

# Non-Statutory Licensing Committee

17 March 2021

**Time** 10.05 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:

**Contact** Donna Cope, Democratic Services Officer  
**Tel/Email** Tel: 01902 554452 Email: [donna.cope@wolverhampton.gov.uk](mailto:donna.cope@wolverhampton.gov.uk)  
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Wolverhampton WV1 1RL

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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	<b>Apologies for absence</b>
2	<b>Declarations of interest</b>
3	<b>Minutes of previous meeting</b> (Pages 1 - 4)
4	<b>Matters arising</b>
5	<b>Street Trading</b> (Pages 5 - 12)
6	<b>Vehicle Licence Requirements Policy</b> (Pages 13 - 34)
7	<b>Support for the re-opening of outdoor hospitality</b> [To receive a verbal update]
8	<b>Taxi Grant Update</b> [To receive a verbal update]

# Non-Statutory Licensing Committee

Minutes - 20 January 2021

## Attendance

### Members of the Non-Statutory Licensing Committee

Cllr Alan Bolshaw (Chair)  
Cllr Obaida Ahmed (Vice-Chair)  
Cllr Greg Brackenridge  
Cllr Keith Inston  
Cllr Anwen Muston  
Cllr Rita Potter  
Cllr Phil Page  
Cllr Jonathan Crofts  
Cllr Zee Russell

### Employees

Chris Howell	Commercial Regulation Manager
Sarah Hardwick	Senior Solicitor
Greg Bickerdike	Service Lead - Licensing
Paul Dosanjh	Service Lead - Trading Standards and Licensing Act
Donna Cope	Democratic Services Officer
Jaswinder Kaur	Democratic Services Manager

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## Part 1 – items open to the press and public

*Item No.*    *Title*

- 1 Apologies for absence**  
Apologies were received from Councillor Milkinder Jaspal
- 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 9 September 2020 be confirmed as a true record and signed by the Chair.

4 **Matters arising**

There were no matters arising.

5 **Statutory Taxi & Private Hire Vehicle Standards Consultations Response and Recommendations**

Greg Bickerdike, Service Lead - Licensing, presented a report on the statutory taxi & private hire vehicle standards consultations response and recommendations.

The Service Lead reported a number of updates since the agenda had been published and responded to questions asked. The current situation regarding surveillance cameras within licensed vehicles was outlined and that the Mandatory requirement for CCTV was not met. However, Members felt that the installation of CCTV within licensed vehicles should be encouraged.

The implementation of the DBS Update Service and its impact on existing drivers was considered by Members at length. They felt that the four options listed at paragraph 4.3 of the report were not appropriate and sought legal advice on the matter. Following further discussions, an alternative option was proposed by the Commercial Regulation Manager as follows:

*Option E: That new applicants would be required to sign up to the update service on application and existing drivers must sign up to the update service on renewal of their DBS.*

All Members agreed on Option E, and Councillor Bolshaw moved the recommendations within the report. Councillor Potter seconded the recommendations.

Resolved:

That Members of the Non-Statutory Licensing Committee:

1. Debated whether the implementation of the DBS Update Service should be hastened with the approval of additional requirements for existing driver licence holders.
2. Approved a six-week consultation into a voluntary CCTV scheme in licensed vehicles.
3. Approved the proposals recommended in the report.
4. Approved the new Private Hire Vehicle, Driver and Operator licence conditions, effective from 1 April 2021.
5. Delegated 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 stemmed from these.

6 **Extension of Age Limit for Hybrid and Electric Private Hire Vehicles**

Chris Howell, Commercial Regulation Manager, presented a report outlining the 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.

Members of the Committee considered the request and the Commercial Regulation Manager responded to questions asked.

Councillor Page moved that the request be declined, and Councillor Muston seconded this.

Resolved:

That Members of the Non-Statutory Licensing Committee:

1. Declined the request from the Private Hire Trade Working Group to increase the private hire vehicle age limit for Hybrid or Electric vehicles.

7 **Review of Fees and Charges for Hackney Carriage and Private Hire Licensing Functions for 2021-2022**

Greg Bickerdike, Service Lead, Licensing, presented a report on the proposed fees and charges for hackney carriage and private hire licensing functions for 2021-2022.

He outlined the key changes and Members welcomed the reduction of fees.

Councillor Bolshaw moved the recommendations within the report. Councillor Inston seconded the recommendations.

Resolved:

That Members of the Non-Statutory Licensing Committee:

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

8 **Review of Fees and Charges for General Licensing and Miscellaneous Matters for 2021-2022**

Chris Howell, Commercial Regulation Manager, presented a report on the proposed fees and charges for General Licensing and Miscellaneous Matters for 2021-2022.

He reported a typographical error within the recommendation for decision and advised that it should state: *Approve the proposed fees and charges as set out in Appendix 1 to 3 with effect from 1 April 2021.*

The fees and charges remained the same as last year and the Commercial Regulation Manager explained the introduction of payment plans to assist businesses that had been adversely affected by Covid-19.

Councillor Potter welcomed the report and moved the recommendations. Councillor Russell seconded the recommendations.

Resolved:

That Members of the Non-Statutory Licensing Committee:

1. Approved the proposed fees and charges for General Licensing as set out in Appendix 1 to 3 with effect from 1 April 2021.
2. Noted the introduction of a facility to spread out Licence renewal payments.

9 **Review of Fees and Charges for Street Trading Consents for 2021-2022**

Chris Howell, Commercial Regulation Manager, presented a report on the proposed fees and charges for Street Trading Consents for 2021-2022.

He stated that the proposed fees and charges for 2021-2022 currently remained the same as last year but as the future impact of Covid-19 on Street Traders was not known, it may be appropriate to apply further reductions during that period.

The proposed fee reductions for the period 2020-2021 were outlined and the Commercial Regulation Manager updated Members on the Street Trading review.

Councillor Bolshaw welcomed the report and moved the recommendations.  
Councillor Muston seconded the recommendations.

Resolved:

That Members of the Non-Statutory Licensing Committee:

1. Approved the proposed fees and charges for Annual Street Trading Consents as set out in Appendix 1 of the report with effect from 1 April 2021.
2. Approved the proposed fees and charges for Occasional/Temporary Street Trading Consents as set out in Appendix 2 of the report with effect from 1 April 2021.
3. Approved the proposed reduction in fees for 2020-2021 due to Covid-19.
4. Approved the proposed reduction in fees for March 2020 due to Covid-19.
5. Noted that the review of the Street Trading Policy provision was on hold due to Coronavirus and will recommence this year.

The Chair of the Non-Statutory Licensing Committee acknowledged the pragmatic view taken by officers in order to assist those who had been adversely affected by Covid-19 and it was agreed that external comms would be sent out regarding this.

CITY OF <b>WOLVERHAMPTON</b> COUNCIL	<h1>Non-Statutory Licensing Committee</h1> <p>17 March 2021</p>
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<b>Report title</b>	Street Trading	
<b>Wards affected</b>	All wards	
<b>Accountable director</b>	Ross Cook, Director of City Environment	
<b>Originating service</b>	Licensing	
<b>Accountable employee</b>	Jo Till Tel Email	Markets Manager 01902 555161 Joanne.Till@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	None.	

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### Recommendation for decision:

The Non-Statutory Licensing Committee is recommended to:

1. Approve the proposed changes to the scheme of delegation in relation to Street Trading Consents.

### Recommendations for noting:

The Non-Statutory Licensing Committee is asked to note:

1. The change in operational responsibility for Street Trading.
2. The compliance and enforcement responsibilities.

## **1.0 Purpose**

- 1.1 To gain approval from Non-Statutory Licensing Committee for the proposed changes to the scheme of delegation in relation to Street Trading Consents.
- 1.2 To inform the Non-Statutory Licensing Committee of the new administrative arrangements for control of regulation of Street Trading Consents.

## **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 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.
- 2.3 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.
- 2.4 Licensing Services are currently responsible for issuing consents (including the collecting of fees) for street trading and the enforcement responsibilities associated with street trading.

## **3.0 Proposal**

- 3.1 From 1<sup>st</sup> April 2021, Street Trading functions for process of applications (including the collection of fees) and compliance around traders will transfer to the Markets Service. The Markets Service have a long history and knowledge of dealing with traders of this nature. Many of the existing traders operate within the vicinity of markets therefore the engagement and ease of compliance is better suited to Markets Officers.
- 3.2 Enforcement of Street Trading such as non-compliance or illegal operations will remain with Commercial Regulation Services.

## **4.0 Delegations**

- 4.1 The Non-Statutory Licensing Committee have previously endorsed and approved the delegation of category 3 decision making to the Director of City Environment which will remain in place.



- 4.2 The delegations document attached at Appendix 1 has been updated and includes proposed delegations from the Director of City Environment to officers within the City Environment directive.
- 4.3 Should Councillors agree with recommendations within this report the proposed delegations document will be authorised by the Director of City Environment.

## **5.0 Financial implications**

- 5.1 The fees and charges for Street Trading Consents will, until the Street Trading Review is agreed by Non-Statutory Licensing Committee, remain unchanged for 2021-2022.
- 5.2 Financial reporting arrangements will transfer to Markets Service and cover the estimated cost of providing the service. There are no implications directly linked to this report.

[SB/02032021/Q]

## **6.0 Legal implications**

- 6.1 There are no direct legal implications arising from this report.

[DA/08032021/A]

## **7.0 Climate change and environmental implications**

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

## **8.0 Schedule of background papers**

- 8.1 Non-Statutory Licensing Committee – 20 May 2020 – Review of Decision Making 2020/2021
- 8.2 Non-Statutory Licensing Committee – 20 January 2021 – Review of Fees and Charges for Street Trading Consents for 2020/2021

## **9.0 Appendices**

Appendix 1: Delegation of Street Trading

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2021/2022

## Non-Statutory Licensing Committee – Committee/Sub-Committee/Officer Delegations

Licence/Consent/Permit Type	Current Delegation(s)	Date of Committee Authorisation	Proposed Delegation(s) 2021-2022
<b>Street Trading</b>			
<b>Pitches – Creating, Relocating or Deletion</b>	Section Leader/Senior Licensing and Compliance Officer – Licensing in consultation with Highways/Landscape services	Non-Statutory Licensing Committee 20/5/2020	Markets General Manager/Area Markets manager.
<b>Review of Decision</b>	Commercial Regulation Manager/Section Leader, Licensing		Commercial Regulation Manager
<b>Consents – Grant, Renewal, revocation</b>	Section Leader/Senior Licensing and Compliance Officer – Licensing in consultation with Highways/Landscape services	Non-Statutory Licensing Committee 20/5/2020	Markets General Manager/Area Markets manager.
<b>Review of Decision</b>	Commercial Regulation Manager/Section Leader, Licensing		Commercial Regulation Manager
<b>Private Land Consents – Grant</b>	Licensing and Compliance officer, Licensing	Non-Statutory Licensing Committee 20/5/2020	Area Market Manager
<b>Revocation of Consent</b>	Commercial Regulation Manager/Section Leader, Licensing		Markets General Manager

<b>Temporary/Street Trading Occasional Consents</b>	Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 20/5/2020	Area Markets Manager
<b>Change of Tradeline</b>	Section Leader, Licensing	Non-Statutory Licensing Committee 20/5/2020	Markets General Manager
<b>Transfer of Street Trading Consent Subject to Consent Conditions</b>	Section Leader/Senior Licensing and Compliance Officer, Licensing	Non-Statutory Licensing Committee 20/5/2020	Markets General Manager
<b>Review of Decision</b>	Commercial Regulation Manager		Commercial Regulation Manager
<b>Street Trading Fees and Charges</b>	Non-Statutory Licensing Committee	Non-Statutory Licensing Committee 20/5/2020	
<b>Change of Unit Design – Approval</b>	Section Leader, Licensing	Non-Statutory Licensing Committee 20/5/2020	Markets General Manager

The proposed delegation to officers is subject to an administrative process by working through checklists of approved policy/criteria prior to the issue of Licence/Registration/Permit/Notice etc.

I delegate authority for the decision-making processes within the functions detailed above to the posts named in the proposed delegation column.

..... Date: .....

Ross Cook  
Director of City Environment

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CITY OF WOLVERHAMPTON COUNCIL	<h1>Non-Statutory Licensing Committee</h1> <p>17 March 2021</p>
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<b>Report title</b>	Vehicle Licence Requirements Policy	
<b>Wards affected</b>	All wards	
<b>Accountable director</b>	Ross Cook, Director of City Environment	
<b>Originating service</b>	Licensing	
<b>Accountable employee</b>	Rachel Kynaston Tel Email	Section Leader Licensing 01902 556548 Rachel.Kynaston2@Wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	None	

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**Recommendation for decision:**

The Non-Statutory Licensing Committee is recommended to:

1. Approve the publication of the Vehicle Licence Requirements Policy.

## **1.0 Purpose**

- 1.1 To propose the publication of a Vehicle Licence Requirements Policy.

## **2.0 Background**

- 2.1 The Department for Transport published its 'Statutory taxi and private hire vehicle standards' on the 21 July 2020. This document recommends the publication of licensing authorities' policies and procedures in a single document.

## **3.0 Progress**

- 3.1 The Vehicle Licence Requirements Policy (Appendix 1) is a collation, into a single document, of the existing requirements for vehicles to be licensed as a Hackney Carriage or Private Hire Vehicle by City of Wolverhampton Council.
- 3.2 This policy has not been consulted upon as there are no changes to the existing vehicle licensing requirements.

## **4.0 Financial implications**

- 4.1 There are no financial implications.

[SB/08032021/K]

## **5.0 Legal implications**

- 5.1 Licensing authorities are under a legal duty, under section 177 of the Police and Crime Act 2017, to have regard to the 'Statutory taxi and private hire vehicle standards'.

[RP/09032021/A]

## **6.0 Equalities implications**

- 6.1 This is a collation of existing requirements that have already undergone individual equalities analyses.

## **7.0 All other Implications**

- 7.1 There are no other direct implications.



## **8.0 Schedule of background papers**

- 8.1 Statutory Taxi & Private Hire Vehicle Standards, Non-Statutory Licensing Committee on 9 September 2020

## **9.0 Appendices**

- 9.1 Appendix 1: Vehicle Licence Requirements Policy

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# Vehicle Licence Requirements Policy

Licensing Services

Created: 8 February 2021

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## 1. Hackney Carriage Vehicle Licence Requirements

A Hackney Carriage Vehicle Licence will only be granted providing the vehicle meets the following requirements and standards upon inspection.

New applications can only be made for new vehicles, with no more than 500 delivery miles.

### 1.1 Currently Approved Hackney Carriage Vehicle Model

<b>Citroen</b>	<b>Ford</b>	<b>Nissan</b>
<ul style="list-style-type: none"><li>• Dispatch Combi</li><li>• Dispatch HDI 120 9-S</li><li>• Dispatch L2 H1 Level 2</li><li>• Euro</li><li>• L7</li><li>• Relay L3 H2</li><li>• SVA Taxi</li></ul>	<ul style="list-style-type: none"><li>• Procab</li><li>• Tourneo Custom</li><li>• Voyager VTC8</li></ul>	<ul style="list-style-type: none"><li>• Dynamos</li><li>• Primastar</li><li>• Voyager</li></ul>
	<b>LTI</b>	<b>Peugeot</b>
	<ul style="list-style-type: none"><li>• TX1</li><li>• TX2</li><li>• TX4</li></ul>	<ul style="list-style-type: none"><li>• Boxer 290</li><li>• E7</li><li>• E7 SE</li><li>• LC7</li></ul>
<b>Fiat</b>	<b>Mercedes</b>	<b>Volkswagen</b>
<ul style="list-style-type: none"><li>• Eurocab</li><li>• Scudo</li><li>• TW200</li></ul>	<ul style="list-style-type: none"><li>• MX7</li><li>• Vito</li></ul>	<ul style="list-style-type: none"><li>• T5 Shuttle SE SWB 10</li></ul>

Every application must be made using the Hackney Carriage Vehicle licence [application form](#) and must be supplied with the following documents:

- (a) Vehicle registration document (V5C) or bill of sale
- (b) Valid certificate of insurance or cover note showing cover for public or private hire purposes (as appropriate)
- (c) Current MOT test certificate issued no earlier than 10 days before the date of application by a [City of Wolverhampton approved MOT station](#)
- (d) Calibration certificate for new or replacement vehicles by the meter supplier
- (e) Current [licence fee](#) – dependant on the age of the vehicle.

Once satisfied the vehicle application is complete and the appropriate requirements are met, the licence will be granted upon successful completion of a vehicle compliance inspection to ensure the vehicle complies with the conditions of licence and standards below.

## 1.2 Hackney Carriage Vehicle Standards

1. All internal fittings and fixtures i.e. carpets, seats, trims and seat cover should be clean and in good condition. Rips/tears in seat and broken trims should be replaced or repaired to a high standard before submitting the vehicle for inspection.
2. Seating within the vehicle must be conference type seating and not all forward facing. The access for wheelchair users must be from the left hand side of the vehicle.
3. All external fitting i.e. wheel caps/discs, bumpers and trims should be fitted, clean and in good condition. Rusty/damaged metal bumpers or damaged plastic bumpers are not acceptable. An illuminated 'taxi' roof sign indicating when the taxi is for hire must be installed and kept in working condition.
4. The paintwork should be maintained to a high gloss finish and of a uniform colour free from scratches which expose the under primer or metal. It is advisable that if any paintwork is undertaken on the vehicle that it is done by a reputable garage to a high standard.
5. The body panels should be free of dents and all body panels should fit correctly. The excessive use of body filler and repairs that are of a poor standard are not acceptable.
6. No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in, or from the vehicle except as may be required by any statutory provision (including byelaws). This includes the display of unauthorised transfers/stickers to the body or windows of the vehicle.

A Hackney Carriage Vehicle must also meet all the conditions of licence. You are advised to contact Licensing Services prior to making a new application to ensure all of those requirements are met.

## 1.3 Hackney Carriage Licence Replacements

If you have a Hackney Carriage Vehicle Licence and you want to replace the vehicle on the licence, the replacement vehicle must be newer. You cannot replace the vehicle with an older one.

## 2. Private Hire Vehicle Licence Requirements

A Private Hire Vehicle Licence will only be granted providing the vehicle meets the following requirements and standards upon inspection.

Each Private Hire Vehicle [application must be made online](#) and supplied with the following documents:

- (a) Vehicle registration document (V5C) or bill of sale.
- (b) Valid certificate of insurance or cover note showing cover for private hire purposes.
- (c) Current MOT test certificate issued no earlier than 10 days before the date of application by a [City of Wolverhampton approved MOT station](#).
- (e) Current licence fee – dependant on age of the vehicle.
- (f) From 1 April 2021, if the applicant is not a driver or operator licensed by City of Wolverhampton Council, you must also provide a Basic DBS certificate through the [UK Government website](#). If the applicant is a company or partnership, each director and partner must provide a basic DBS certificate. The certificate must be dated within the 12 months prior to application. These can be completed before you apply and the certificate uploaded as part of this application or you can apply after submitting the application. If the DBS certificate contains information, a hearing may be required to be held to determine whether the individual is fit and proper to hold a licence, in consideration of the Council's '[Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions](#)', prior to the licence being granted.

Once satisfied the vehicle application is complete and the appropriate requirements are met, the licence will be granted upon successful completion of a vehicle compliance inspection to ensure the vehicle complies with the conditions of licence and standards below.

### 2.1 Private Hire Vehicle Requirements

- The vehicle must be no older than 11 years and 6 months (vehicles are not plated past 12 years).
- The vehicle must have no more than 9 seats, including the driver's seat.
- The vehicle must have passenger opening doors on both sides.
- All seats must be forward facing.
- The vehicle must not have a partition between the driver and passengers.



- Only manufacturers' factory fitted privacy glass will be permitted.
- The vehicle must display a legal registration number as shown of the logbook, which adheres to the official DVLA format of 11mm between each of the character and 33mm between the age identifier.



- If you have external facing cameras this is permitted however must comply with Information Commissioner's requirements.
- Internal facing cameras are not currently permitted.
- Audio recording is strictly prohibited.

## 2.2 Private Hire Vehicle Signage Requirements

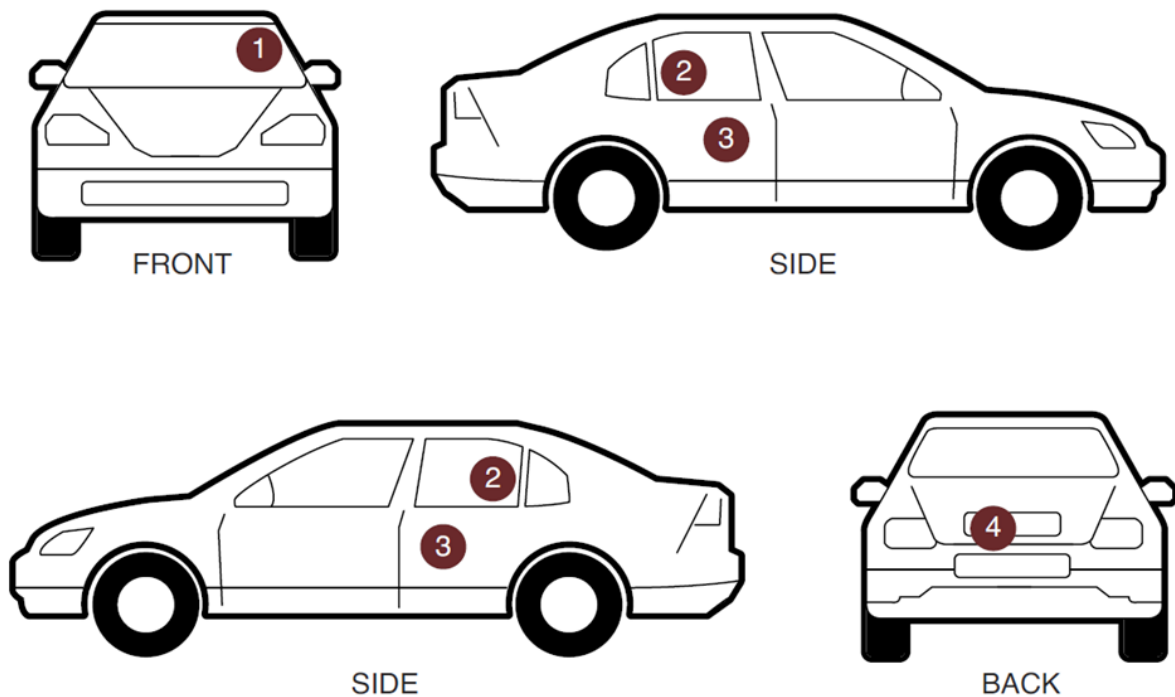
All approved signage must:

- Be clearly visible and on display at all times.

Operator Signage requirements:

- Must be the design approved by City of Wolverhampton Council, which contains the name of the operator along with a form of contact (phone number and/or app details).
- Be a sticker (magnetic signage is **not** allowed).
- Must be the operator that the driver is partnered with.
- Roof signage is prohibited.

### Diagram of Private Hire Vehicle Signage



1. Badge and internal plate
2. Approved passenger information stickers
3. Approved operator door sticker on each side of the vehicle, fitted towards the top of the door panel.
4. Licence plate

## 2.3 Private Hire Vehicle Licence Replacements

If you have purchased a new vehicle and wish to keep the Private Hire Vehicle Licence number that you currently have, you can submit a renewal application for that licence number, with the details of the new vehicle that you wish to licence.

There will be no reduction in the cost and you cannot transfer any of the life of the previous licence to the new vehicle. However, if you have six months or more remaining on the current Private Hire Vehicle Licence, you will qualify for a free fast-track of your application and it will be processed within two working days.

Upon application, the existing Private Hire Vehicle Licence number must be submitted, so we can identify it is a replacement application. The applicant must be the same as the existing proprietor of the current vehicle licence. If you wish to transfer the vehicle to a new proprietor, see Section 0 below.

The application will be subject to the normal requirements details in Section 2.1 and the old Private Hire Vehicle Licence plate will need to be returned, before the new licence plate is issued.

### 3. Vehicle Licence Proprietor Transfers

A Wolverhampton licensed Hackney Carriage Vehicle or Private Hire Vehicle can be sold and transferred, providing the vehicle complies with the conditions of licence.

The vehicle proprietor must request to transfer within fourteen days of the sale, specifying the name and address of the person to whom the hackney carriage or private hire vehicle has been transferred.

The transfer form can be downloaded from our website

<https://www.wolverhampton.gov.uk/licences/taxi-licences/taxi-licence-faqs>

The completed form will need to be returned to us via email to

[Vehicle.lic@wolverhampton.gov.uk](mailto:Vehicle.lic@wolverhampton.gov.uk) along with

(a) Vehicle registration document (V5C) in the new proprietor's name, or the bill of sale to the new proprietor.

(b) Valid certificate of insurance or cover note showing cover for public or private hire purposes (as appropriate to the vehicle licence) in the new proprietor's name.

(c) From 1 April 2021, if the new proprietor is not a driver or operator licensed by City of Wolverhampton Council, you must also provide a Basic DBS certificate through the [UK Government website](#). If the new proprietor is a company or partnership, each director and partner must provide a basic DBS certificate. The certificate must be dated within the 12 months prior to transfer. The licence will not be transferred without a valid certificate being provided. If the DBS certificate contains information, a hearing may be required to be held to determine whether the individual is fit and proper to hold a licence, in consideration of the Council's '[Guidelines Relating to Relevance of Convictions and Breaches of Licence Conditions](#)', prior to the transfer of licence.

We will then contact the new keeper to make payment (currently £25) and receive their licence.

## 4. Wheelchair Accessible Vehicles

On 6 April 2017, section 165 and section 167 of the Equality Act 2010 came into effect.

Section 165 imposes legal duties on the driver of a designated Hackney Carriage and Private Hire Vehicle which has been hired by or for a disabled person in a wheelchair, or by another person who wishes to be accompanied by a disabled person who is in a wheelchair.

The key components of Section 165 are summarized below:

- Hackney carriage/private hire drivers will be required to carry the passenger while in the wheelchair
- Hackney carriage/private hire drivers are prohibited from charging wheelchair-users an additional fare for a journey
- Hackney carriage/private hire drivers will be required to carry the passenger's wheelchair if the wheelchair-user chooses to sit in a passenger seat during the journey
- Hackney carriage/private hire drivers will be obliged to take such steps as are necessary to ensure that the wheelchair-user is carried in safe and reasonable comfort
- Hackney carriage/private hire drivers must provide reasonable levels of mobility-assistance to the disabled passenger
- Hackney carriage/private hire drivers cannot refuse hires from wheelchair users

Mobility assistance is defined as assistance:

- To enable the passenger to get into or out of the vehicle
- Where if the passenger wishes to remain in the wheelchair, to enable the passenger to get into and out of the vehicle while in the wheelchair
- To load the passenger's luggage into or out of the vehicle
- If the passenger doesn't wish to remain in the wheelchair, to load the wheelchair into or out of the vehicle

Failure to comply with the duties listed under section 165 of the Act is a criminal offence.

Section 167 of the act permits local authorities to maintain a list of designated wheelchair-accessible hackney carriage and private hire vehicles.

## 5. Private Hire Executive Vehicle Policy

When a vehicle is deemed as an 'executive' type, the licence holder can apply for an exemption from displaying the main licence plate externally, internal windscreen licence plate nor Private Hire Vehicle Operator signage.

Applications for exemptions from may be considered where the following requirements are met:

- Applications may only be made by a person holding a Private Hire Vehicle Operators licence issued by City of Wolverhampton Council.
- Vehicle must be a 4-door saloon.
- Vehicles must be under 6 years old when first licensed and cannot be older than the current maximum age criteria for Private Hire Vehicles.  
(There may be exceptions to age criteria due to the type of vehicle i.e. Vintage Rolls Royce, Bentley etc however a full service history would be required)
- Vehicles may be any colour.
- Deemed as luxury and the highest model specification.
- The vehicle must be in pristine condition with no visible defects, dents or blemishes to the external body work internal trim and furnishings.

The type of work undertaken in this vehicle must be of an executive nature. This means that the vehicle is used specifically to provide transport under written contract to a company or person, or by the type of client who for security reasons would not want the vehicle identifiable.

Where an application for an exemption is granted, an exemption notice will be issued. The exemption notice must always be carried in the vehicle and the external licence plate affixed to the inside of the boot lid.

Exemptions are to be renewed annually subject to the vehicle undergoing a re-inspection.

The current fee for an exemption is £75.00.

## 5.1 Exemption Requirements

(a) Any vehicle granted an exemption from displaying an external identification plate will be required to have the identification plate normally displayed on the rear of the vehicle affixed to the inside of the boot lid. The plate when so affixed **must** be readily visible when that boot lid is raised.

(b) In the event of loss or damage rendering such plate or notice unserviceable the proprietor shall make immediate application for a replacement for which a fee is payable.

(c) The exemption notice issued by the Council will be carried in the vehicle at all times and will be produced upon request to an authorised officer of the Council or any Police Officer.

(d) When issued with an exemption notice, the vehicle will not be required to display any other signs (including the internal licence plate, door or roof signs) which the Council may at any time require private hire vehicles to display.

(e) The proprietor will not display in, on or form the vehicle any advertisement, signage, logos or insignia advertising the operating company or the vehicle's status as a private hire vehicle.

(f) During the period of the exemption notice, the driver shall not be required to wear the private hire driver's identification badge but will have it available for immediate inspection by an authorised officer of the Council or any Police Officer on request.

(g) During the period of the exemption notice the driver of the vehicle, whilst engaged on private hire work, will be smartly dressed in either a formal chauffeur's uniform or a business suit with collar and tie.

(h) The proprietor shall, within 2 days notify the Council of any change in the use of the vehicle.

(i) The proprietor shall not use the vehicle for private hire purposes other than for executive use (i.e. not for daily private hire use or regular pick-ups from pubs and clubs).

(j) The glass of the driver and passenger's front side window and the front windscreen must be clear. However, tinted windows can be fitted to the side and rear window glass of the vehicle provided that they comply with current legislation.

(k) The exemption will cease to have effect on selling or transferring the vehicle to another party. The person to whom the exemption is granted must inform the Council of the sale/transfer of ownership within 2 days and in writing, and provide details of the new owner. The exemption notice must be returned to the Council along with the private hire vehicle identification plate unless being sold to another

private hire operator licensed by the Council; in which case, only the exemption notice has to be returned.



## 6. Stretched Limousine Licensing

Stretched limousines are considered for licensing on an individual basis and on their individual merit. You are advised to contact Licensing Service prior to making an application.

## 7. Advertising Policy

Advertisements shall not be permitted without the written prior approval of Licensing Services.

Consideration of requests, including a draft of the artwork, will only be considered when the following is met.

Any advertisement must not obscure or detract from the Council's vehicle identification and public safety messages, required by the conditions of licence.

Artwork must be of a suitable standard to ensure its durability on the vehicle in constant use.

Any advertisement must not contain text or images depicting the following:

- Political, ethnic or religious messages or content which is contrary to the Council's Equal Opportunity Policy
- Sexual content
- Indecent material or content likely to offend public taste
- The promotion of the sale or consumption of tobacco products
- The promotion of the sale or consumption of alcohol
- Any words or images that may indicate the vehicle is a Hackney Carriage.
- Encouragement of anti-social behaviour
- Advertising must in no way adversely affect the safety of the public

All advertising applications will be dealt with on a case by case basis in accordance with the scheme of delegation.

## 8. Private Registration Numbers

In order to change the registration number associated with the vehicle licensed by the Council, you must contact [Vehicle.lic@wolverhampton.gov.uk](mailto:Vehicle.lic@wolverhampton.gov.uk)

You must supply:

- Vehicle Registration Document (V5C) showing your new registration number, DVLA Authorisation Certificate or DVLA Certificate of Entitlement (V750)
- Valid certificate of insurance or cover note showing cover for public or private hire purposes (as appropriate) for the new registration number.

You will be contacted to collect your new licence plate from our Hickman Avenue offices, which will be issued after the payment of £37.

## 9. Approved MOT Testing Stations

All Hackney Carriage and Private Hire Vehicles licensed by City of Wolverhampton Council must undertake a MOT test by an approved testing station.

To become an approved station, your garage must meet the following criteria:

- Registered by DVSA as an approved test centre for at least 3 years
- Considered a 'green' rated garage by DVSA
- No associated links to any City of Wolverhampton Council Hackney Carriage or Private Hire licence holder.

To download an application to become an approved station:

<https://www.wolverhampton.gov.uk/licences/taxi-licences/approved-mot-testing-station>