

Page no	Current policy wording	Amended policy wording
1	Not currently in Policy	Insert:- Statutory Taxi & Private Hire Vehicle Standards – July 2020
8	Licences will be issued for 3 years. The Council may in exceptional circumstances grant a licence for a lesser period	Licences will be issued at a standard length of 3 years. Any shorter duration licence will only be issued when a licensee has requested this and it is appropriate in the specific circumstance of the case, or where required (e.g. when the licence holders leave to remain in the UK is time-limited) or when the licence is only required to meet a short term demand. Licences will not be issued on a probationary basis, in accordance with the Statutory Taxi and Private Hire Vehicle Standards
8	The Council may directly access the DVLA records of applicants (via a completed DVLA mandate), or alternatively will employ the services of a third party to do this.	The Council may at any time request a DVLA check code from an applicant or licensed driver, in order to access DVLA records. The DVLA check code must be provided within 7 days of such a request.
8	The provision of 2 recent colour passport standard photographs that are of a good likeness of the applicant.	A recent passport standard photograph that is a good likeness of the applicant.
8	A completed DVLA mandate	A DVLA Check Code
11	<p>The Licensing authority requires all drivers to fund, obtain and produce an enhanced DBS check at least every three years. Licence holders will be required to subscribe to the Disclosure and Barring Service Online Update Service. The update service can be used if an application is made for a renewal and there has been no changes. If no changes are recorded on the DBS update service check then a full DBS check will not be required. In all other cases a full Enhanced DBS check will be required before a licence will be renewed/issued.</p> <p>The applicant/licence holder must provide consent for the Licensing Authority to undertake checks of their DBS status. DBS checks will be carried out at a minimum of every six months or as and when it is deemed appropriate to do so. Failure to give consent may result in an application being refused.</p>	All licensed drivers should be able to evidence continuous registration with the DBS update service. The Licensing Authority will routinely check for new information every 6 months. Drivers that do not subscribe to the update service will still be subject to a check every 6 months.

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11	Not currently in Policy	Insert:- In the interests of public safety the licensing authority will not issue a licence to any individual that appears on the children and adult barred lists. There may be exceptional circumstances based on the balance of probabilities that an individual named on a barred list is a fit and proper person– eg The Head of Service will be consulted and reasons for reaching this decision will be recorded.
11	Certificate of Good Conduct	Certificate of Good Character
12	A signed mandate will be required as part of the application process	A valid DVLA check code will be required as part of the application process
12	As part of this process, applicants will be required to demonstrate that they are able to communicate in English orally and in writing to a standard that is required to fulfil their duties, including in emergency and other challenging situations.	As part of this process, applicants will be required to demonstrate that they are able to communicate in English orally and in writing to a standard that will enable the driver to understand written documents such as policies and guidance relating to the protection of children and vulnerable adults and applying this to identify and act on signs of exploitation. Oral proficiency will be of relevance in the identification of potential exploitation through communicating with passengers and their interaction with others.
14	Licences will be issued for 3 years. The Council may in exceptional circumstances grant a licence for a lesser period	Licences will be issued at a standard length of 3 years. Any shorter duration licence will only be issued if a licensee has requested this and it is appropriate in the specific circumstance of the case, or where required (e.g. when the licence holders leave to remain in the UK is time-limited) or when the licence is only required to meet a short term demand. Licenses will not be issued on a probationary basis, in accordance with the Statutory Taxi and Private Hire Vehicle Standards
14	All drivers are required to complete Child Sexual Exploitation training and existing drivers are required to complete refresher training every 3 years.	All drivers are required to complete Safeguarding training (including Child Sexual Exploitation and County Lines) and existing drivers are required to complete refresher training every 3 years.
18	Not currently in Policy	Vehicle Licensing Insert:-

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		<p>An application submitted from an individual who is not a licensed driver with Lichfield District Council will need to include as part of their application a basic disclosure from the Disclosure and Barring Service.</p> <p>If an individual has spent an extended period (three or more continuous months) outside the UK, or has not resided in the UK for less than 5 years a certificate of good character will also be required.</p>
21	<p>Licence applications for vehicles in “exceptional condition” which are outside of the council’s policy, for example by age and type of vehicle, will be subject to additional checks relevant to the type of vehicle. Applicants must provide an independent automobile engineers report for vehicles outside the Council’s age restrictions to indicate that the vehicle is in immaculate condition. This report is in addition to the Council’s mechanical inspection. An additional fee will be charged for vehicles outside of the Council’s policies to cover additional administration. (see Schedule of Fees)</p>	<p>Licence applications for vehicles in “exceptional condition” which are outside of the council’s policy, for example by age and type of vehicle, will be subject to additional checks relevant to the type of vehicle. Applicants must request the vehicle be checked by the Licensing Team in order to assess if it meets the required standard. This vehicle check must be completed at least a month before the licence plate expires. The Compliance test must show no advisory’s or minor defects. An additional fee will be charged for vehicles outside of the Council’s policies to cover additional administration. (see Schedule of Fees)</p>
22	<p>Licence applications for vehicles in exceptional condition which are outside of the council’s policy, for example by age and type of vehicle, will be subject to additional checks relevant to the type of vehicle. Applicants must provide a council approved independent automobile engineers report for vehicles outside the Council’s age restrictions. This report is in addition to the Council’s mechanical inspection to indicate that the vehicle is in immaculate/exceptional condition. An additional fee will be charged for vehicles outside of the Council’s policies to cover additional administration. (see Schedule of Fees)</p>	<p>Licence applications for vehicles in “exceptional condition” which are outside of the council’s policy, for example by age and type of vehicle, will be subject to additional checks relevant to the type of vehicle. Applicants must request the vehicle be checked by the Licensing Team in order to assess if it meets the required standard. This vehicle check must be completed at least a month before the licence plate expires. The Compliance test must show no advisory’s or minor defects. An additional fee will be charged for vehicles outside of the Council’s policies to cover additional administration. (see Schedule of Fees)</p>
32	<p>A Basic DBS certificate A certificate of good conduct</p>	<p>A Basic DBS certificate (unless you are the holder of a combined Hackney Carriage & Private Hire drivers licence issued by Lichfield District Council) A Certificate of good character</p>

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32	Licenses will be granted for a period of 5 years. The Licensing Authority may in exceptional circumstances grant a licence for a lesser period.	Licences will be issued at a standard length of 5 years. Any shorter duration licence will only be issued if a licensee has requested this and it is appropriate in the specific circumstance of the case, or where required (e.g. when the licence holders leave to remain in the UK is time-limited) or when the licence is only required to meet a short term demand. Licenses will not be issued on a probationary basis in accordance with the Statutory Taxi & Private Hire Vehicle Standards
33	The Operator is responsible for all persons (and vehicles) that are employed, contracted or otherwise used in the course of their business.	<p>The Operator is responsible for all persons (and vehicles) that are employed, contracted or otherwise used in the course of their business. A register of all staff that will take bookings or dispatch vehicles will be kept.</p> <p>All individuals listed on the register will be required to provide the operator with a Basic Disclosure. DBS certificates should be recently issued. Individuals will be required to advise the operator of any convictions while they are employed in this role. A record that the DBS certificate has been seen will need to be recorded.</p> <p>Operators should be required to evidence that they have had sight of a Basic DBS check on all individuals listed on the register and ensure that Basic DBS checks are conducted on any individuals added to the register and that this is compatible with their policy on employing ex-offenders.</p> <p>Registers are required to be retained for a period of not less than 12 months.</p>
35	All new operators are required to complete Safeguarding training and complete refresher training every 3 years.	All new operators, unless they are holders of a Hackney Carriage & Private Hire Combined Drivers Licence issued by Lichfield District Council are required to complete Safeguarding training (including Child Sexual Exploitation and County Lines) and complete refresher training every 3 years.
41	Not currently in Policy	<p>To insert:-</p> <p>Should Lichfield District Council receive information that a licence holder did not disclose that they hold or have previously held a licence with another authority or that an application for a licence was refused, a licence revoked or</p>

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		suspended, the authority will consider whether the non-disclosure represents dishonesty and will review whether the licence holder remains a fit and proper person.
41	Not currently in Policy	To insert:- Lichfield District Council will authorise officers from other authorities so that compliance and enforcement action can be taken against licensees from outside this area
45	Not currently in Policy	To include in the list of Tariff's:- Failure to display information on how customers are able to make complaints to Lichfield District Council
48	Not currently in Policy	To insert:- A decision to refuse or revoke a licence on public safety grounds will be also referred to the Police.
50	Once a DBS certificate is received the applicant has period of 31 calendar days to subscribe to the DBS update service	The applicant has within 30 days of the issue date of their certificate to subscribe to the DBS update service.
51	Not currently in Policy	To insert:- In some circumstances it may be appropriate under the Safeguarding Vulnerable Groups Act 2006 for licensing authorities to make referrals to the DBS. A decision to refuse or revoke a licence as the individual is thought to present a risk of harm to a child or vulnerable adult, should be referred to the DBS. The power for the licensing authority to make a referral in this context arises from the undertaking of a safeguarding role. Action taken by licensing authority as a result of information received will be fed-back to the police.
51	The applicant is required to inform the Licensing Authority of any charges, warnings, cautions, convictions etc. during the period the licence is held. This must be as soon as practicably possible. Failure to do so within 7 days of having been charged, warned, cautioned, convicted etc could result in the licence being reviewed	The applicant is required to notify the licensing authority within 48 hours of receiving a Fixed Penalty Notice, of being bailed, arrested, cautioned, reprimanded, or are involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which they are suspected of having committed. Failure to do so could result in the licence being reviewed.

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57	The Licensing Authority requires an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for any applicant for a driver licence. Applicants applying for the grant or renewal of a drivers licence will also be required to provide an enhanced DBS at their own expense on application and at any other time as determined by the Licensing Authority. Alternatively, a subscription to the update service is available.	The Licensing Authority requires an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for any applicant for a driver's licence. Applicants applying for the grant or renewal of a drivers licence will also be required to provide an enhanced DBS at their own expense on application and at any other time as determined by the Licensing Authority, therefore subscription to the update service is strongly advisable
59	This section deals with offences and applies to new, renewal and review applications for Drivers and Operators Licences.	This section deals with offences and applies to new, renewal and review applications for Drivers, Vehicle Proprietors and Operators Licences. Each case will be considered on its own merits and applicants/licensees are entitled to a fair and impartial consideration of their application. Where a period is given, it should be taken to be a minimum in considering whether a licence should be granted or renewed in most cases.
59	An application will normally be refused if the applicant has a conviction for an offence that involved the loss of life.	Where an applicant or licensee has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person they will not be licensed.
59	Murder Manslaughter Manslaughter or culpable homicide while driving	All to be deleted
60	A Licence will not normally be granted where the applicant has a conviction or caution for an offence or similar offence(s) which replace the offences below and at least 3 years have passed since the completion of any sentence and/or licence period:-	A Licence will not normally be granted where the applicant has a conviction or caution for an offence or similar offence(s) which replace the offences below and at least 10 years have passed since the completion of any sentence and/or licence period:-
61	As licensed drivers often carry unaccompanied and vulnerable passengers, applicants with convictions or cautions for sexual offences must be closely scrutinised. All sexual offences should be considered as serious. Applicants with convictions or cautions for sexual offences will normally be refused a licence upon application, renewal or review. Such Offences include:- Rape Assault by penetration	As licensed drivers often carry unaccompanied and vulnerable passengers, applicants with convictions or cautions for sexual offences must be closely scrutinised. All sexual offences should be considered as serious. Applicants with convictions or cautions for sexual offences will be refused a licence upon application, renewal or review. Such Offences include:- Rape Assault by penetration Offences involving children or vulnerable adults

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	<p>Offences involving children or vulnerable adults Grooming, Trafficking or other Sexual Exploitation related offences (adults and/or children) Making or distributing obscene Material Possession of indecent photographs depicting child pornography Sexual assault Indecent assault Exploitation of prostitution Any similar offences (including attempted or conspiracy to commit) offences which replace the above.</p>	<p>Grooming, Trafficking or other Sexual Exploitation related offences (adults and/or children) Making or distributing obscene Material Possession of indecent photographs depicting child pornography Sexual assault Indecent assault Exploitation of prostitution Any similar offences (including attempted or conspiracy to commit) offences which replace the above.</p>
61	Not currently In policy	<p>Include:- Is on the Sex Offenders Register or on any barred list</p>
62	A licence will not normally be granted where the applicant has more than one conviction or caution for offences related to the supply of drugs and has not been free of conviction for 10 years.	A licence will not normally be granted where the applicant has a conviction or caution for offences related to the supply of drugs or possession with intent to supply and has not been free of conviction for 10 years
62	A licence will not normally be granted where the applicant has more than one conviction or caution for offences related to the possession of drugs and has not been free of conviction for 5 years.	<p>A licence will not normally be granted where the applicant has a conviction or caution for offences related to the possession of drugs and has not been free of conviction for 5 years. Any applicant may also have to undergo drugs testing for a period at their own expense to demonstrate that they are not using controlled drugs.</p>
62	Not currently in Policy	<p>Insert:- Where an applicant has a conviction involving or connected with discrimination in any form, a licence will be granted until at least seven years have elapsed since the completion of any sentence imposed.</p>
63	<p>A very serious view is to be taken of any applicant who has been convicted of a driving offence that resulted in the loss of life. A licence will not normally be granted if the applicant has a conviction for: Causing death by dangerous driving Causing death by careless driving whilst under the influence of drink or drugs</p>	<p>A very serious view is to be taken of any applicant who has been convicted of a driving offence that resulted in the death of another person or was intended to cause the death or serious injury of another person. A licence will not be granted.</p>

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	Causing death by driving unlicensed, disqualification or uninsured drivers Or any similar offences (including attempted or conspiracy to commit) offences which replace the above	
63	Before a licence is granted, an applicant should be free of conviction for 10 years (or at least 10 Years must have passed since the completion of the sentence, whichever is longer) if the applicant has a conviction for: Causing death by careless driving Causing death by driving unlicensed, disqualification or uninsured drivers	Delete
63	Not currently in Policy	Insert: In the case of driving under the influence of drugs, any applicant may also at the request of the Licensing Authority have to undergo drugs testing at their own expense to demonstrate that they are not using controlled drugs.
64	Not currently in Policy	Insert: Where an applicant has a conviction for using a held-hand mobile telephone or a hand-held device whilst driving, a licence will not be granted until at least five years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later.
71	The driver must report the loss of the licence and/or badge(s) to the council as soon as such loss becomes known and arrange an appointment with the Licensing Officer for the issue of any replacement and make payment of any appropriate fee.	The driver must report the loss of the licence and/or badge(s) to the licensing team as soon as such loss becomes known and arrange for the issue of any replacement and make payment for any appropriate fee.
73	The driver must have regard to: - https://www.staffordshire.police.uk/lost_and_found with regard to lost property. The Driver must ensure lost property found within or originating from the vehicle with a value over £10 is reported to the Lichfield District Council Licensing Team and if it were a pre-booked journey, the Operator.	The driver must have regard to: - https://www.staffordshire.police.uk/ro/report/lp/lost-or-found-property/ with regard to lost property. Any lost property found within or originating from the vehicle must be reported to Lichfield District Council's Licensing Team and if it were a pre booked journey, the operator.

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74	The Driver must within 14 days of received a Fixed Penalty Notice, of being bailed, arrested, cautioned, reprimanded, or are involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which you are suspected of having committed give full details of it to the Council in writing.	Driver Licence holders are required to notify the licensing authority within 48 hours of receiving a Fixed Penalty Notice, of being bailed, arrested, cautioned, reprimanded, or are involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which you are suspected of having committed.
75	The Driver will complete Safeguarding and disability awareness training and a refresher every three years	The Driver will complete Safeguarding, (including Child Sexual Exploitation and County Lines) and Disability Awareness training and a refresher every three years
76		Insert:- All of the offences listed in the Penalty Points Scheme are included as relevant conditions.
76	The vehicle licence must be valid for a period of one year and must be renewable on the anniversary of the original licence until the vehicle is either replaced or reaches the upper age limit	The vehicle licence will be valid for a period of up to 12 months and must be renewed on or before the anniversary of the original licence until the vehicle is either replaced or reaches the upper age limit.
76	Not currently in Policy	To incorporate as a condition:- Information must be displayed within the vehicle, clearly visible on how customers are able to make complaints to Lichfield District Council
76	Not currently in Policy	To include in list of Conditions:- Side identity stickers are to be fixed by using the sticker adhesive. Magnets are not to be used.
79	Should the vehicle be sold or transferred in any other way, to continue as a licensed vehicle within the period of the licence, the vehicle licence holder must notify the Licensing Team in writing of such matter within 7 days of the date that he or she sold or transferred the ownership of the vehicle. Should the vehicle be sold or transferred in any other way, to continue as a licensed vehicle, the new proprietor shall arrange for an appointment with the Licensing Team in order to carry out	Should the licensed vehicle be sold to another person the vehicle licence will be required to be transferred. An application together with certificate of insurance and vehicle log book will be required to be submitted within 7 days of the sale.

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	the “transfer of ownership” of the vehicle licence, and submit to the licensing team his/her application.	
80	The proprietor of a Hackney Carriage and Private Hire Vehicle must within 14 days of receiving a Fixed Penalty Notice, of being bailed, arrested, cautioned, reprimanded, or are involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which you are suspected of having committed disclose to the council in writing.	Vehicle Licence holders are required to notify the licensing authority within 48 hours of receiving a Fixed Penalty Notice, of being bailed, arrested, cautioned, reprimanded, or are involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which you are suspected of having committed.
81	Not currently in Policy	Insert: The vehicle proprietor will complete Safeguarding, (including Child Sexual Exploitation and County Lines) and Disability Awareness training and a refresher every three years
82	Executive Hire Vehicles	Executive Hire Vehicles – Plate and Side Sticker Exemption
82	Executive hire vehicles are licensed separately from Hackney Carriage Vehicles and Private Hire Vehicles. Executive hire vehicles are a special class of private hire vehicle. They are high value, prestige vehicles that are used by companies for transporting special guests or senior members of staff in luxury. Executive hire vehicles are styles more as chauffeur driven vehicles than standard private hire vehicles. Executive Hire vehicles must be licensed with the council specifically as executive hire vehicles.	Executive Hire Vehicles are Private Hire Vehicles with an additional application to be made for an exemption to display the licence plate and side stickers. They are high value, prestige vehicles that are used by companies for transporting special guests or senior members of staff in luxury. Executive hire vehicles are styles more as chauffeur driven vehicles than standard private hire vehicles. Separate conditions apply to Executive Hire Vehicles with the exemption to display the vehicle plate and side stickers.
111	Not currently in Policy	Insert: All of the offences listed in the Penalty Points Scheme are included as relevant conditions.
111	Not currently in Policy	Insert:- A register of all staff that will take bookings or dispatch vehicles will be retained for a period of not less than 12 months.

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111	<p>The operator must before a hiring starts, record in a suitable book the pages of which are numbered consecutively, or by use of a suitable computer programme the following particulars:</p> <ul style="list-style-type: none"> a) The date and time of the booking b) The name and contact telephone number/email address (if either are available) of the hirer and, where the booking is received from another operator, the name of that operator c) The manner in which the booking was made (i.e. whether by telephone, in person, or by electronic means) d) The time and place at which it is intended that the passenger shall be collected e) The destination (which may be recorded electronically at the conclusion of the journey using GPS tracking) f) The time at which the driver was allocated the booking g) The registration number and licence plate number of the vehicle allocated to the booking h) The licence number of the driver who will attend the booking i) Where the booking is passed onto another operator by way of sub-contracting, the name and address of that operator together with the operator's licence number and issuing authority 	<p>The operator must before a hiring starts, record in a suitable book the pages of which are numbered consecutively, or by use of a suitable computer programme the following particulars:</p> <ul style="list-style-type: none"> a) The date and time of the booking b) The name and contact telephone number/email address (if either are available) of the hirer and, where the booking is received from another operator, the name of that operator c) The manner in which the booking was made (i.e. whether by telephone, in person, or by electronic means) d) The time and place at which it is intended that the passenger shall be collected e) The destination (which may be recorded electronically at the conclusion of the journey using GPS tracking) f) The time at which the driver was allocated the booking g) The registration number and licence plate number of the vehicle allocated to the booking h) The name and driver licence number of the driver who will attend the booking i) where the booking is passed onto another operator by way of sub-contracting, the name and address of that operator together with the operator's licence number and issuing authority j) The name of the individual responding to the booking request k) The name of the individual that dispatched the vehicle.
111	Not currently in Policy	<p>To insert:- The use of a driver who holds a PCV licence and the use of a public service vehicle such as a minibus to undertake a private hire vehicle booking should not be permitted as a condition of the private hire vehicle operator's licence without the informed consent of the hirer</p>

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113	The operator shall inform the Council in writing and within 14 days of Him/Her having received a Fixed Penalty Notice, of been bailed, arrested, cautioned, reprimanded, or is involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which you are suspected of having committed.	Operator Licence holders are required to notify the licensing authority within 48 hours of receiving a Fixed Penalty Notice, of being bailed, arrested, cautioned, reprimanded, or are involved in an investigation, charged with or convicted of any criminal offence and interviewed under caution at a police station for any offence which you are suspected of having committed.
114	Not currently in Policy	Insert: The Operator will complete Safeguarding, (including Child Sexual Exploitation and County Lines) and Disability Awareness training and a refresher every three years

Minor Administration/ clarification Changes

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2	The policy will be evaluated 12 months after it has been introduced, this will be to determine whether the policy is effective and has achieved the aims and objectives set out in Section 3 of this document. Following this initial evaluation, the Council will formally review the policy statement at least every three years and informally re-evaluate it as required to include any necessary changes in legislation and/or best practice.	The Council will review the policy statement at least every three years and re-evaluate it as required to include any necessary changes in legislation and/or best practice.
3	The Licensing Authority will also have regard to any principles laid out in statutory guidance and recommendations from bodies such as the Better Regulation Delivery Office, the Department for Transport and the Institute of Licensing.	The Licensing Authority will also have regard to any principles laid out in statutory guidance and recommendations from bodies such as the Cabinet Office, the Department for Transport and the Institute of Licensing.
3	“Controlled District” means any area for which this Part of this Act is in force by virtue of a resolution passed by a district council	“Controlled District” means any area for which this Part of this Act is in force by virtue of a resolution passed by a district council under section 45 of the

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	under section 45 of this Act; or Section 255(4) of the Greater London Authority Act 1999;	Act of 1847;
4	“Driver’s Badge” means, in relation to the driver of a hackney carriage, any badge issued by a district council under byelaws made under section 68 of the Act of 1847 and, in relation to the driver of a private hire vehicle, any badge issued by a district council under section 54 of this Act;	“Driver’s Badge” means, in relation to the driver of a hackney carriage, any badge issued by a district council under byelaws made under section 68 of the Act of 1847 and, in relation to the driver of a private hire vehicle, any badge issued by a district council under section 54 of the LGMP Act 1976;
4	“Operator’s Licence” means a licence under section 55 of this Act;	“Operator’s Licence” means a licence under section 55 of the LGMP Act 1976;
4	Vehicle Licence” means in relation to a hackney carriage a licence under sections 37 to 45 of the Act of 1847 [in relation to a London cab a licence under section 6 of the Metropolitan Public Carriage Act 1869] and in relation to a private hire vehicle means a licence under section 48 of this Act.	Vehicle Licence” means in relation to a hackney carriage a licence under sections 37 to 45 of the Act of 1847 and in relation to a private hire vehicle means a licence under section 48 of the LGMP Act 1976.
5	The safety and health of the public and drivers by: Knowledge of the Lichfield area.	The protection of the public, safeguarding children and the vulnerable and the prevention of crime and disorder by: Knowledge of Lichfield District
5	Vehicle safety, comfort and access by: Provision of disabled facilities.	Vehicle safety, comfort and access by: Provision of accessible vehicles.

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5	Working with stakeholders in the trade in finding methods of reducing vehicle emissions and not issuing licences for vehicles that are unable to comply with stated European Emissions Standards.	Working with stakeholders in the trade in finding methods of reducing vehicle emissions and not issuing licences for vehicles that are unable to comply with stated Emissions Standards.
6	It is a criminal offence under the 1976 Act for any person to knowingly or recklessly make a false statement or omit any material particular in connection with an application for a driver, vehicle or operator's licence.	To be moved to page 8
6	At the heart of this policy lies a commitment to the protection of the public, safeguarding children and vulnerable adults and the prevention of crime and disorder.	Insert: Adults may be vulnerable due to a disability, age, addiction or condition such as Dementia. This can mean that they are less able to protect themselves from abuse or neglect.
8	The fitness and propriety of a driver will be monitored / assessed, throughout the period that the licence is held, by the Licensing Authority and Partner Agencies.	The fitness and propriety of a driver will be monitored / assessed, throughout the period that the licence is held, by the Licensing Authority with assistance from Partner Agencies.
8	In addition, a third party service may be used to assess the suitability of applicants based on their general behaviour whilst using the internet (in particular social media sites).	In addition, the Local Authority may assess the suitability of applicants based on their general behaviour whilst using the internet (in particular social media sites). The Local Authority may appoint a third party service to assist with this.
9	A Group II Medical Certificate	A Group II Medical Certificate from the licensing authorities approved medical practitioner
9	If any issues arise during the processing of the application, in the first instance the applicant will be given an opportunity to	Delete

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	provide clarification, or if appropriate to amend the application form.	
9	Detailed information can be found on the Council's website www.lichfielddc.gov.uk .	Detailed information can be found on the Council's website https://www.lichfielddc.gov.uk/taxi-private-hire-licences .
11	It is an Enhanced DBS Disclosure Certificate and has been processed in relation to the child and adult workforce employment position; and	It is an Enhanced DBS Disclosure Certificate and has been processed checking the child and adult barred lists; and
12	The Council approved provider have been employed to carry out the practical driving assessment & Knowledge Test. Applicants are required to pass a 2 hour assessment before a licence is issued. Photographic evidence is required before the test can be commenced.	The Council approved provider have been employed to carry out the practical driving assessment & Knowledge Test. Applicants are required to pass a 2 hour assessment before a licence is issued. Acceptable Photographic identification is required before the test can be commenced.
12		Insert:- Local authority officers will re design and amend the content of the knowledge test as required
15	UK passport confirming that the holder is a British Citizen (or citizen of another EEA country – including Switzerland),	UK passport confirming that the holder is a British Citizen
16	The Licensing Authority requires all its drivers to ensure that passengers are safeguarded when being transported in a licensed vehicle. The Driver licensing conditions set out the standards of behaviour required. Appendix xxxxx	The Licensing Authority requires all its drivers to ensure that passengers are safeguarded when being transported in a licensed vehicle. The Driver licensing conditions set out the standards of behaviour required. Appendix D
19	By 1 April 2022 (unless introduced by Government before that date) all licensed vehicles must be fitted with CCTV (visual and audio) subject to strict data protection measures.	By 1 April 2022 all licensed vehicles must be fitted with CCTV (visual and audio) subject to strict data protection measures.

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20	<p>From 1 April 2022 all Hackney Carriages must be fitted with at least a Euro 6 compliant engine for vehicles fitted with diesel engines and Euro 4 compliant engines for vehicles fitted with petrol engines. Applicants will be required to prove that the engine is suitable. Any vehicle with an engine older than the required euro emissions standard will not be licensed at the time of renewal. Any charges imposed by a Clean Air Zone, or similar will be met by the vehicle proprietor/driver and not passed to the passenger.</p>	<p>From 1 April 2022 all new Hackney Carriages must be fitted with at least a Euro 6 compliant engine for vehicles fitted with diesel engines and Euro 4 compliant engines for vehicles fitted with petrol engines. Applicants will be required to prove that the engine is suitable. Any vehicle with an engine older than the required euro emissions standard will not be licensed at the time of renewal. Any charges imposed by a Clean Air Zone, or similar will be met by the vehicle proprietor/driver and not passed to the passenger.</p>
21	<p>Private Hire Vehicles must not be white in colour</p>	<p>Private Hire Vehicles must not be white or similar in colour</p>
21	<p>From 1st April, 2022 all private hire vehicles must be fitted with at least a Euro 6 compliant engine for vehicles fitted with diesel engines and Euro 4 compliant engines for vehicles fitted with petrol engines. Applicants will be required to prove that the engine is suitable. Any engine with an engine older than the required euro emissions standard will not be licensed at the time of renewal. Any charges imposed by a Clean Air Zone, or similar will be met by the vehicle proprietor/driver and not passed to the passenger.</p>	<p>From 1st April, 2022 all new private hire vehicles must be fitted with at least a Euro 6 compliant engine for vehicles fitted with diesel engines and Euro 4 compliant engines for vehicles fitted with petrol engines. Applicants will be required to prove that the engine is suitable. Any engine with an engine older than the required euro emissions standard will not be licensed at the time of renewal. Any charges imposed by a Clean Air Zone, or similar will be met by the vehicle proprietor/driver and not passed to the passenger.</p>
25	<p>When a Wheelchair Accessible vehicle is booked in to the Council approved testing station for its annual inspection or six month inspection, the workshop must be informed that the vehicle is a wheelchair accessible vehicle at the time of booking the vehicle in.</p>	<p>When a Wheelchair Accessible vehicle is booked in to the Council approved testing station for its annual inspection or six month inspection, the Testing Station must be informed that the vehicle is a wheelchair accessible vehicle at the time of booking the vehicle in.</p>
28	<p>Where the Compliance Test identifies a significant number of advisory items or minor defects a more frequent test may be required</p>	<p>Where the Compliance Test identifies a significant number of advisory items or minor defects a more frequent test may be required as requested by an authorised officer.</p>

Page no	Current Policy Wording	Amended Policy Wording
30	Private Hire Operators and/or Hackney Carriage Drivers may agree the cost for the journey with the customer prior to the journey commencing. In this situation, the price quoted must be the price charged – there is to be no deviation from this price without the agreement of the customer.	Private Hire Operators and/or Hackney Carriage Drivers may agree the cost for the journey with the customer prior to the journey commencing. In this situation, the price quoted must be the price charged – there is to be no deviation from this price without the agreement of the customer. The price must not exceed that shown on the meter.
30	On occasions where a price has been not been agreed prior to the journey commencing, the fare charged must be that which is reflected on the meter where the vehicle is equipped with a meter.	On occasions where a price has not been agreed prior to the journey commencing, the fare charged must be that which is reflected on the meter where the vehicle is equipped with a meter.
31	Vehicles and drivers may only lawfully carry out bookings made through an operator who is licensed by the same authority. When an Operator is unable to fulfil a booking due to unforeseen circumstances, it may pass that booking to another Operator to fulfil the commitment providing it is done so in accordance with the law.	Private Hire Vehicles and drivers may only lawfully carry out bookings made through an operator who is licensed by the same authority. When an Operator is unable to fulfil a booking due to unforeseen circumstances, it may pass that booking to another Operator to fulfil the commitment providing it is done so in accordance with the law.
32	If any issues arise during the processing of the application, in the first instance the applicant will be given an opportunity to provide clarification, or if appropriate to amend the application form.	Delete
32	The Licensing Authority will consider information from other sources such as the Police, Children and Adult Safeguarding Boards, other licensing authorities and statutory/non- statutory bodies.	The Licensing Authority will consider all relevant information from other sources such as the Police, Children and Adult Safeguarding Boards, other licensing authorities and statutory/non- statutory bodies.
38	Each Operator must keep a record of complaints made to them, their agents or employees in relation to any aspects of the business. The records must be maintained for 12 months and should be available at all times for inspection by a Police or	Each Operator must keep a record of complaints made to them, their agents or employees in relation to any aspects of the business. The records must be maintained for 12 months and should be available at all times for inspection by a Police Officer or Authorised Officer.

Page no	Current Policy Wording	Amended Policy Wording
	Authorised Officer.	
	The current fees applicable are available on the Council's website (add in link), within the Application Packs, and upon request.	The current fees applicable are available on the Council's website https://www.lichfielddc.gov.uk/taxi-private-hire-licences , within the Application Packs, and upon request.
40	By 1 April 2022 (unless introduced by Government before that date) all licensed vehicles must be fitted with CCTV (visual and audio) subject to strict data protection measures.	By 1 April 2022 all licensed vehicles must be fitted with CCTV (visual and audio) subject to strict data protection measures.
42	Warning - A letter issued to a licence holder following the determination of a complaint or enforcement action, where the licence holder has failed to comply with the conditions of the licence / standards imposed by the Council and has caused the Council concern, and that such a matter does not warrant the issue of a higher level Warning or referral to the Service Director.	Warning - A letter issued to a licence holder following the determination of a complaint or enforcement action, where the licence holder has failed to comply with the conditions of the licence / standards imposed by the Council and has caused the Council concern, and that such a matter does not warrant the issue of a higher level Warning or referral to the Head of Service.
48	Director Warning	Head of Service Warning