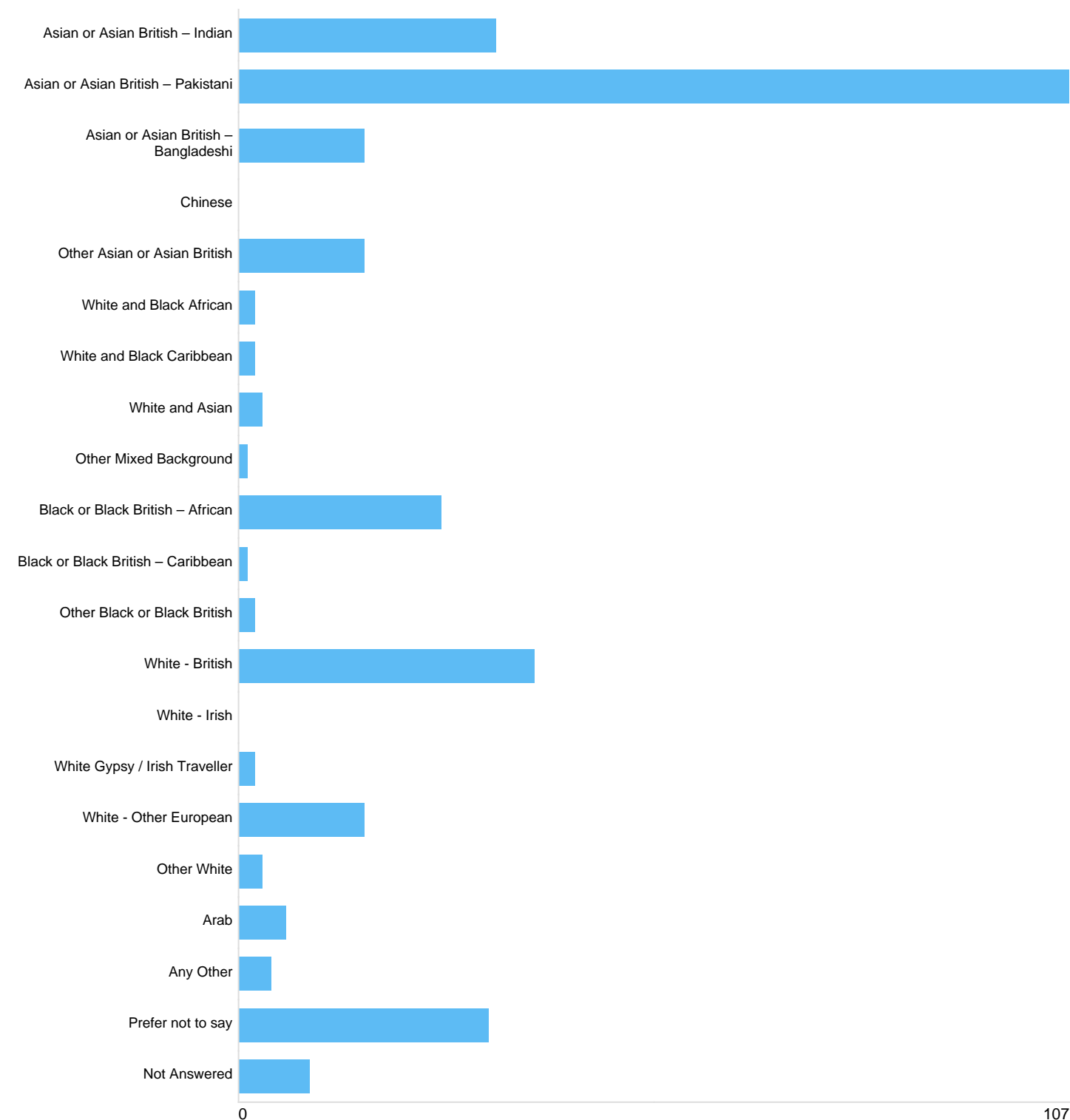
Gender identity



Option	Total	Percent
Yes	290	90.91%
No	3	0.94%
Prefer not to say	17	5.33%
Not Answered	9	2.82%

Question 14: What is your ethnic origin?

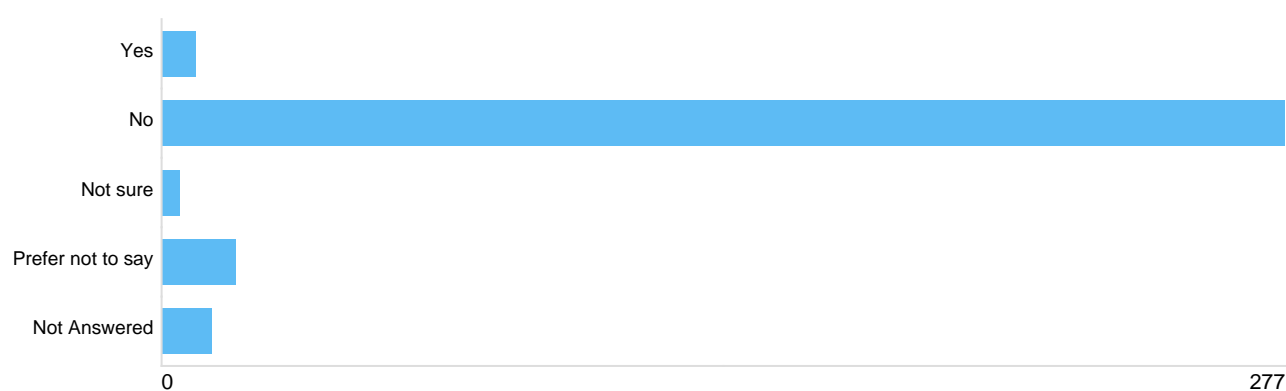
Ethnic origin



Option	Total	Percent
Asian or Asian British – Indian	33	10.34%
Asian or Asian British – Pakistani	107	33.54%
Asian or Asian British – Bangladeshi	16	5.02%
Chinese	0	0.00%
Other Asian or Asian British	16	5.02%
White and Black African	2	0.63%
White and Black Caribbean	2	0.63%
White and Asian	3	0.94%
Other Mixed Background	1	0.31%
Black or Black British – African	26	8.15%
Black or Black British – Caribbean	1	0.31%
Other Black or Black British	2	0.63%
White - British	38	11.91%
White - Irish	0	0.00%
White Gypsy / Irish Traveller	2	0.63%
White - Other European	16	5.02%
Other White	3	0.94%
Arab	6	1.88%
Any Other	4	1.25%
Prefer not to say	32	10.03%
Not Answered	9	2.82%

Question 15: Do you have a disability which affects your day to day activities, which has lasted, or you expect to last, at least a year?

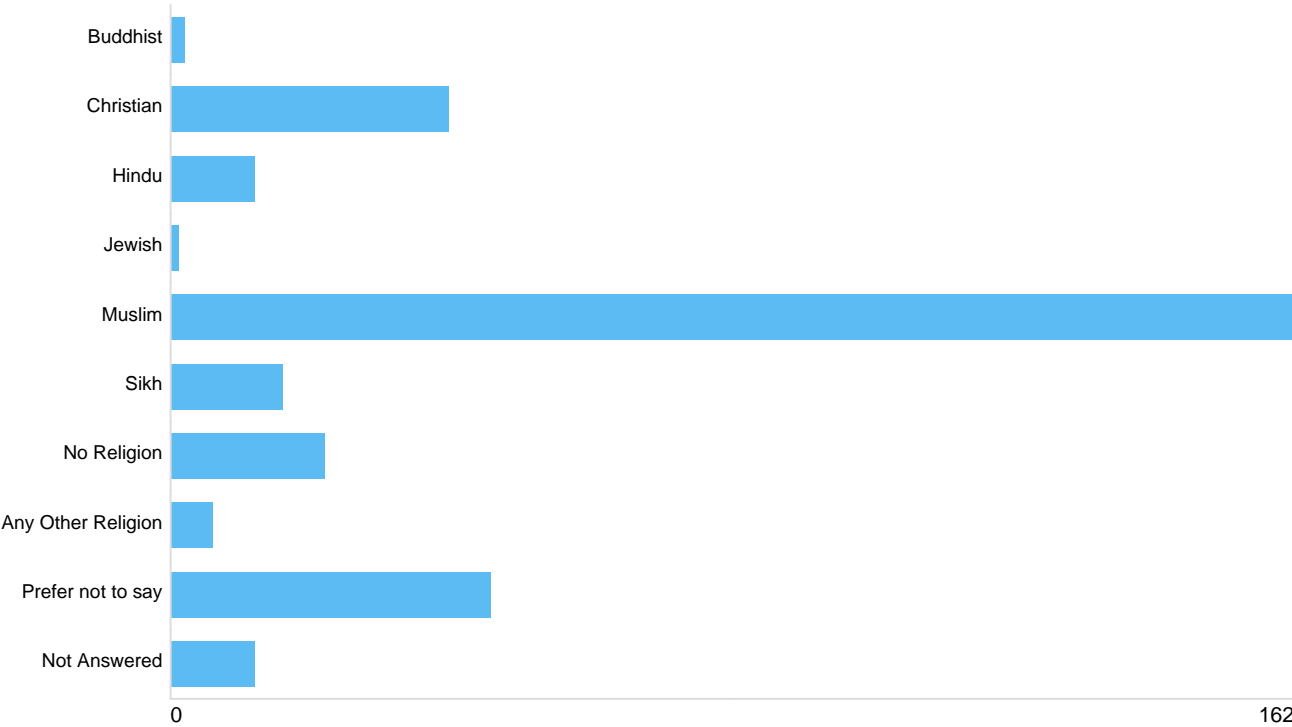
Disability



Option	Total	Percent
Yes	8	2.51%
No	277	86.83%
Not sure	4	1.25%
Prefer not to say	18	5.64%
Not Answered	12	3.76%

Question 16: What religion are you?

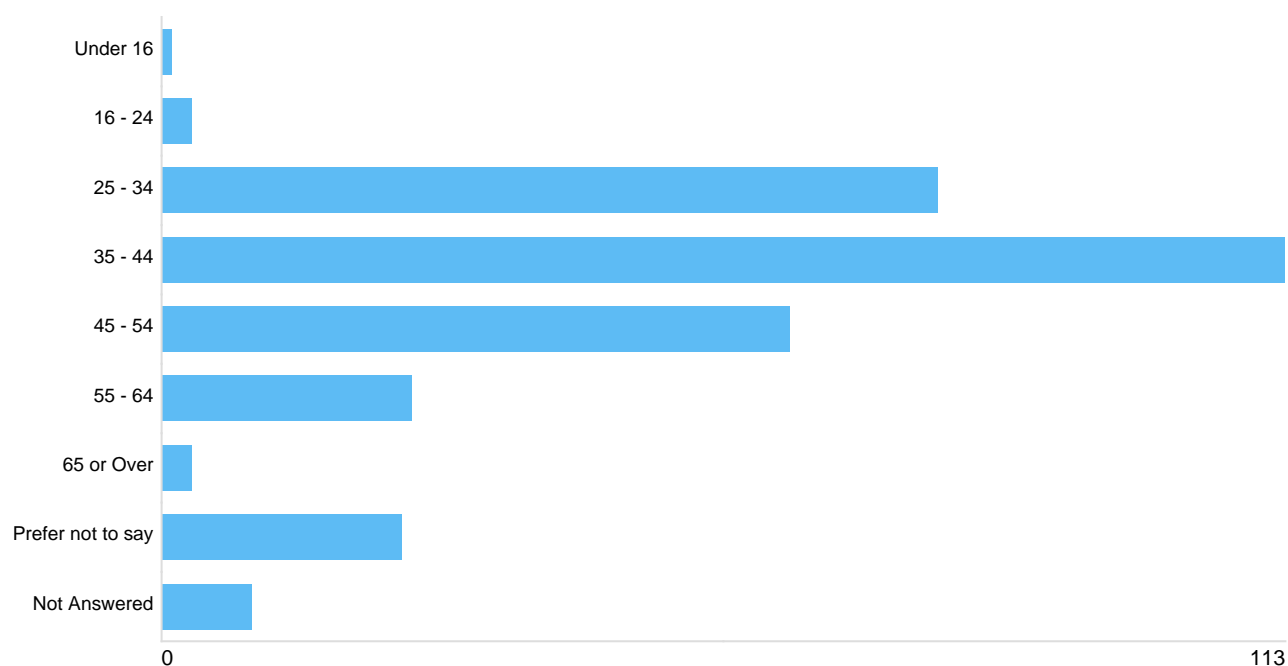
Religion



Option	Total	Percent
Buddhist	2	0.63%
Christian	40	12.54%
Hindu	12	3.76%
Jewish	1	0.31%
Muslim	162	50.78%
Sikh	16	5.02%
No Religion	22	6.90%
Any Other Religion	6	1.88%
Prefer not to say	46	14.42%
Not Answered	12	3.76%

Question 17: Please indicate how old you are:

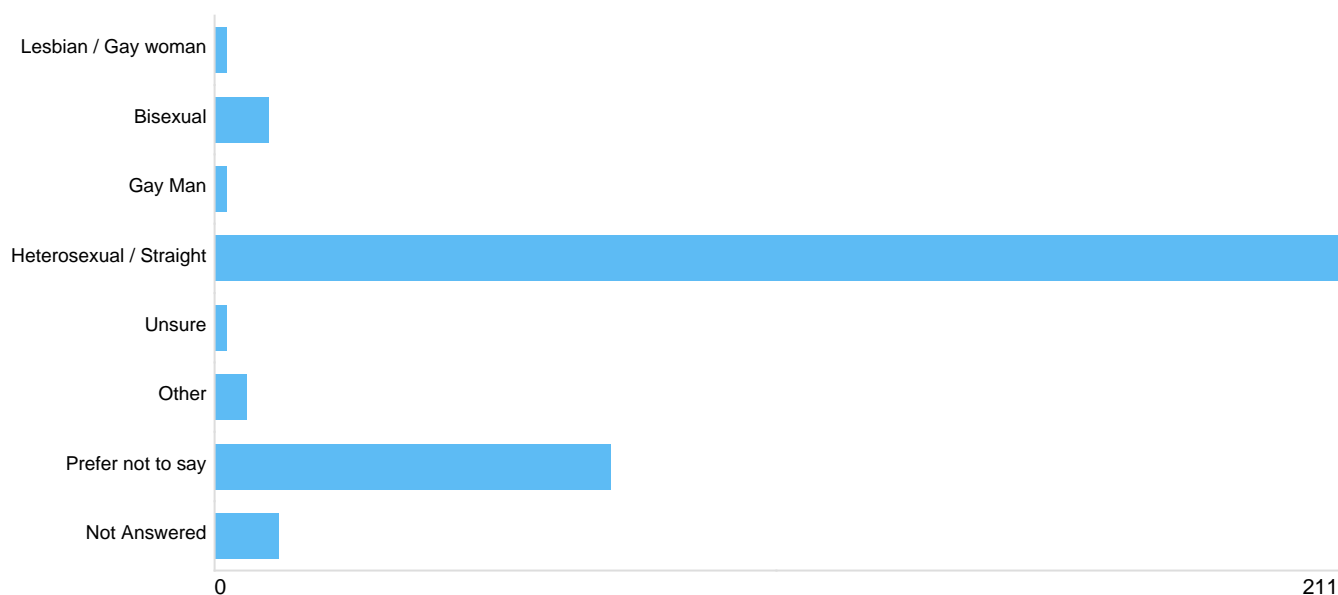
Age



Option	Total	Percent
Under 16	1	0.31%
16 - 24	3	0.94%
25 - 34	78	24.45%
35 - 44	113	35.42%
45 - 54	63	19.75%
55 - 64	25	7.84%
65 or Over	3	0.94%
Prefer not to say	24	7.52%
Not Answered	9	2.82%

Question 18: What is your sexual orientation?

Sexual Orientation



Option	Total	Percent
Lesbian / Gay woman	2	0.63%
Bisexual	10	3.13%
Gay Man	2	0.63%
Heterosexual / Straight	211	66.14%
Unsure	2	0.63%
Other	6	1.88%
Prefer not to say	74	23.20%
Not Answered	12	3.76%

CONDITIONS RELATING TO THE ISSUE OF A LICENCE TO DRIVE A CONDITIONS RELATING TO A PRIVATE HIRE DRIVER'S LICENCEVEHICLE

1. ISSUE OF LICENCES

- 1.1 The holder of this licence shall notify ~~the~~ Licensing Services via the My Licence Portal in writing within 7 days of any change of their name, address, phone number and/or email address during the period of the licence. ~~This must be completed via the Councils website.~~
- 1.2 The phone number and email address provided by the licence holder will be the primary method of contact. Any blocking of text messages or emails will be a breach of these conditions of licence.
- 1.3 The holder of this licence must notify Licensing Services via the My Licence Portal in writing not less than 12 hours prior to commencing work with a new operator. ~~This must be completed via the Councils website.~~
- 1.4 The holder of this licence may not change their operator more than once within a 48-hour period.
- 1.5 A Wolverhampton licensed private hire driver can only drive a Wolverhampton licensed private hire vehicle and work for a Wolverhampton operator.
- 1.6 This licence does not permit the holder to drive a hackney carriage.
- 1.7 The holder of this licence can only receive bookings from the operator notified to the Council for whom he is currently working.

2. PLYING FOR HIRE (taking a fare without it being pre-booked via the Operator)

- 2.1 The holder of this licence shall not whilst driving or in charge of a private hire vehicle:
 - a) Take or agree to take a fare without it being pre-booked via the Operator,
 - b) stand or ply for hire or solicit on a road or other public place, any person to hire or to be carried for hire in any private hire vehicle,
 - c) cause or procure any other persons to tout or solicit on a road or other public place any person to hire or be carried for hire in any private hire vehicle,
 - d) accept an offer for the minimum hire of any private hire vehicle while the holder or that vehicle is on the road or other public place except where such an offer is first communicated to the holder by a licensed operator or his duly authorised servant.

3. GENERAL CONDUCT

- 3.1 The driver must not allow more than the stated maximum number of people in the vehicle at any time.
- 3.2. The driver shall not eat or smoke in the vehicle. This includes E-Cigarettes and Vaping.
- 3.3 The driver shall not play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
- 3.4 The driver shall not sound the vehicle's horn to alert passengers of the vehicle's arrival.
- 3.5 The driver shall, when requested by any person hiring or seeking to hire the Private Hire Vehicle:
 - a) convey a reasonable quantity of luggage;
 - b) afford reasonable assistance in loading and unloading; and
 - c) afford reasonable assistance in removing luggage to or from the entrance of any building, station or place at which they may take up or set down such person.
- 3.6 The driver shall attend punctually when hired.
- 3.7 The holder of this licence shall not use any offensive, abusive, profane or insulting language or behaviour but shall at all times behave in a civil and orderly manner.
- 3.8 The driver shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from a private hire vehicle driven, by hire or in their charge.
- 3.9 A private hire licence is a badge of approval, it states the Local Authority feels the holder is fit and proper and suitable in every way. The standard of behaviour and level of trust expected should be demonstrated in the conduct of those licensed at all times. This includes when drivers are operating outside of Wolverhampton, where drivers are expected to co-operate with reasonable requests from compliance staff authorised in other areas.
- 3.10 The holder of this licence shall, unless otherwise requested by the hirer, proceed to the destination by the most direct route.
- 3.11 A driver may be required to undergo drug and/or alcohol testing at any time. Failure to attend the appointment may result in this licence being suspended or revoked.

4. STANDARD OF DRESS

- 4.1 The holder of this licence shall maintain a high standard of personal hygiene and he/she shall wear freshly laundered respectable clothing, with the upper part of the arms being covered.

5. LOST PROPERTY

- 5.1 The holder of this licence shall, at the termination of each hiring, search the vehicle for any property, which may have been left. Any property found in the vehicle must be handed in to the base operator.

6. DISPLAY OF BADGE

- 6.1 The holder of this licence shall wear their Private Hire Vehicle Driver's badge so as to be clearly and distinctly visible at all times whilst they are acting as a private hire vehicle driver (e.g. on the upper part of the body).
- 6.2 The additional badge must also be displayed internally at the top left-hand side of the windscreen of any private hire vehicle being driven by him/her at any time.

7. INFORMATION TO OPERATOR

- 7.1 The holder of this licence shall submit to their operator:
- a. A copy/image of their current Private Hire Vehicle Driver's Licence
 - b. A copy/image of their current DVLA Drivers Licence

8. RETURN OF LICENCE/BADGE

- 8.1 In the event of the holder of this licence ceasing to operate as a licensed Private Hire Vehicle Driver, the holder must surrender their private hire vehicle driver's licence and badges to Licensing Services **within 7 days.**
- 8.2 The holder must, at the request of an Authorised Officer of the Licensing Authority, return their private hire driver licence and badges.

9. LOSS OF BADGE

- 9.1 The licence holder must report the loss of their badge to Licensing Services as soon as reasonably practicable and obtain a replacement.

10. NOTIFICATION OF CONVICTIONS, CAUTIONS AND FIXED PENALTIES

- 10.1 ~~The holder of this licence shall **within 14 days** of the date of any conviction, caution or issue of a Fixed Penalty Notice, incurred during the life of this licence give full details in writing to Licensing Services.~~ The holder of this licence shall give full details to Licensing Services via the My Licence Portal **within 48 hours** of:
- a) being released after any arrest;
 - b) being charged with any offence;
 - c) being convicted of any offence;

d) being cautioned for any offence;

e) being issued with a Fixed Penalty Notice;

during the life of this licence.

~~10.2 The holder of this licence shall **within 7 days**, notify Licensing Services of any arrest or of being charged for an offence, incurred during the life of this licence. Details shall be provided in writing to Licensing Services.~~

10.2 The holder of this licence is required to evidence continuous registration with the DBS Update Service and have Licensing Services nominated as an authority to view their DBS certificate status during the life of this licence.

10.3 Should the licence holder's certificate status on the DBS Update Service change, or the holder change their name, the holder is required to apply for a new DBS certificate within 48 hours.

10.4 The holder of this licence is required to provide any DBS certificates, issued during the life of this licence, to Licensing Services within 7 days of the date printed on the certificate.

11. CARRIAGE OF ASSISTANCE DOGS

11.1 The licence holder must carry guide or other assistance dogs accompanying passengers, free of charge, unless the driver has a medical condition and has obtained a medical exemption certificate from Licensing Services.

11.2 The Council medical exemption certificate issued in accordance with Section 37A of Disability and Discrimination Act 1995 must be displayed at all times and face outwards from the front windscreen of the Private Hire Vehicle.

11.3 Private Hire Vehicle Drivers have a responsibility to ensure that their operator is aware of any such medical condition.

11.4 The licence holder shall allow the assistance dog to be accommodated within the passenger compartment of the vehicle. The dog shall be allowed to be positioned as per the passenger's request.

12. MEDICAL CIRCUMSTANCES

12.1 The licence holder must, within 24 hours, notify Licensing Services via the My Licence Portal in writing of any changes to their medical circumstances. ~~This must be completed via the Councils website.~~

These circumstances are defined as those where it is the duty of the licence holder to notify DVLA of any medical condition which affects their ability or entitlement to drive.

13. TRAFFIC REGULATIONS

- 13.1 The licence holder shall comply with all traffic regulations and in addition, in accordance with these conditions, shall not wait on double yellow lines.
- 13.2 The licence holder shall not obstruct any road, pavement, or thoroughfare at any time.

Please note that should you feel aggrieved by any of the conditions in this licence then you have the right of appeal to the Magistrates Court within 21 days from the date when this licence is issued.

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CONDITIONS RELATING TO A PRIVATE HIRE VEHICLE LICENCE

1. MAINTENANCE OF VEHICLE

- 1.1 The vehicle and all its fittings and equipment including luggage areas shall at all times when the vehicle is in use or available for hire be kept in a safe, comfortable, tidy and clean condition.

The following must be adhered to:

- a) the seats of the vehicle shall be properly cushioned and covered,
- b) the floor of the vehicle must be provided with a properly fitted carpet, mat or other suitable covering,
- c) all paintwork shall be maintained to a high standard in a single colour, free from dents, scratches or rust,
- d) all trim, wheel hubs and glass must be secure and free from damage,
- e) only manufacturers factory fitted privacy glass (tinted) will be permitted,
- f) The boot must be able to carry luggage securely.
- g) all tyres including the spare/kit must comply with the vehicle manufacturer's specification and the requirements of the Road Vehicles (Construction and Use) Regulations 1986, as amended.
- h) the proprietor of the vehicle must at all times ensure the vehicle is regularly maintained to ensure compliance with these conditions.

2. ALTERATION OF VEHICLE

- 2.1 No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the prior approval of Licensing Services.

3. IDENTIFICATION PLATE/EXTERIOR MARKINGS

- 3.1 The plate identifying the vehicle as a Private Hire Vehicle must be securely and permanently fixed to the rear exterior of the vehicle:
- a) immediately adjacent to the number plate area of the vehicle, but must not obscure any part of the vehicle registration plate,
 - b) in a conspicuous position and in such manner as to be easily removable by an Authorised Officer of the Council or a Police Officer,
 - c) the plate must not be wholly or partially concealed from public view,

- d) at no time should the licence plate be removed from the licensed vehicle during the lifetime of the Private Hire Vehicle Licence unless exempted in law,
- e) the exterior plate must be securely and permanently affixed to the vehicle unless exempted in law.

3.2 The vehicle must display the door signage approved by Licensing Services for the operator that the vehicle's driver is undertaking work for, bearing the name, telephone number and/or 'app' on both sides of the vehicle.

3.3 The use of magnetic door stickers is prohibited.

3.4 No modification or trimming of the approved door stickers is permitted. The door sticker must be fitted towards the top of the door panel.

4. INTERIOR MARKINGS

4.1 The proprietor must display the interior plate detailing the licence number of the vehicle and the number of passengers permitted to be carried. This must be located on the upper left-hand corner of the front windscreen and must be clearly visible to persons both inside and outside of the vehicle.

4.2 The proprietor must display the 'warning to all passengers' notices provided by Licensing Services informing passengers that the vehicle must be pre-booked or insurance covering the vehicle may be invalidated. These must be positioned clearly and be visible to persons outside of the vehicle at all times.

4.3 'No smoking' signs must be displayed at all times.

5. SIGNS, NOTICES, ADVERTISEMENTS

No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle without the express written permission of Licensing Services.

6. CHANGE OF ADDRESS

The proprietor must notify the Licensing Services in writing within 7 days of any change of their name, address, phone number and/or email address during the period of the licence. This must be completed via the ~~Councils website~~ [My Licence Portal](#).

7. NOTIFICATION OF CONVICTIONS, CAUTIONS AND FIXED PENALTIES

~~7.1 The proprietor must within 14 days of the date of any conviction, caution or issue of a fixed penalty notice, incurred during the life of this licence give full details in writing to Licensing Services. (If the proprietor is a company or partnership, details should be given for all directors or partners) The holder of this licence shall give full details to Licensing Services via vehicle.lic@wolverhampton.gov.uk within 48 hours of:~~

- a) being released after any arrest;
- b) being charged with any offence;
- c) being convicted of any offence;
- d) being cautioned for any offence;
- e) being issued with a Fixed Penalty Notice;

during the life of this licence. (If the holder of this licence is a company or partnership, full details should be given for any of the above imposed on the company, directors, secretary or partners during the period of the licence)

7.2 If the holder of this licence is a company or partnership, details of any changes in directors or partners shall be provided to Licensing Services via vehicle.lic@wolverhampton.gov.uk within 7 days.

7.3 If the holder of this licence is a company or partnership, when a new director or partner joins, the new director or partner must provide a basic DBS certificate dated within the last three months to Licensing Services.

8. INSURANCE

- 8.1 The vehicle must be insured at all times. The policy in force must permit the use of the vehicle as a private hire vehicle for hire or reward use.
- 8.2 A copy/image of the current valid current certificate of insurance or cover note effective for the entire period of the licence relating to the vehicle must be submitted by the holder of the licence to their operator and, on request, to an Authorised Officer of the Council.

9. REPORTING OF ROAD TRAFFIC ACCIDENT

When a Private Hire Vehicle is involved in an accident the Private Hire Vehicle Proprietor must report it to Licensing Services within 72 hours as required by Section 50 (3) of the Local Government (Miscellaneous Provisions) Act 1976. This must be completed via the ~~Councils website~~ [My Licence Portal](#).

10. LICENSING

- 10.1 ~~If the proprietor of the vehicle is an accident management company or a leasing/hiring company the onus is on them to advise Licensing Services who is currently using the vehicle. The vehicle must have the correct livery at all times that it is on hire. The licence holder must inform Licensing Services of the driver of the vehicle at the time of plating and thereafter, when a change of driver occurs. This must be done via the My Licence Portal and must be done prior to the new driver using the vehicle. The vehicle must have the correct livery of the Private Hire Vehicle Operator, that the driver and vehicle are partnered with, at all times.~~

- 10.2 In the event of the holder of this licence ceasing to operate a licensed Private Hire Vehicle, the holder must surrender their private hire vehicle licence and plates to Licensing Services **within 7 days.**
- 10.3 Upon expiry of vehicle licence, plates must be returned to the City of Wolverhampton Council, Licensing Services, Civic Centre, St Peter's Square, Wolverhampton WV1 1DA within 7 days. Any existing licence plates must be surrendered to the Council before new licence plates for a vehicle will be issued.
- 10.4 The holder of this licence must inform Licensing Services of the Operator the vehicle shall be working for at the time of plating and thereafter, when a change of Operator occurs. This must be completed via the ~~Councils website~~[My Licence Portal](#).
- 10.5 A Wolverhampton licensed private hire vehicle may only be driven by a Wolverhampton licensed private hire driver at any time.

Please note that should you feel aggrieved by any of the conditions in this Licence then you have the right of appeal to the Magistrates' Court within 21 days from the date when this licence is issued.

CONDITIONS RELATING TO A LICENCE TO OPERATE PRIVATE HIRE VEHICLES

1. ISSUE OF LICENCES

- 1.1 The Licensed Operator/Company Director(s) shall notify the Licensing Services in writing within 7 days of any change of their name, and/or address, phone number and/or email address during the period of the licence. This must be completed via operator.lic@wolverhampton.gov.uk

2. KEEPING OF RECORDS

- 2.1 The holder of this licence shall keep a full and accurate record of every booking of a Private Hire Vehicle in a register, to include:

- time and date the booking was made
- method of receipt
- time and date required for journey to commence
- customers name
- particulars of the journey (from and to)
- the individual that dispatched the vehicle (if not dispatched by a computer)
- the driver of the vehicle and the vehicle used
- the other drivers that responded to the booking request, including those that were unsuccessful in being allocated the fare
- the other drivers that responded to the booking request, including those that were unsuccessful in being allocated the fare
- call sign and plate number
- area in which the booking was made and details of operator who accepted the booking
- the area and operator to whom the job is sub-contracted (*if applicable*)
- details of sub-contracted jobs to include the time and date the job was sub-contracted and accepted (*if applicable*)

These registers must be maintained in a bound book with consecutively numbered pages or an appropriate computerised booking system.

Each record is to be completed prior to the dispatch of any vehicle or the undertaking of any part of the journey.

The operator is exempted from the requirement to record destinations details prior to passing a booking to a driver, but only in respect of those bookings made using IVR technology and online apps. The destination must be completed following completion of the fare.

- 2.2 Where an operator accepts a sub-contracted fare from an operator licensed in another Licensing Authority area, then within reason, the operator must comply with requests for records of that fare from authorised officers of the Licensing Authority from the area in which the original booking was taken.
- 2.3 At all times that an operator is actively dispatching vehicles there shall be an identified phone number on which the operator (or their nominee) is available for contact by authorised officers of the Licensing Authority and the operators shall provide any information requested regarding journeys that have been dispatched and/or booked through the operator.

- 2.4 The register must be maintained up to date at all times and shall be accessible from at the address from which the business is conducted as specified in the operator's licence. All records must be kept for a period of not less than 12 months from the date of the last entry in the register or computer record.
- 2.5 The licence holder shall provide a police constable or authorised officer with such copies of records from the register as they may request.
- 2.6 Before commencing trading, the operator shall provide the Council with an emergency contact telephone number that will be available at all times to the licensing services management team. The purpose of this telephone number will be to advise the operator that they need to attend at the satellite office to provide information that has not been supplied as requested in accordance with condition 2.7. If the operator is unable to attend they shall make arrangements for an authorised officer to gain access to the location of the computer and a log in and password shall be provided to access the computerised register(s) required to be kept by the operator in accordance with conditions 2.1, 3.1 and 3.2 or to urgently obtain information pursuant to a Data Protection Act 1998 (as amended) request.
- 2.7 All requests to provide information by authorised officers shall be prioritised due to their urgency
- Priority A – These are for matters of a serious nature where there is significant risk to public safety. Within 1 hour of the request being received
 - Priority B – These are for matters that require further investigation and have potential to be of a serious matter. Within 4 hours of the request being received
 - Priority C – These are for requests for information pertaining to general complaints. Within 24 hours of the request being received
 - General request, none prioritised. Within 1 week of the request being received.

Priorities A & B, significant risk to public safety or serious matters, will be determined on a case by case basis by the Licensing Manager or Compliance Lead Officer.

A named person shall be supplied to be the liaison with the Licensing Authority.

2.8 Operators may outsource booking and dispatch functions but they cannot pass on the obligation to protect children and vulnerable adults. Operators are required to evidence that comparable protections are applied by the company to which they outsource these functions.

3. SPECIFIED VEHICLES

- 3.1 The holder of the licence shall provide the council on request a schedule of all vehicles which they operate to include the following:
- the registration number of the vehicle
 - council licence plate number of the vehicle
 - base call sign
 - make/model of vehicle
- 3.2 The holder of this licence shall ensure that at all times, full and current records for each vehicle operated are kept. To include the following:
- a copy/image of the current Private Hire Vehicle Licence
 - a digital record of when the current Private Hire Vehicle Licence expires

- a copy/image of the current valid MOT Certificate
- a digital record of when the current valid MOT Certificate expires
- a copy/image of a current valid Private Hire Insurance Certificate or cover note
- a digital record of when the current valid Private Hire Insurance Certificate expires

3.3 The holder of this licence shall ensure that at all times the vehicles operated are duly licensed in accordance with the Local Government (Miscellaneous Provisions) Act 1976.

3.4 The use of Public Service Vehicle (PSV) driven by a 'Passenger Carrying Vehicle' licensed driver to fulfil a fare, without the informed consent of the booker, is prohibited. The booker must be informed that the driver is subject to different checks and not required to have an enhanced DBS check.

4. MAINTENANCE OF VEHICLES

4.1 Each Private Hire Vehicle operated by the licence holder must be regularly maintained and inspected for defects to ensure compliance with the Council's conditions in relation to the licensing of such vehicles.

4.2 The holder of this licence shall initially provide and thereafter ensure that Private Hire Vehicles working for them shall at all times display their unique Private Hire Vehicle Operators door sign, which has been approved by Licensing Services, bearing the name telephone number and/or 'App' on each side of the vehicle. The use of magnetic door stickers is prohibited.

5. SPECIFIED DRIVERS

5.1 Individual records for each licensed driver are required to be stored by the licence holder and be accessible from their premises and kept fully up to date at all times. To include the following:

- a copy/image of their current Private Hire Vehicle Drivers Licence,
- a digital record of when the current Private Hire Vehicle Drivers Licence expires,
- a copy/image of their current DVLA Driving Licence,
- a digital record of when the current DVLA Driving Licence expires,
- their full name, address, email address and contact telephone number.

5.2 The holder of this licence shall ensure that at all times drivers used by them on private hire business are duly licensed by the Council to drive such vehicles.

5.3 When the holder of the licence ceases to use any licensed Private Hire Vehicle Driver, the operator shall notify Licensing Services ~~in writing~~, via the My Licence Portal, within 72 hours.

5.4 Private Hire Vehicle Driver licences shall be available for inspection at all times by any Authorised Officer of the Council or Police Constable who may take the licence(s) away from the premises if so required.

6. STANDARD OF SERVICE

6.1 The holder of this licence shall provide a prompt, efficient and reliable service to members of the public at all reasonable times.

- 6.2 Ensure that when a Private Hire Vehicle has been hired, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at the appointed time and place.
- 6.3 Ensure that any premises which the licence holder provides and to which the public have access, whether for the purpose of booking or waiting, are kept clean and adequately heated, ventilated and lit. They shall also ensure that any waiting area which they provide has adequate seating facilities.

PUBLIC COMPLAINTS

- 6.4 Private Hire Operators must have a policy for dealing with complaints by the public.

If that policy requires the recording of complaints the records should be kept and maintained for at least 12 months and shall be available for inspection by authorised officers. The records should contain, as a minimum, the complainants name, contact information and the complaint details.

Upon receiving any 'specified complaint' or allegation regarding any person licensed by the Council, Operators must report the complainants name, contact information and the full details of the complaint. This shall be reported immediately when the licensing office is open or in any other event by email within 48 hours to Licn_comp@wolverhampton.gov.uk

The specified complaints or allegations are:

- Of indecency or of a sexual nature
- Hate crimes
- Terrorism
- Extremism
- Violence
- Drug dealing
- Dishonesty

These categories of offences are detailed within the Council's Hackney Carriage and Private Hire Vehicle Proprietors and Drivers and Private Hire Vehicle Operators, Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions.

In straight forward terms, allegations of criminal behaviour whilst licensed as a Private Hire Vehicle Driver.

All complaint records shall be immediately available at the request of an Authorised Officer or Police Officer at all reasonable times, this includes any and all details relating to the complaint and the driver.

7. CONVICTIONS, CAUTIONS AND FIXED PENALTIES

- 7.1 ~~The holder of this licence shall within 14 days of the date of any conviction, caution or issue of a Fixed Penalty Notice, incurred during the life of this licence give full details in writing to Licensing Services. The holder of this licence shall give full details to Licensing Services via operator.lic@wolverhampton.gov.uk within 48 hours of:~~

a) being released after any arrest;

- b) being charged with any offence;
- c) being convicted of any offence;
- d) being cautioned for any offence;
- e) being issued with a Fixed Penalty Notice;

during the life of this licence. (If the holder of this licence is a company or partnership, full details should be given for any of the above imposed on the company, directors, secretary or partners during the period of the licence)

7.2 If the holder of this licence is a company or partnership, details of any changes in directors or partners shall be provided to Licensing Services via operator.lic@wolverhampton.gov.uk within 7 days.

7.3 If the holder of this licence is a company or partnership, when a new director or partner joins, the new director or partner must provide a basic DBS certificate dated within the last three months to Licensing Services.

7.4 The holder of this licence shall provide a basic DBS certificate to Licensing Services on every anniversary of the date of licence grant, during the life of the licence. The certificate shall be dated no older than 3 months prior to submission. (If the holder of this licence is a company or partnership, a certificate must be provided for each director and partner)

~~7.2 The holder of this licence shall within 7 days, notify Licensing Services of any arrest or of being charged for an offence by any police body, incurred during the life of this licence. Details shall be provided in writing to Licensing Services.~~

~~7.3 If the holder of this licence is a company or partnership, any conviction, caution or fixed penalty notice imposed on the company or any of the directors, secretary or partners during the period of the licence. Details shall be provided in writing to Licensing Services.~~

8. INSURANCE

8.1 The holder of this licence shall ensure at all times, that every private hire vehicle so operated shall be covered by a Certificate of Insurance or cover note indemnifying the proprietor of the said vehicle within the provisions of Part VI of the Road Traffic Act 1988.

8.2 All vehicle insurance documents must state that the insurance covers the driver for the carriage of passengers for hire or reward whether or not the operator is the owner/proprietor of the vehicle.

8.3 In relation to vehicles owned/licensed by the operator (fleet):
A copy/image of the current valid certificate of insurance or cover note(s) relating to each vehicle which shows those persons entitled to drive the vehicle must be retained by the operator on the premises specified on the licence.

9. PLANNING PERMISSION AND LICENCE FOR RADIO EQUIPMENT

9.1 The holder of this licence shall not conduct their business from any premises unless the necessary planning permission under the Town and Country Act 1990, as amended, has been obtained, where applicable, for the premises from which the business will operate.

- 9.2 If applicable an Operator must obtain a licence for radio equipment under the wireless Telegraphy Act 1949 or any other relevant statutory provision.
- 9.3 Permission is to be obtained from any landlord or lender that may contractually prohibit the use of the premises for business purposes.

10. OPERATIONAL MATTERS

- 10.1 The Operator shall apply a fit and proper test to all of their staff. This shall include a basic DBS check, or equivalent criminal record check if staff are not UK-based, for all staff and records kept showing the recruitment and decision-making processes. Failure to undertake these checks or to keep adequate records shall deem that the Operator may not be a fit and proper person to hold an Operator's licence.
- 10.2 All staff who are in a role where they interact with members of the public shall undergo Child Sexual Exploitation (CSE) and Safeguarding training within 3 months of commencing work for an Operator.
Training dates will be provided by the council on a quarterly basis and it is up to the Operator to ensure their staff attend.
- 10.3 The holder of this licence shall provide a video conferencing facility (e.g. Skype) and an appropriate room in order to facilitate driver reviews. A driver has the right to be accompanied by a solicitor or representative, if they wish, and this must be accommodated.

10.4

11. LICENSING

- 11.1 Regular trade working groups are held throughout the year and all Operators are encouraged to attend or send a suitable representative.

Please note that should you feel aggrieved by any of the conditions in this licence then you have the right of appeal to the Magistrates Court within 21 days from the date when this licence is issued.

Surveillance Camera Policy

12 October 2020

DRAFT

Contents

Introduction	3
Purpose.....	3
Scope	3
Installation and Maintenance.....	3
External Video Recording.....	4
Internal Video Recording.....	4
Audio Recording.....	4
Data access	4
Advising customers of the system	5
Privacy Notice	5
Appendix A – Sample Surveillance Camera Signage	6

Introduction

Surveillance Cameras in taxis can deter crime, protecting drivers and passengers. However, the Council recognises that improperly controlled surveillance cameras have the potential to invade people's privacy.

Purpose

The Surveillance Camera Policy's purpose is to facilitate the use of surveillance cameras in City of Wolverhampton Council's licensed taxis to protect drivers and passengers without unnecessarily invading individuals' privacy.

This protection is intended to come from:

- Visible surveillance cameras deterring individuals from committing a crime through the knowledge that evidence of it will be recorded.
- Occupants of the vehicle feeling reassured that crimes, as well as malicious complaints against drivers, are less likely to occur in an environment protected by surveillance cameras.
- Helping complaints investigations by the Council and police come to the correct conclusion.

Surveillance cameras can also provide information to assist the Council and police when investigating complaints involving taxis.

Scope

Taxis constitute private hire vehicles and hackney carriage vehicles. The main difference between the two is that hackney carriages can be used to pick passengers up from the street without a booking, whereas private hire vehicles can only be used to collect passengers who have already made a booking.

Surveillance cameras are the formal name for Closed Circuit Television (CCTV).

Taxis licensed by City of Wolverhampton Council are expected to have the Council's approved surveillance camera system installed within 14 months of installation becoming available i.e. installation is mandatory.

Vehicle licences are issued for a maximum of 12 months and after 2 months of installation being available, any application for a vehicle licence will require the installation of the system prior to the licence being granted.

Vehicle licence holders are required to comply with this policy throughout the duration of their licence.

Installation and Maintenance

The system must be installed by an installer approved by City of Wolverhampton Council.

Only an approved installer can conduct repairs or maintenance on the system.

External Video Recording

To assist drivers by providing 'dash-cam' functionality, the external facing cameras will always be recording when the vehicle's engine is on. Audio footage will not be recorded.

This will protect drivers from malicious insurance claims and to reduce their insurance premiums.

Internal Video Recording

Internal video footage will only be recorded when the vehicle is being used for a licensable activity (i.e. private hire or hackney carriage use), triggered by the driver using his driver licence to activate the system.

Audio Recording

For privacy, audio recording is disabled unless it is triggered by one of the following:

- Passengers' panic button
- Driver's panic button
- G-force sensor indicating a crash
- Shouting detected by a microphone
- Door opening when vehicle is in motion

An audible warning and visual light shall indicate when audio recording is occurring. The recording will last five minutes.

Data access

The system is encrypted and data is stored on a secure hard drive. Data older than 31 days will be overwritten.

Only authorised officers of the Council are granted access to the data, which will only be done in the following circumstances:

- A complaint has been made to the licensing authority involving that vehicle or driver of that vehicle.
- A police force has requested the footage to investigate a crime.
- A legitimate and lawful data request to assist with an investigation has been made.
- A Subject Access Request, compliant with the GDPR, has been made.

If the data is to be transferred, it must be done securely via:

- Secure email
- Encrypted email
- Encrypted data drive
- Disc, transferred directly between officers from the organisations
- Secure online storage

Advising customers of the system

Signage (Appendix A) provided by City of Wolverhampton Council informing of the surveillance camera must be displayed prominently in the vehicle. If signage is lost or removed, new signage must be obtained from the council at the earliest opportunity and prior to any further licensable activities being undertaken.

An audio message will play after a vehicle's door closes when the vehicle is in use as a private hire or hackney carriage vehicle.

Privacy Notice

The Information Commissioner's Office (ICO) is the official regulatory body responsible for enforcing compliance with privacy and data protection legislation.

The law defines a 'data controller' as the individual or organisation which has ultimate responsibility for how personal data is collected and processed. This policy states that the data controller will be City of Wolverhampton Council. The data controller is ultimately responsible for how the images are stored and used and determines in what circumstances the images should be disclosed.

Where a service provider is authorised for the remote storage and/or management of CCTV data, they will act as a 'data processor'. A data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes data on behalf of the data controller, in response to specific instructions.

There must be a formal written contract between the data controller and data processor (service provider). The contract must contain provisions covering security arrangements, retention/deletion instructions, access requests and termination arrangements.

The system will operate in compliance with City of Wolverhampton Council's Privacy Notice: <https://www.wolverhampton.gov.uk/your-council/our-website/privacy-and-cookies-notice>

Appendix A – Sample Surveillance Camera Signage

A black silhouette of a CCTV camera mounted on a bracket, set against a yellow square background with a white border.

CCTV in operation

This vehicle is protected by CCTV in the interests of public safety, crime detection and crime prevention.

Audio recording may also be made in the event of an incident.

The CCTV has been installed in accordance with the Surveillance Camera policy of City of Wolverhampton Council.

For more information:
01902 55 TAXI
www.wolverhampton.gov.uk

**CITY OF
WOLVERHAMPTON
COUNCIL**



CITY OF WOLVERHAMPTON C O U N C I L

Data Protection Impact Assessment

Surveillance Cameras in Vehicles Licensed for use as a Private Hire or Hackney Carriage

Project name: Surveillance Cameras in Vehicles Licensed for use as a Private Hire or Hackney Carriage

Data controller: City of Wolverhampton Council

1. Identify why your deployment of surveillance cameras requires a DPIA¹:

- | | |
|---|---|
| <input type="checkbox"/> Systematic & extensive profiling | <input checked="" type="checkbox"/> Large scale use of sensitive data |
| <input checked="" type="checkbox"/> Public monitoring | <input checked="" type="checkbox"/> Innovative technology |
| <input type="checkbox"/> Denial of service | <input type="checkbox"/> Biometrics |
| <input type="checkbox"/> Data matching | <input type="checkbox"/> Invisible processing |
| <input checked="" type="checkbox"/> Tracking | <input type="checkbox"/> Targeting children / vulnerable adults |
| <input type="checkbox"/> Risk of harm | <input type="checkbox"/> Special category / criminal offence data |
| <input type="checkbox"/> Automated decision-making | <input type="checkbox"/> Other (please specify) |

2. What are the timescales and status of your surveillance camera deployment?

This is the proposal for a new surveillance camera system within licensed vehicles. If a system is approved, installation could begin in 2021.

The system will be GDPR compliant.

Describe the processing

3. Where do you need to use a surveillance camera system and what are you trying to achieve?

In 2019 there were 302 crimes recorded by West Midlands Police that involved licensed vehicles in Wolverhampton. The Hackney Carriage and Private Hire trades have raised the issues of violence and theft against drivers in meetings of the trade working group.

Licensing Services already encourages self-reporting of incidents by passengers and drivers, with all complaints investigated. Surveillance camera footage will assist in making accurate and fair licensing decisions. There have been several occasions when investigating complaints where surveillance camera footage would have assisted, due to conflicting accounts.

Surveillance cameras can help deter crime, but also provide evidence of crimes which can be used by the police to apprehend perpetrators and used in court to achieve successful prosecutions.

The deterrence of crime is the primary objective of this project, particularly to safeguard vulnerable passengers and reassure drivers.

4. Whose personal data will you be processing, and over what area?

The system will record internal video footage of the driver and any passengers in the vehicle when the vehicle is being used as for private hire or hackney carriage use. Passengers can be anybody, including children or vulnerable groups.

¹ <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments-dpias/when-do-we-need-to-do-a-dpia/>

When the vehicle is being used for personal use, the system will only record external video footage.

Audio recording is not normally recorded, but a five minute recording will be triggered by:

- Passengers' panic button
- Driver's panic button
- G-force sensor indicating a crash
- Shouting detected by a microphone
- Door opening when vehicle is in motion

5. Who will be making decisions about the uses of the system and which other parties are likely to be involved?

Licensing Services will be the primary user of the data, however it is likely that the police will request data to assist with their investigations as well.

Other requests are expected from:

- Other licensing authorities – to make a licensing decision on a licensed driver or vehicle proprietor
- Motor insurance companies – to investigate claims made by the driver, vehicle proprietor or other drivers involved in an accident with the vehicle

When data is shared this is normally via:

- Secure email
- Encrypted email
- Encrypted data drive
- Disc, transferred directly between officers from the organisations
- Secure online storage

Each data request will be considered on its own merits and whether it would be lawful.

6. How is information collected? (tick multiple options if necessary)

- | | |
|--|---|
| <input type="checkbox"/> Fixed CCTV (networked) | <input type="checkbox"/> Body Worn Video |
| <input type="checkbox"/> ANPR | <input type="checkbox"/> Unmanned aerial systems (drones) |
| <input type="checkbox"/> Stand-alone cameras | <input type="checkbox"/> Redeployable CCTV |
| <input checked="" type="checkbox"/> Other (please specify) | |

Multiple cameras will be located in the vehicle, with recording capability of all passengers and the driver. These cameras will be connected to a recording unit within the vehicle.

7. Set out the information flow, from initial capture to eventual destruction. You may want to insert or attach a diagram.

See file 'Surveillance Camera Information Flow'.

8. Does the system's technology enable recording?

- ☒ Yes ☐ No

In-vehicle surveillance camera, recorded to onboard encrypted storage system. Further detail in Section 4.

9. If data is being disclosed, how will this be done?

- ☐ Only by on-site visiting
- ☐ Copies of footage released (detail method below, e.g. encrypted digital media, via courier, etc)
- ☐ Off-site from remote server
- ☒ Other (please specify)

Footage will be retrieved by an authorised officer in the course of investigating a complaint or crime. Depending on the solution procured, this may be via physical or remote connection.

10. How is the information used? (tick multiple options if necessary)

- ☐ Monitored in real time to detect and respond to unlawful activities
- ☐ Monitored in real time to track suspicious persons/activity
- ☐ Compared with reference data of persons of interest through processing of biometric data, such as facial recognition.
- ☐ Compared with reference data for vehicles of interest through Automatic Number Plate Recognition software
- ☒ Linked to sensor technology
- ☐ Used to search for vulnerable persons
- ☐ Used to search for wanted persons
- ☒ Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies
- ☐ Recorded data disclosed to authorised agencies to provide intelligence
- ☐ Other (please specify)

The surveillance cameras will provide video and audio data, which will be recorded by the system along with the vehicle's location (calculated using the Global Positioning System) and g-force data. This will provide the vehicle's location, speed and if there has been a collision.

Consultation

Stakeholder consulted	Consultation method	Views raised	Measures taken
Black Country Chamber of Commerce	Online consultation	Awaiting response	TBC
City of Wolverhampton Council - Councillors	Online consultation	Awaiting response	TBC
City of Wolverhampton Council – Equalities	Online consultation	Awaiting response	TBC
City of Wolverhampton Council - ICT	Online consultation	Awaiting response	TBC
City of Wolverhampton Council - Information Governance	Online consultation	Awaiting response	TBC
City of Wolverhampton Council – Legal Services	Online consultation	Awaiting response	TBC
City of Wolverhampton Council – Licensing Services	Online consultation	Awaiting response	TBC
City of Wolverhampton Council – School Transport	Online consultation	Awaiting response	TBC
City of Wolverhampton Councillors	Online consultation	Awaiting response	TBC
Department for Transport	Online consultation	Awaiting response	TBC
Information Commissioner	Online consultation	Awaiting response	TBC
Pubwatch	Online consultation	Awaiting response	TBC
Surveillance Camera Commissioner	Online consultation	Awaiting response	TBC
City of Wolverhampton Council private hire and hackney carriage licence holders	Online consultation	Awaiting response	TBC
The public, as customers of the trade	Online consultation	Awaiting response	TBC
Transport for West Midlands	Online consultation	Awaiting response	TBC
West Midlands Police	Online consultation	Awaiting response	TBC
Wolverhampton's Multi-Agency Safeguarding Hub (MASH)	Online consultation	Awaiting response	TBC

Consider necessity and proportionality

12. What is your lawful basis for using the surveillance camera system?

Schedule 2, Part 2 (7) of the Data Protection Act 2018 states that the listed GDPR provisions [in Schedule 2 Part 2 (6)] do not apply to personal data processed for the purpose of discharging a function that is designed to protect the public - to the extent that the application of those provisions would be likely to prejudice the proper discharge of that function.

Schedule 2 Part 2 (7) (2) applies where the function is designed to protect members of the public against:

- (a) dishonesty, malpractice or other seriously improper conductor
- or
- (b) unfitness or incompetence

and

The function is conferred on a person by an enactment or is of a public nature and is exercised in the public interest;

Schedule 2 Part 2 (7) (4) applies where the function is designed:

- (a) to secure the health, safety and welfare of persons at work
- or
- (b) to protect persons other than those at work against risk to health or safety arising out of or in connection with the action of persons at work

and

The function is conferred on a person by an enactment or is of a public nature and is exercised in the public interest.

Licensing is a **function that is designed to protect the public** against **unfitness or incompetence** and **is of a public nature** and is **exercised in the public interest** to **protect persons other than those at work** (i.e. the public) **against risk to health or safety arising out of or in connection with the action of persons at work** (i.e. a private hire/hackney carriage driver).

This information will be recorded in the interests of public safety and to enable the Council to discharge its statutory licensing functions as required by Local Government (Miscellaneous Provisions) Act 1976 Part II Section 51.

13. How will you inform people that they are under surveillance and ensure that they are provided with relevant information?

Surveillance cameras are part of the UK's transport network, including trains, buses and taxis licensed by other authorities. Data subjects could reasonably expect to be recorded by a surveillance camera in a taxi.

Signage provided by City of Wolverhampton Council informing of the surveillance camera must be displayed prominently in the vehicle. If signage is lost or removed, new signage must be obtained from the council at the earliest opportunity and prior to any further licensable activities being undertaken.

CCTV in operation



This vehicle is protected by CCTV in the interests of public safety, crime detection and crime prevention.

Audio recording may also be made in the event of an incident.

The CCTV has been installed in accordance with the Surveillance Camera policy of City of Wolverhampton Council.



For more information:

01902 55 TAXI

www.wolverhampton.gov.uk

An audio message will play after a vehicle's door closes when the vehicle is in use as a private hire or hackney carriage vehicle.

The system will operate in compliance with City of Wolverhampton Council's Privacy Notice:
<https://www.wolverhampton.gov.uk/your-council/our-website/privacy-and-cookies-notice>

14. How will you ensure that the surveillance is limited to its lawful purposes and the minimum data that is necessary for those purposes?

Data is only recorded when reasonable to strike a balance of deterring crime whilst protecting passenger and driver privacy. Licensing Services should see an increase of investigations where footage can be used to inform the outcome.

15. How long is data stored? (please state and explain the retention period)

31 days on the onboard system, otherwise until the legitimate transfer as the result of a legitimate and lawful request, or the outcome of the council's investigation a complaint and any subsequent legal appeals process.

16. Retention Procedure

- ☒ Data automatically deleted after retention period
- ☒ System operator required to initiate deletion
- ☐ Under certain circumstances authorised persons may override the retention period, e.g. retained for prosecution agency (please explain your procedure)

Data stored in the encrypted onboard storage will be automatically deleted after 31 days. Data retrieved by an authorised officer will be deleted after the appeals process has been concluded after the licensing decision has been made, or after it has been transferred to the police.

17. How will you ensure the security and integrity of the data?

See risk assessment overleaf.

18. How will you respond to any subject access requests, the exercise of any other rights of data subjects, complaints or requests for information?

In accordance with the Council's current Privacy Notice and data request procedures.

19. What other less intrusive solutions have been considered?

Self-reporting is encouraged of incidents by drivers and passengers. Some drivers use app-based software, which offers safety features for passengers such as distress signals, journey display

20. Is there a written policy specifying the following?

☒ The agencies that are granted access

☒ How information is disclosed

☒ How information is handled

Are these procedures made public? ☐ Yes ☒ No

Are there auditing mechanisms? ☒ Yes ☐ No

If so, please specify what is audited and how often (e.g. disclosure, production, accessed, handled, received, stored information)

The Council's internal Audit and Information Governance services govern Licensing Services' information sharing processes.

Identify and address the risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm Remote, possible or probable	Severity of harm Minimal, significant or severe	Overall risk Low, medium or high	Options to reduce or eliminate risk	Effect on risk Eliminated reduced accepted	Residual risk Low medium high	Measure approved?
Passenger and driver safety	Probable	Significant	Medium	Whilst data recording is not in operation, the system displays a warning that the vehicle is not currently licensed for use as a private hire or hackney carriage vehicle. The system begins recording following an input from the driver's licence and the system displays a message that the vehicle is available for use as a licensed vehicle.	Reduced	Low	Awaiting consultation feedback
				Data recording continues for five minutes after a change in vehicle voltage and only stops if there has been five consecutive minutes with a low vehicle voltage (indicating that the ignition is not on).	Reduced	Low	Awaiting consultation feedback
				If the camera view is obstructed, the system will display a warning message.	Reduced	Medium	Awaiting consultation feedback

Passenger and driver privacy	Probable	Significant	Medium	<p>Audio recording is disabled by default, but a five-minute recording is triggered by:</p> <ul style="list-style-type: none"> • Passengers' panic button • Driver's panic button • G-force sensor indicating a crash (>4 g) • Shouting detected by a microphone • Door opening when vehicle is in motion <p>An audible warning and visual light shall indicate when audio recording is occurring.</p>	Reduced	Low	Awaiting consultation feedback
Driver's privacy	Probable	Minimal	Low	Data recording does not take place until it is triggered by the presence of a driver licence, to indicate that the driver wants to use the vehicle for a licensable activity.	Eliminated	Low	Awaiting consultation feedback
Vehicle occupants uninformed that they are being recorded.	Probable	Minimal	Low	A twelve-week public consultation on surveillance cameras in licensed vehicles.	Reduced	High	Yes
				Signage advising of the surveillance cameras to be clearly visible from all seats.	Reduced	Low	Awaiting consultation feedback
				An audio warning plays when the vehicle is being used for a licensable activity. The warning shall include that surveillance cameras are recording video throughout the journey, but audio recording will only	Reduced	Low	Awaiting consultation feedback

				begin if a panic button is pressed or someone shouts in the vehicle.			
Unauthorised access to data	Possible	Severe	High	System must have security features which protect against tampering and indicate if the system has been tampered with.	Reduced	Medium	Awaiting consultation feedback
				Transfer of data will be done securely, in accordance with the council's data transfer processes.	Reduced	Low	Awaiting consultation feedback
				Stored data encrypted to 128-bit Advanced Encryption Standard equivalent or higher.	Reduced	Low	Awaiting consultation feedback
				Data recorded by the system will only be accessible by authorised officers and will not be displayed in the vehicle.	Reduced	Low	Awaiting consultation feedback
				Data will only be transferred outside of City of Wolverhampton Council following a legitimate and lawful written data request.	Reduced	Medium	Yes
				The system will log the following actions, accompanied by the actioning account name, time and date: <ul style="list-style-type: none"> • each user access • camera system parameter modifications 	Reduced	Medium	Awaiting consultation feedback

				<ul style="list-style-type: none"> • each image download session • modification/manipulation of downloaded images • exporting of downloaded images exporting of downloaded clips			
Unauthorised or accidental destruction of data	Possible	Significant	High	100% solid state design or a proven vibration and shock resistant system. The system should not have a cooling fan and the recording should be vibration and shock proof.	Reduced	Low	Awaiting consultation feedback
				Flash-based SSD (100% industrial grade).	Reduced	Low	Awaiting consultation feedback
				Hard disk with both mechanical anti-vibration and anti-shock mechanism and self-recovery and self-check file writing system.	Reduced	Low	Awaiting consultation feedback
				System to be protected against reverse voltage.	Reduced	High	Awaiting consultation feedback
				System to be protected against high voltage transients likely to be encountered in the vehicle electrical system.	Reduced	High	Awaiting consultation feedback

Authorisation

If you have not been able to mitigate the risk then you will need to submit the DPIA to the ICO for prior consultation. [Further information](#) is on the ICO website.

Item	Name/date	Notes
Measures approved by:		Integrate actions back into project plan, with date and responsibility for completion.
Residual risks approved by:		If you identify a high risk that you cannot mitigate adequately, you must consult the ICO before starting to capture and process images.
DPO advice provided by:		DPO should advise on compliance and whether processing can proceed.
Summary of DPO advice		
DPO advice accepted or overruled by: (specify role/title)		If overruled, you must explain your reasons.
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons.
Comments:		
This DPIA will be kept under review by:		The DPO should also review ongoing compliance with DPIA.

APPENDIX ONE

This template will help you to record the location and scope of your surveillance camera system and the steps you've taken to mitigate risks particular to each location.

Location: Each system operator/owner should list and categorise the different areas covered by surveillance on their system. Examples are provided below.

Location type	Camera types used	Amount	Recording	Monitoring	Assessment of use of equipment (mitigations or justifications)
Public car park	1, 5, 6	100			
Vehicle interior, with driver and all passengers in view		≤3 per vehicle	31 days	After the driver triggers the system with their driver licence, until 5 minutes after a drop in vehicle voltage indicating engine is off.	High-definition cameras are installed here to be a visible deterrent and to record the behaviour of the individuals in the field of view.
Front and rear windscreen, facing outside		2	31 days	After a change in vehicle voltage to indicate that the engine is on, until 5 minutes after a drop in vehicle voltage indicating engine is off.	High-definition cameras are installed here to record the driver's driving and any road traffic accidents.

APPENDIX TWO: STEPS IN CARRYING OUT A DPIA



APPENDIX THREE: DATA PROTECTION RISK ASSESSMENT MATRIX

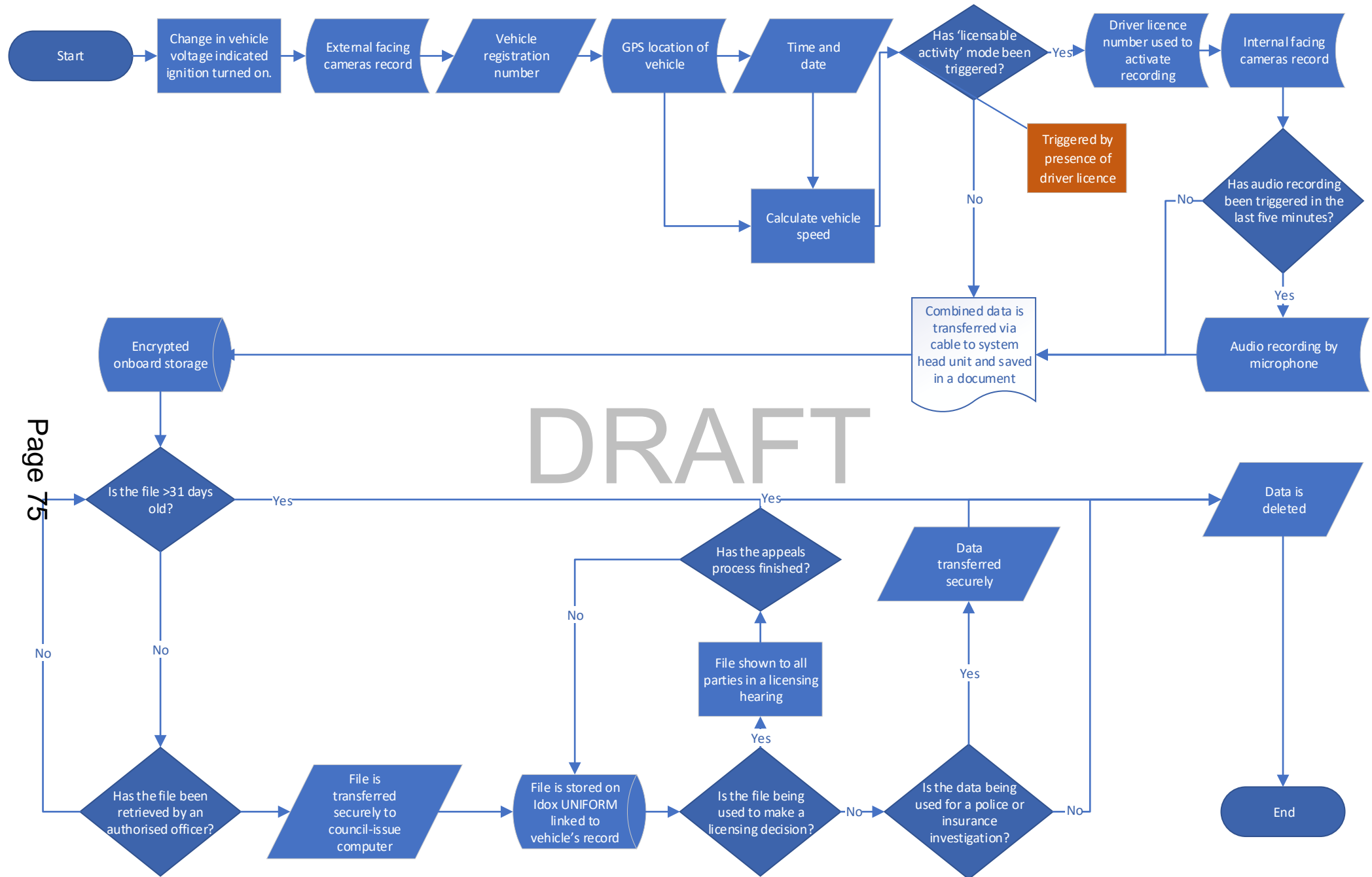
Use this risk matrix to determine your score. This will highlight the risk factors associated with each site or functionality.

Matrix Example:

	Camera Types (low number low impact – High number, High Impact)									
	<div></div>									
Location Types A (low impact) Z (high impact)										

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<p>CITY OF WOLVERHAMPTON COUNCIL</p>	<h2>Non-Statutory Licensing Committee</h2> <p>20 January 2021</p>
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Report title	Extension of Age Limit for Hybrid and Electric Private Hire Vehicles	
Wards affected	All	
Accountable director	Ross Cook, Director of City Environment	
Originating service	Licensing	
Accountable employee	Chris Howell	Commercial Regulation Manager
	Tel	01902 54554
	Email	chris.howell@wolverhampton.gov.uk
Report to be/has been considered by	N/A	

Recommendations for decision:

The Non-Statutory Licensing Committee is recommended to:

1. Consider a request from the Private Hire Trade Working Group to increase the private hire vehicle age limit and decide to:
 - a. Agree to an increase in the age limit for Hybrid or Electric vehicles and an additional £50 fee for the manual processing of the application; or
 - b. Decline the request.

1.0 Purpose

- 1.1 To inform Councillors of a request made by the Private Hire Trade Working Group to increase the vehicle age limit, allowing for Hybrid and Electric Vehicles to be licensed until they reach 14 years old.

2.0 Background

- 2.1 The Private Hire Trade Working Group has been established for many years and has an excellent record of working together. The Group meet quarterly to discuss operational matters and it is an opportunity for the trade to raise policy change requests.
- 2.2 It is likely that in the near future the Council will move to a vehicle emissions licensing policy, rather than an age policy. This accords with many other councils' policies and the Black Country ULEV Strategy (Ultra Low Emission Vehicle). A detailed analysis of the current fleet is being undertaken to develop a draft ULEV strategy that will be presented to committee.

3.0 Discussion

- 3.1 Private Hire Vehicles can currently be licensed until they are 12 years old. There is no distinction between vehicle models/types. This ensures that there is a modern fleet.
- 3.2 The trade has requested that Hybrid and Electric vehicle be allowed to be licensed until they are 14 years old.
- 3.3 As vehicles get older, they become cheaper to buy and as such are attractive to the Private Hire trade. The trade reports that these vehicles require less maintenance and also provide significant reductions in running costs.
- 3.4 Normal hybrids and even plug-in hybrids can lose some emissions benefit over time. Therefore, an old hybrid will have less of a CO2 benefit today than when it was first purchased. However, relative to internal combustion engines, they will still have lower CO2 emissions.

4.0 Financial implications

- 4.1 The current computer systems are not set to distinguish between hybrid/electric vehicles and diesel/petrol vehicles. Therefore, were the extension to be agreed, an application would not be able to be submitted via iApply, the council's online system.
- 4.2 Private Hire Vehicle licence applications outside of iApply would need to be processed manually and that requires additional staff time. If Councillors are minded to agree to the request, an additional application fee of £50 per application should also be agreed.
- 4.3 Should this be agreed the impact would be cost neutral. This would be monitored as part on the council's quarterly revenue monitoring processes. [SB/11012021/P]

5.0 Legal implications

- 5.1 The Local Government (Miscellaneous Provisions) Act 1976 Section 70 refers to the vehicle and operator licence fees and states that a district council may charge such fees for the grant of a vehicle and operators' licence as may be resolved by them from time to time and may be sufficient to cover in whole or in part:
- 5.2 In addition, Section 70 provides that a public notice of the new charges in relation to operators and vehicles is required to be given in a local newspaper. The closing date for the receipt of objections must not be less than 28 days after the date of publication. Should objections be received, consideration must be given to them, and another date for implementation may have to be specified. [SH/07012021/C]

6.0 Equalities implications

- 6.1 There are no direct equalities implications.

7.0 Climate change and environmental implications

- 7.1 The use of hybrids and electric vehicles is preferred to the use of older diesel/petrol vehicles. However, this change should not be seen as a method to reduce emissions. A vehicle emissions licensing policy should be devised and duly considered for implementation.

8.0 Covid Implications

- 8.1 There are no direct covid-19 implications

9.0 Schedule of background papers

- 9.1 None

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<p>CITY OF WOLVERHAMPTON COUNCIL</p>	<h2>Non-Statutory Licensing Committee</h2> <p>20 January 2021</p>
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Report title	Review of Fees and Charges for Hackney Carriage and Private Hire Licensing Functions for 2021-2022	
Wards affected	All wards	
Accountable director	Ross Cook, Director of City Environment	
Originating service	Licensing	
Accountable employee	Greg Bickerdike	Service Lead – Licensing
	Tel	01902 554030
	Email	Greg.Bickerdike@wolverhampton.gov.uk
Report to be/has been considered by	None	

Recommendation for decision:

The Non-Statutory Licensing Committee is recommended to:

1. Approve the proposed fees and charges as set out in Appendix 1 with effect from 1 April 2021.

1.0 Purpose

- 1.1 To approve the proposed fees and charges for licences relating to Hackney Carriages, Private Hire vehicles, drivers, Private Hire vehicle operators and Council approved MOT testing facilities for 2021-2022.

2.0 Background

- 2.1 The Council is empowered by statute to levy fees and charges in respect of licences for Hackney Carriage and Private Hire vehicles, drivers, and Private Hire vehicle operators. The fees charged must be reasonable in relation to costs incurred in the issue, administration and enforcement of such licences.
- 2.2 Council policy is that fees and charges should be reviewed annually and reflect the cost of providing the service; however, a mid-term revision of the fees was approved by the Committee on 27 May 2020. This was to assist licence holders affected by the economic impact of the COVID-19 pandemic.

3.0 Proposals for 2021-2022 Hackney Carriage and Private Hire Vehicle Driver Fees

- 3.1 Section 53 of the Local Government (Miscellaneous Provisions) Act 1976 refers to the driver licence fees and states that the fee must be based on the cost of issue and administration of a driver licence. This includes staffing, accommodation, stationery and other such associated costs.
- 3.2 A project is underway to in-source checking of the DVLA's driving licence records. This is currently undertaken on the driver's behalf by Taxi Plus, a sub-brand of Personnel Checks. Licensing Services is developing a system which will communicate directly with the Driver and Vehicle Licensing Agency (DVLA), saving drivers £24 for three annual licence checks from Taxi Plus. There is a development cost associated with this project, as well as a fee per check paid to DVLA.
- 3.3 A proposal to grant licences to new applicants for three-year driver licences from 1 April 2021 has been considered by the Non-Statutory Licensing Committee on 20 January 2021.
- 3.4 A recommendation from the Department for Transport's 'Statutory Taxi & Private Hire Vehicle Standards' is for licensing authorities to check Disclosure and Barring Service (DBS) records every six months. Licensing Services is developing a system which can conduct weekly checks of DBS records, if the driver subscribes to the DBS Update Service for £13 per year. This will save those that subscribe from paying £55.49 for a new DBS certificate every six months. Over the course of a three-year licence, this would be a cost of £238.45. There is a development cost associated with this project.
- 3.5 On 29 November 2017, Licensing Committee approved a £125 fee for a right to work check for all applicants who do not have the required documentation to prove that they have the right to work in the UK. This charge is to recover the administrative costs involved in conducting an immigration check with the Home Office. Once the applicant

has been registered on the system, it is less time consuming for a check to be conducted a second time. As such, it is proposed that the fee for renewing licence holders is reduced to £25.

- 3.6 The mid-term reduction in fees resulted in the use of £342,000 from the working reserve, but it is proposed that the low fees remain in place for 2021-2022. This may result in an overspend and fees may need to increase in the future to prevent a deficit. However, this sustained strain on reserve funds will offer a form of financial support for driver licence holders.
- 3.7 To support existing drivers during the coronavirus pandemic, no increase is proposed to existing driver licence fees. However, it is proposed that the new application fee for a three-year Hackney Carriage or Private Hire Vehicle Driver licence will be set at £120.
- 3.8 It is proposed that renewal Dual Driver licence fees are reduced by £40 to £200 for a three-year renewal. This will achieve price parity with renewing a Hackney Carriage Driver licence and Private Hire Vehicle Driver licence individually.
- 3.9 It is proposed that two-year licence renewals are removed. These were previously available to enable licence holders to coincide their driver licence renewal with their DBS certificate renewal, which were valid for three years. The implementation of the DBS Update Service makes this irrelevant and there will be a saving on administration of the pro-rata refunds of three-year licences that were required to provide this service.
- 3.10 The cost of Disclosure and Barring Service (DBS) checking is not covered by this report as that is determined by the Disclosure and Barring Service (DBS) and our approved provider, Taxi Plus.
- 3.11 Worcestershire County Council, in partnership with City of Wolverhampton Council, has delivered the existing Driver Training Programme for new Hackney Carriage and Private Hire Vehicle Driver licence applicants since 2008. It is proposed that the fees remain at the current rates.
- 3.12 The projects to in-house DBS and DVLA checks is being facilitated by investment into digital systems by Licensing Services. This cost will largely be absorbed by Licensing Services for 2021-2022, however it will almost certainly necessitate an increase in driver licence fees for 2022-2023.
- 3.13 The proposed fees and charges for Hackney Carriage and Private Hire Vehicle Driver licences for 2021-2022 are set out in Appendix 1.

4.0 Proposals for 2021-22 Hackney Carriage and Private Hire Vehicle Fees

- 4.1 Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 refers to the vehicle and operator licence fees and states that the fee must cover:

- A. the reasonable cost of the carrying out by or on behalf of the district council of inspections of Hackney Carriages and Private Hire Vehicles for the purpose of determining whether any such licence should be granted or renewed;
- B. the reasonable cost of providing Hackney Carriage stands; and
- C. any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of Hackney Carriages and Private Hire Vehicles.

- 4.2 The proposals for 2021-22 have been developed in accordance with Council policy; to minimise costs to the trade whilst ensuring that public safety is not compromised and that the vehicle licensing function continues to operate on a cost neutral basis.
- 4.3 The mid-term reduction in fees resulted in the use of £600,000 from the working reserve, but it is proposed that these low fees remain in place for 2021-2022. This may result in an overspend and vehicle licence fees may need to increase in the future to prevent a deficit. However, this sustained strain on reserve funds will offer a form of financial support for vehicle licence holders.
- 4.4 All fees for Hackney Carriage and Private Hire vehicles shall remain the same as 2020-2021, following the mid-term review. The proposed fees and charges for Hackney Carriage and Private Hire Vehicle licences for 2021-2022 are set out in Appendix 1.

5.0 Proposals for 2021-22 Private Hire Vehicle Operator Fees

- 5.1 All fees for Private Hire Vehicle Operators shall remain the same as 2020-2021, following the mid-term review. The proposed fees for Private Hire Vehicle Operator licences for 2021-2022 are set out in at Appendix 1.

6.0 Proposals for Hackney Carriage and Private Hire Vehicle Testing Facilities

- 6.1 The fee for applying to become a Council-approved Ministry of Transport (MOT) testing station shall remain the same as 2020-2021, following the mid-term review. The proposed fee is set out in at Appendix 1.

7.0 Financial implications

- 7.1 The coronavirus pandemic means that the taxi industry is in an unprecedented situation. The long-term effect is not yet clear and it is not possible to accurately predict whether the fees and charges proposed will cover the cost of the service. The fees proposed may result in an overspend. Fees may need to increase in the future to balance this deficit. However, this sustained strain on reserve funds will offer a form of financial support for licence holders during the pandemic.
- 7.2 The option to purchase a three-year licence for £120 will likely result in a loss of income. Whereas previously new applicants would have paid £144 for three one-year licences, or £139 for a one-year followed by a two-year licence, the fee for a three-year licence is proposed at £120. Any loss can be temporarily absorbed by Licensing Services using reserve funding and rebalanced with a future increase in fees.

- 7.3 The projects to in-house DBS and DVLA checks is being facilitated by investment into digital systems by Licensing Services. This cost will be absorbed by Licensing Services for 2021-2022, however it will almost certainly necessitate an increase in driver licence fees for 2022-2023.
- 7.4 The mid-term reduction in fees has resulted in the use of £942,000 from the working reserve, but it is proposed that these low fees remain in place for 2021-2022. This may result in an overspend to be funded by the reserve and vehicle licence fees may need to increase in the future to prevent a deficit. However, this sustained strain on reserve funds will offer a form of financial support for vehicle and driver licence holders.
- 7.5 The implications on both revenue costs and the reserve will be monitored as part of the council's routine quarterly financial monitoring. [SB/12012021/D]

8.0 Legal implications

- 8.1 Section 53 of the Local Government (Miscellaneous Provisions) Act 1976 deals with drivers' licences for Hackney Carriage and Private Hire vehicles. It permits the Council to recover such a fee as they consider reasonable with a view to recovering the costs of issue and administration.
- 8.2 Section 70 of the 1976 Act provides that a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them to cover the cost of providing stands and reasonable administrative or other costs in connection with the control and supervision of Hackney Carriage and Private Hire vehicles.
- 8.3 Section 70 goes on to provide that public notice of new charges in relation to operators and vehicles is required to be given in a local newspaper. The closing date for the receipt of objections must not be less than 28 days after the date of publication. Should objections be received, consideration must be given to them and another date for implementation may have to be specified. Any objections received will be reported to the Committee for consideration. However, if there are no objections, the new charges will come into effect on the 1 April 2021.
- 8.4 The fees charged must be reasonable in relation to costs incurred in the issue, administration and enforcement of such licences. [SH/06012021/A]

9.0 Equalities implications

- 9.1 There are no equalities implications arising from this report.

10.0 Climate change and environmental implications

- 10.1 There are no climate change and environmental implications arising from this report.

11.0 Human Resources implications

- 11.1 There are no Human Resources implications arising from this report.

12.0 Corporate Landlord implications

12.1 There are no Corporate Landlord implications arising from this report.

13.0 Covid Implications

13.1 There are no Covid implications arising from the recommendations of this report.

14.0 Schedule of background papers

14.1 Licensing Committee - 16 January 2013 - Fees and charges for Hackney Carriage and Private Hire licensing functions 2013-2014

14.2 Licensing Committee - 26 February 2014 - Fees and charges for Hackney Carriage and Private Hire licensing functions 2014-2015

14.3 Licensing Committee - 21 January 2015 - Fees and charges for Hackney Carriage and Private Hire licensing functions 2015-2016

14.4 Licensing Committee – 22 July 2015 – Revisions to Hackney Carriage and Private Hire vehicle, driver and operator criteria

14.5 Licensing Committee – 20 January 2016 – Fees and charges for Hackney Carriage and Private Hire licensing functions 2016-2017

14.6 Licensing Committee – 8 February 2017 – Review of Fees and Charges for Hackney Carriage and Private Hire Licensing functions for 2017-2018

14.7 Licensing Committee – 29 November 2017 - Hackney Carriage and Private Hire Vehicle Drivers' and Operators' Right to Work Immigration Checks

14.8 Licensing Committee – 24 January 2018 - Review of Fees and Charges for Hackney Carriage and Private Hire Licensing functions for 2018-2019

14.9 Licensing Committee – 20 March 2019 - Review of Fees and Charges for Hackney Carriage and Private Hire Licensing functions for 2019-2020

14.10 Non-Statutory Licensing Committee - 22 January 2020 - Review of Fees and Charges for Hackney Carriage and Private Hire Licensing functions for 2020-2021

14.11 Non-Statutory Licensing Committee - 27 May 2020 - Revision of fees for Hackney Carriage and Private Hire Licensing functions for 2020-2021

14.12 Non-Statutory Licensing Committee - 9 September 2020 - Statutory Taxi & Private Hire Vehicle Standards

14.13 Non-Statutory Licensing Committee - 20 September 2020 - Statutory Taxi & Private Hire Vehicle Standards Consultation Response and Recommendations

15.0 Appendices

15.1 Appendix 1 - Proposed Fees and Charges for Hackney Carriage and Private Hire Licences 2021-2022

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Appendix 1

Proposed Fees and Charges for Hackney Carriage and Private Hire Licences 2021-2022

	Licence Type/Function		Fees and Charges For 2020-2021 £ (Agreed from 1 June 2020)	Proposed Fees and Charges For 2021-2022 £
1.0	Drivers			
1.1	Hackney Carriage / Private Hire Vehicle Driver Licence	1 year licence New	64	64
1.2		1 year licence Renewal	40	40
1.3		2 year licence Renewal	75	No longer available
1.4		3 year licence New	Not previously available	120
1.5		3 year licence Renewal	100	100
1.6	Dual Driver Licence (Hackney Carriage and Private Hire)	1 year licence Renewal	105	105
1.7		3 year licence Renewal	240	200
1.8	Conversion from Hackney Carriage or Private Hire Licence to Dual Licence.		80 (plus testing fees)	80 (plus testing fees)
1.9	Application Fast Track New / Renewal		100	100
1.10	Hackney Carriage / Private Hire Driver Training Programme and Test		40	40
1.11	Hackney Carriage / Private Hire New Applicants Driver Training Immediate Re-test		15	15
1.12	Hackney Carriage / New Applicants Practical Driving Assessment		79	79
1.13	New applicant Right to work in the UK check		125	125
1.14	Renewal applicant Right to work in the UK check		125	25

	Licence Type/Function		Fees and Charges For 2020-21 £ (Agreed from 1 June 2020)	Proposed Fees and Charges For 2021-22 £
2.0 Hackney Carriage Vehicles				
2.1	1 year licence New / Renewal	Vehicle aged Under 10 years old	135	135
2.2		Vehicle aged Over 10 but under 16 years old	299	299
2.3	6 month licence Renewal	Vehicle aged Over 10 years old	169	169
2.4	Exceptional Condition Assessment of Hackney Carriage Vehicle aged 16 years and each subsequent 6 months		120	120
2.5	Application Fast Track New / Renewal		180	180
2.6 Private Hire Vehicles				
2.7	1 year licence New / Renewal	Vehicle aged Under 10 years old	135	135
2.8		Vehicle aged Over 10 but under 12 years old	299	299
2.9	6 month licence Renewal	Vehicle aged Over 10 but under 12 years old	169	169
2.10	Application Fast Track New / Renewal		180	180
3.0 Small Private Hire Vehicle Operators (Up to 4 vehicles)				
3.1	1 year licence	New	1077	1077
3.2		Renewal	150	150
3.3	5 year licence	Renewal	500	500
3.4 Large Private Hire Vehicle Operators (Over 4 vehicles)				
3.5	1 year licence	New	1077	1077
3.6		Renewal	785	785
3.7	5 year licence	Renewal	3140	3140
4.0 Hackney Carriage / Private Hire Vehicle MOT Testing Facilities				
4.1	Application for Council approval of DVSA registered MOT garages		150	150



Non-Statutory Licensing Committee

20 January 2021

Report Title	Review of Fees and Charges for General Licensing and Miscellaneous Matters for 2021-2022	
Wards affected	All	
Accountable Director	Ross Cook, Director of City Environment	
Originating service	Licensing Services	
Accountable employee	Chris Howell	Commercial Regulation Manager
	Tel	01902 554554
	Email	chris.howell@wolverhampton.gov.uk
Report to be/has been considered by	None	

Recommendation for decision:

The Non-Statutory Licensing Committee is recommended to:

1. Approve the proposed fees and charges for General Licensing as set out in Appendix 1 with effect from 1 April 2021.

Recommendations for noting.

The Non-Statutory Licensing Committee is asked to note:

1. The introduction of a facility to spread out Licence renewal payments.

1.0 Purpose

- 1.1 To submit for consideration proposed fees and charges for 2021-2022 in relation to certain licences and licensed activities that are regulated by the Licensing Committee.

2.0 Background

- 2.1 The Council is empowered under statute to levy fees for the issue of local licences and permits.
- 2.2 The Council policy is to review its fees on an annual basis and introduce increases or decreases in line with the cost of providing the service. There is a requirement to pay due regard to the Council's social and economic policies.

3.0 Proposals for 2021-2022

3.1 General licensing

- 3.2 Certain licences, permits and registrations are subject to local control for fees and charges.
- 3.3 The additional fees and charges for acupuncture, tattooing, electrolysis, semi-permanent skin colouring and cosmetic piercing were approved by Councillor at the 10 July 2019 Licensing Committee. It is proposed that the existing fees and charges for acupuncture, tattooing, electrolysis, semi-permanent skin colouring and cosmetic piercing remain unchanged. These are detailed at Appendix 1.
- 3.4 It is proposed that the existing fees and charges for General Licensing for the current year 2020-2021 remain unchanged for the coming year 2021-2022. These are detailed at Appendix 2.
- 3.5 The scrap metal fees included at the end of Appendix 2 are for information only as the setting of those fees are an executive function.
- 3.6 It is proposed that the Animal Welfare fees agreed by Councillors at committee on 28 November 2018 remain unchanged for the coming year 2021-2022. These are detailed at Appendix 3.

4.0 Financial implications

- 4.1 It is proposed that the existing fees and charges for General Licensing for the current year 2020-2021 remain unchanged for the coming year 2021-2022.
- 4.2 Should the Licensing Committee agree with the recommendations in this report it is anticipated that the proposed discretionary fees and charges in Appendix 1 will ensure a cost-neutral service and this will be monitored by the Council's routine quarterly revenue monitoring. [SB/05012021/A]

5.0 Covid implications

- 5.1 The premises and businesses that hold these types of licences have been adversely affected by Covid-19 including lockdowns and restrictive business practices. However, the cost to the council for provision of the licence have not reduced. It is however recognised that many businesses will experience financial difficulties during the pandemic and recovery period. It is therefore proposed to allow the cost of licence renewals to be spread over a short term.
- 5.2 The payment terms agreed, must include full settlement by the end of the applicable financial year and shall be agreed by the Service Manager or Section Leader.

6.0 Legal implications

- 6.1 Generally, the Council is able to recover the cost of issuing and administering a licence. Unless controlled by statute, the Council will set fees and this will normally be on a cost-recovery basis only. This will have been considered in previous reports.
- 6.2 Dependent on appropriate legislation, there is often a requirement to publish a change in fees, and it is deemed reasonable to publish before any changes are to take effect.
- 6.3 Section 6(1)(b) of the Safety of Sports Grounds Act 1975 (the Act) enables the Secretary of State to make regulations authorising Local Authorities to determine fees for safety certificate applications and these regulations include The Safety of Sports Grounds Regulations 1987 (the Regulations).
- 6.4 Regulation 8 provides that “a local authority may determine the fee to be charged in respect of an application for the issue, amendment, replacement or transfer of a safety certificate but such a fee shall not exceed an amount commensurate with the work actually and reasonably done by or on behalf of the local authority in respect of the application.”
[SH/07012021/B]

7.0 Equalities implications

- 7.1 There are no equalities implications arising from this report.

8.0 Climate change and environmental implications

- 8.1 There are no climate change and environmental implications arising from this report.

9.0 Schedule of background papers

- 9.1 Licensing Committee – 16 January 2013 - Review of fees and charges for general licensing and miscellaneous matters for 2013/14.

Licensing Committee – 26 February 2014 - Review of fees and charges for general licensing and miscellaneous matters for 2014/15.

Licensing Committee – 21 January 2015 - Review of fees and charges for general licensing and miscellaneous matters for 2015/16.

Licensing Committee – 20 January 2016 - Review of fees and charges for general licensing and miscellaneous matters for 2016/17.

Licensing Committee – 8 February 2017 – Review of fees and charges for general licensing and miscellaneous matters for 2017/18.

Licensing Committee – 24 January 2018 - Review of Fees and Charges for General Licensing and Miscellaneous Matters for 2018/19.

Non-Statutory Licensing Committee – 20 March 2019 - Review of Fees and Charges for General Licensing and Miscellaneous Matters for 2019/2020.

Non-Statutory Licensing Committee – 10 July 2019 - Addition to Fees and Charges for Acupuncture, Tattooing, Electrolysis, Semi-Permanent Skin Colouring and Cosmetic Piercing 2019 – 2020.

Non-Statutory Licensing Committee – 22 January 2020 – Review of Fees and Charges for General Licensing and Miscellaneous Matters for 2020-2021.

APPENDIX 1**Fees and Charges for Acupuncture, Tattooing, Electrolysis, Semi-Permanent Skin Colouring and Cosmetic Piercing 2021 – 2022**

Registration	EXISTING CHARGE 2020 – 2021 £	PROPOSED CHARGE 2021 – 2022 £
Premises registration	105	105
Practitioner registration	105	105
Temporary practitioner registration	47	47
Administrative change of details (no inspection)	10.50	10.50
Re-issue of registration document	10.50	10.50

GENERAL LICENSING FEES AND CHARGES SUBJECT TO LOCAL CONTROL

LICENCE		EXISTING CHARGE 2020 – 2021 £	PROPOSED CHARGE 2021 – 2022 £
1. Dangerous and Wild Animals			
(i)	Initial	505	505
(ii)	Full	260	260
(iii)	Random Inspections	175	175
2. Sex Establishments			
(i)	Initial (Shop or Cinema)	2,500	2,500
(ii)	Renewal (Shop or Cinema)	2,000	2,000
(iii)	Initial SEV	3,380	3,380
(iv)	Renewal SEV	2,830	2,830
(v)	Initial Joint (Shop/Cinema/SEV)	3,750	3,750
(vi)	Renewal Joint (Shop/Cinema/SEV)	3,250	3,250
(vii)	Transfer	500	500
(viii)	Variation	At cost	At cost
3. Highways Act 1980			
(i)	Table and chairs	25	25
(ii)	A-Boards	25	25
(iii)	Goods on the highway	25	25
4. Clean Neighbourhoods and Environment Act 2005			
(i)	Distribution of free printed matter	300	300
(ii)	Additional badges	45	45
(iii)	1 day consent (up to 2 persons)	50	50
(iv)	7 day consent (up to 2 persons)	100	100
(v)	New small/medium business consent (2 days)	No charge	No charge

LICENCE		EXISTING CHARGE 2020 – 2021 £	PROPOSED CHARGE 2021 – 2022 £
5. Mini-bus permits and disc (5 years)			
(i) Initial		25	25
(ii) Renewal		25	25
(iii) Replacement		25	25
6. The safety of sports ground act 1975			
To enable full cost recovery		£70 per hour plus newspaper advert costs	£70 per hour plus newspaper advert costs
7. The fire safety and places of sport act 1987			
To enable full cost recovery		£70 per hour plus newspaper advert costs	£70 per hour plus newspaper advert costs
<i>For information purposes only</i>			
8. Scrap metal dealers act 2013 (3 years)		£	£
(i) Collectors		180	180
(ii) Additional collectors copy of licence		50	50
(iii) Site		500	500
(iv) Additional site		275	275
(v) Variation of licence		55	55

APPENDIX 3

FEES AND CHARGES FOR ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018

Initial fee for a new/renewal animal application

1 Year	2 Years	3 Years
£173.00	£173.00	£173.00

Licence expiry can be up to 3 years; the duration of licence will be determined via environmental health or vet upon inspection

Vet fees

Some animal application types require a veterinary inspection these costs will be payable directly to the veterinary and additional to the licence fee.

Breeding dogs
Hiring out horses

Fees payable upon grant

Compliance and enforcement fees will be payable upon grant of licence.

1 Year	2 Years	3 Years
£100.00	£134.00	£167.00

Additional licence type

If applying to be registered for more than one activity there is an additional fee of £67.00 per additional licence type.

Fees to amend licence

Re-evaluation of premises	£67.00
Variation of Licence without inspection	£28.00
Variation of Licence with inspection	£61.00
Transfer of Licence	£26.00

<p>CITY OF WOLVERHAMPTON COUNCIL</p>	<h2>Non-Statutory Licensing Committee</h2> <p>20 January 2021</p>
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Report title	Review of Fees and Charges for Street Trading Consents for 2021-2022	
Wards affected	All	
Accountable director	Ross Cook, Director of City Environment	
Originating service	Licensing Services	
Accountable employee	Chris Howell	Commercial Regulation Manager
	Tel	01902 554554
	Email	Chris.howell@wolverhampton.gov.uk
Report to be/has been considered by	None	

Recommendations for decision:

The Non-Statutory Licensing Committee is recommended to:

1. Approve the proposed fees and charges for Annual Street Trading Consents as set out in **Appendix 1** of this report with effect from 1 April 2021.
2. Approve the proposed fees and charges for Occasional/Temporary Street Trading Consents as set out in **Appendix 2** of this report with effect from 1 April 2021.
3. Approve the proposed reduction in fees for 2020-2021 due to Covid-19.
4. Approve the proposed reduction in fees for March 2020 due to Covid-19.

Recommendation for noting:

1. That the review of the Street Trading Policy provision is on hold due to Coronavirus and will recommence this year.

1.0 Purpose

- 1.1 To submit for consideration proposed street trading fees and charges to take effect from 1 April 2021 and to advise the Licensing Committee of arrangements for the control and regulation of street trading activities undertaken in the City.
- 1.2 To formally approve the proposed reduced fees for 2020-2021 due to the impact of Covid-19.
- 1.3 To inform Licensing Committee of the delay to the review of Street Trading.

2.0 Background

- 2.1 In 1986 the Council adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, designating all streets in the City as “consent” streets, enabling the Council to control street trading activities. In general terms any trading on a “street”, with a few exceptions, requires “consent to trade”.
- 2.2 Licensing Services are responsible for issuing consents (including the collecting of fees) for street trading and the enforcement responsibilities associated with street trading.

3.0 Overview of local controls

- 3.1 The Council’s constitution delegates the Council’s functions relating to the processing, determination and management of street trading, under the Local Government (Miscellaneous Provisions) Act 1982, to the Non-Statutory Licensing Committee.
- 3.2 A variety of different consents are issued which set controls such as location and approved times of operation. All consent locations are determined by an officer group covering the disciplines of planning, highways design, highways enforcement etc.
- 3.3 Consents are agreed and defined based upon location within the City and time of operation. The following represents the location types:
 - Dudley Street
 - Bilston Street/Queen Street
 - Victoria Street/Skinner Street/Cleveland Street
 - Molineux Area (Football Consents)
 - Bilston Town Centre
 - Wednesfield Town Centre
 - Evening Consents
 - Other City Areas Food
 - Other City Areas Flowers
 - B Type Consents
 - Operating on Land Accessible to the Public Without Payment (Private Land)

Notes:

- All consents apply for a 12-month period only. There are no guarantees that successful applications for 2020-2021 will be successful in 2021-2022.
- Evening Consents permit trade at any location within a three-quarter mile radius of the Council's retail markets only between the hours of 21.00 and 05.00 hours and are typically issued for catering units.
- Other City Areas Food and Flower consents relate to the consent for traders on designated pitches in other City areas previously issued as mobile consents.
- 'B' Type Consents allow trading in any street in the City, except within a three-quarter mile radius of any Council market or other prohibited area. B Type Consents are typically issued for ice cream sales or snacks by means of a mobile unit.
- Operating on Land Accessible to the Public Without Payment (Private Land) relates to consents issued for food, non-food and Molineux match days.

4.0 Covid Implications

- 4.1 The Covid-19 pandemic and the implementation of infection control measures by the government has seriously impacted the Street Traders. There have been various lockdowns and restrictions to trading.
- 4.2 A request for assistance, in the form of a fee reduction, was received from the Trades' representative. This was considered and a proposal drafted in consultation with the Chair of Non-Statutory Licensing Committee and Cabinet Member for City Environment. The proposals are as follows:

Street Traders – full time

March to August – no fees payable. (March is within the 2019-2020 financial period)

September to October – 50% of fees payable

November/December – no fees payable (If not trading – Licensing must be notified) [this shall be applicable for further lockdown periods, this financial year]

January to March – 50% of fees payable (If trading).

In order to qualify for this one-off reduction, due to extraordinary circumstances, a trader must return to trading once a lockdown period ends.

Street Traders – match day

March to when football re-opens to the public – no fees payable.

Full fees will be payable on the return of spectators to football.

- 4.3 The Traders who operate on match days have been unable to work for the whole financial year. When fans do return to football, it will be in a much reduced capacity. It may not be financially viable for the traders to return until such a time as normal capacities are permitted. Furthermore, any return for match day traders will be discussed at the Molineux Safety Advisory Group.

- 4.4 Due to Covid-19 the reductions above will result in a loss of income as shown in the table below. This loss will be included in the Council report to government on income lost due to Covid-19.

Projected income	Income forecast with reduction	Loss of income due to Covid-19
£ 54,310	£ 12,761	£ 41,549

- 4.5 The above reductions, subject to Councillor agreement, are for the 2020-2021 financial year only.
- 4.6 The future impact of Covid-19 on the Street Traders is not known at this time. It may be appropriate for further reductions in the 2021-2022 financial period.

5.0 Review of fees and charges 2021-2022

- 5.1 Paragraph 9 of Schedule 4 of the 1982 Act states “that a Council may charge such fees as they consider reasonable for the grant or renewal of a street trading consent”.
- 5.2 Each year proposals for the review of fees and charges related to street trading are generated. These proposals are based upon the Council’s policy of reviewing fees and charges annually at least in line with the increased cost of providing the service, whilst also having due regard to the Council’s social and economic policies.
- 5.3 Having regard to the above it is recommended the fees and charges for street trading consents will remain unchanged for 2021-2022.
- 5.4 Appendix 1 sets out the proposed fees for annual street trading consents for 2021-2022 rounded to the nearest £5.00 for administrative purposes.
- 5.5 Appendix 2 sets out the proposed fees for occasional/temporary street trading consents for 2021-2022.

6.0 Street Trading Review

- 6.1 A review of Street Trading was underway. A draft policy had been written that looked to expand the current street trading offer and to ensure that the offer is adequate for the City. The onset of the Covid-19 pandemic has halted that work. Furthermore, it would be prudent to wait until post Covid-19 and ensure the policy is fit for purpose and addresses necessary public safety matters.
- 6.2 It is anticipated an updated report will be presented to Committee in the autumn of 2021.

7.0 Financial implications

- 7.1 It is recommended the fees and charges for street trading consents will, until the street trading review is agreed by Licensing Committee, remain unchanged for 2021-2022.
- 7.2 Should the Licensing Committee agree with the recommendations in this report it is anticipated that overall income from the proposed fees and charges in Appendices 1 and 2 will cover the estimated cost of providing the service. This will be monitored as part of the council's routine quarterly revenue monitoring processes, including Covid implications. [SB/08012021/L]

8.0 Climate change and environmental implications

- 8.1 This report does not generate any direct climate and environmental implications. However, the presence of street traders clearly impacts on the street scene environment.

9.0 Legal implications

- 9.1 Paragraph 9 of Schedule 4 of the 1982 Act states "that a Council may charge such fees as they consider reasonable for the grant or renewal of a street trading consent". Further, a council may determine different fees for different types of consent according to duration, location and articles to be traded.
- 9.2 A council may determine that fees may be paid by instalments.
- 9.3 Paragraph 9(6) provides that a Council may recover such reasonable charges as they may determine for the collection of refuse, the cleansing of streets and other services rendered to him in his capacity as a licence-holder. [SH/06012021/C]

10.0 Schedule of background papers

- 10.1 Licensing Committee – 16 January 2013 - Review of fees and charges for Street Trading Consents for 2013/14.
- Licensing Committee – 26 February 2014 - Review of fees and charges for Street Trading Consents for 2014/15.
- Licensing Committee – 21 January 2015 - Review of fees and charges for Street Trading Consents for 2015/16.
- Licensing Committee – 20 January 2016 - Review of fees and charges for Street Trading Consents for 2016/17.
- Licensing Committee – 8 February 2017 – Review of fees and charges for Street Trading Consents for 2017/18.

Licensing Committee – 24 January 2018 - Review of Fees and Charges for Street Trading Consents for 2018/19.

Non-Statutory Licensing Committee – 20 March 2019 - Review of Fees and Charges for Street Trading Consents for 2019/2020.

Non-Statutory Licensing Committee – 22 January 2020 - Review of Fees and Charges for Street Trading Consents for 2020/2021.

APPENDIX 1

Proposed Annual Street Trading Fees 2021-2022

LOCATION / TYPE	2020-2021 Existing Consent Annual Fee (£)	2021-2022 Proposed Consent Annual Fee (£)
Dudley Street	3,380	3,380
Bilston Street/Queen Street	2,940	2,940
Skinner Street/Cleveland Street/Victoria Street	2,940	2,940
Molineux Area (Football Consents)	690	690
Molineux Area (Other Events)	40	40
Bilston Town Centre	2,170	2,170
Wednesfield Town Centre	1,990	1,990
Evening Consents	1,905	1,905
Other City Areas Food	1,300	1,300
Other City Areas Flowers	440	440
B Type Consents*	460	460
Private Land Consent	95	95

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APPENDIX 2

Proposed Occasional/Temporary Street Trading Fees 2021-2022

LOCATION / TYPE	2020-2021 Existing Consent (£)	2021-2022 Proposed Consent (£)
City Centre (within Ring Road)		
Individual Week Days (Monday to Friday, excluding Bank Holidays)	30.00	30.00
Mid-Week Consent (Monday to Friday inclusive, excluding Bank Holidays)	110.00	110.00
Weekends (Saturday and Sunday inclusive)	110.00	110.00
Bank Holidays and Specialist Market Days	55.00	55.00
Bilston and Wednesfield Town Centres		
Individual Week Days (Monday to Friday, excluding Bank Holidays)	15.00	15.00
Mid-Week Consent (Monday to Friday inclusive, excluding Bank Holidays)	55.00	55.00
Weekends (Saturday and Sunday inclusive)	55.00	55.00
Bank Holidays and Specialist Market Days	30.00	30.00
Other Areas		
Individual Week Days (Monday to Friday, excluding Bank Holidays)	10.00	10.00
Mid-Week Consent (Monday to Friday inclusive, excluding Bank Holidays)	35.00	35.00
Weekends (Saturday and Sunday inclusive)	35.00	35.00
Bank Holidays and Specialist Market Days	15.00	15.00
Special Outdoor Event (i.e. City Show, Vaisakhi, Steam and Vintage Rally, etc)	Up to 165.00 per event	Up to 165.00 per event

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