

Licensing and Regulatory Committee



Forest Heath
District Council

Title:	Agenda									
Date:	Monday 30 October 2017									
Time:	6.00 pm									
Venue:	Council Chamber District Offices College Heath Road Mildenhall									
Full Members:	<p style="text-align: center;">Chairman Brian Harvey</p> <p style="text-align: center;">Vice Chairman Michael Anderson</p> <p><u>Conservative Members (8)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Chris Barker</td> <td style="width: 33%;">Carol Lynch</td> <td style="width: 33%;"></td> </tr> <tr> <td>John Bloodworth</td> <td>Christine Mason</td> <td></td> </tr> <tr> <td>Simon Cole</td> <td>Nigel Roman</td> <td></td> </tr> </table> <p><u>West Suffolk Independent Member (1)</u></p> <p style="margin-left: 100px;">Victor Lukaniuk</p> <p><u>UKIP Member (1)</u> Reg Silvester</p>	Chris Barker	Carol Lynch		John Bloodworth	Christine Mason		Simon Cole	Nigel Roman	
Chris Barker	Carol Lynch									
John Bloodworth	Christine Mason									
Simon Cole	Nigel Roman									
Substitutes:	Named substitutes are not appointed									
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.									
Quorum:	Three Members									
Committee administrator:	Helen Hardinge Democratic Services Officer Tel: 01638 719363 Email: helen.hardinge@westsuffolk.gov.uk									

Agenda

Page No

Procedural Matters

Part 1 - Public

1. Apologies for Absence

2. Substitutes

3. Public Participation

Members of the public who live or work in the District are invited to put one question or statement of not more than three minutes duration relating to items in Part 1 of the agenda only. If a question is asked and answered within three minutes the person who asked the question may ask a supplementary question that arises from the reply. A person wishing to speak must register to speak at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking which may be extended at the Chairman's discretion.

4. Minutes

1 - 6

To confirm the minutes of the meeting held on 19 June 2017 (copy attached).

5. Taxi/Private Hire Handbook Revision

7 - 52

Report No: **LIC/FH/17/009**

6. Plate Exemption Process for Private Hire Vehicles

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Report No: **LIC/FH/17/010**

7. Local Air Quality - Progress Report 2016/2017

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Report No: **LIC/FH/17/011**

8. Work Programme Update

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Report No: **LIC/FH/17/012**

Licensing and Regulatory Committee



Forest Heath
District Council

Minutes of a meeting of the **Licensing and Regulatory Committee** held on **Monday 19 June 2017** at **6.00 pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Ruth Allen	Brian Harvey
Michael Anderson	Victor Lukaniuk
Carol Lynch	Carol Lynch
Ruth Allen	Nigel Roman
John Bloodworth	

65. **Election of Chairman for 2017/2018**

This being the first meeting of the Licensing and Regulatory Committee since the Council's AGM on 10 May 2017, the Business Partner (Litigation and Licensing) opened the meeting and asked for nominations for Chairman of the Committee for 2017/2018.

Accordingly, Councillor Michael Anderson nominated Councillor Brian Harvey as Chairman and this was duly seconded by Councillor Nigel Roman, and with the vote being unanimous it was

RESOLVED:

That Councillor Brian Harvey be elected Chairman for 2017/2018.

Councillor Brian Harvey then took the Chair for the remainder of the meeting and requested nominations for the election of the Vice-Chairman.

66. **Election of Vice Chairman for 2017/2018**

Councillor Brian Harvey nominated Councillor Michael Anderson as Vice-Chairman and this was duly seconded by Councillor Nigel Roman, and with the vote being unanimous, it was

RESOLVED:

That Councillor Michael Anderson be elected Vice-Chairman for 2017/2018.

67. **Apologies for Absence**

Apologies for absence were received from Councillors Christine Mason and Reg Silvester.

68. **Substitutes**

There were no substitutes at the meeting.

69. **Public Participation**

There were no questions/statements from members of the public.

70. **Minutes**

The minutes of the meeting held on 10 April 2017 were unanimously accepted by the Committee as an accurate record and were signed by the Chairman.

71. **West Suffolk Food Safety Service Plan 2017/2018 (Report No: LIC/FH/17/005)**

The Service Manager (Environmental Health) presented this report which asked Members to consider and support the delivery of a West Suffolk Food Safety Service Plan 2017/2018 for West Suffolk.

The Committee were advised that the Food Standards Agency required every regulatory authority to prepare, adopt and regularly review a Food Safety Service Plan.

The report set out a West Suffolk Food Safety Service Plan, attached as Appendix A to Report No LIC/FH/17/005, covering both the regulatory and support work undertaken by the Environmental Health Service to protect public health in Forest Heath and St Edmundsbury in respect of the food chain, whether they worked in a food business or were a food consumer.

Members were informed that as the Plan was an operational document, it would undergo regular review and change in future years. Officers would continue to maintain and enhance dialogue with stakeholders which would help inform any revision to the Plan, as well as helping to improve the services the Council delivered.

Members considered the Service Plan and asked questions to which the Service Manager provided responses. In particular discussions were held on; the resources within the team, the process/frequency in respect of visiting premises and the actions/enforcement that can be undertaken by the Council, if necessary.

It was moved by Councillor Carol Lynch, seconded by Councillor Nigel Roman and with the vote being unanimous, it was

RESOLVED:

That the contents of Report No LIC/FH/17/005 be noted and the delivery of the West Suffolk Food Safety Service Plan 2017/2018, attached as Appendix A, be supported.

72. **Adoption of Conditions in Respect of Hackney Carriage and Private Hire Drivers/Vehicles/Operators (Report No LIC/FH/17/006)**

The Service Manager (Environmental Health) sought approval to adopt a work procedure and conditions for a Private Hire Licensed plate exemption for executive contracts.

The aim of the procedure document, attached at Appendix 1 to the Report No LIC/FH/17/006, was to ensure public safety whilst taking a balanced approach to licensing requirements. Its objective was the provision of an exemption to allow "executive vehicles" to operate without displaying external identification plates.

Members were advised that it was not intended that all private hire vehicles licensed by Forest Heath District Council should be exempt from the Council's requirement to display an external identification plate. However, the Council recognised that there might be circumstances when it would be appropriate for vehicles operating the type of service to be considered suitable for such an exemption.

Until now, there had been no formal process for this dispensation other than a request in writing. This process would ensure the vehicles that were applying do conduct executive style work, wear professional attire, had an executive vehicle of a high standard and could support their application with proof of bookings and testimonials from customers.

It was moved by Councillor Nigel Roman, seconded by Councillor Carol Lynch and with the vote being unanimous, it was

RESOLVED:

That the proposed guidance and conditions, attached at Appendix 1 to Report No: LIC/FH/17/006, be approved so they could be applied by the Licensing Authority.

73. **Process for Setting Hackney Fares (Verbal)**

The Service Manager (Environmental Health), presented a verbal report which informed the Committee that currently, Officers waited to be approached by Hackney drivers with a proposal for a fare increase. This often seemed to be sporadic and Officers felt that there was a need to change the current structure.

It was proposed to review the fares once yearly, with Officers researching the options from June each annum. One option which the Committee could consider was linking changes to the Consumer Price Index (CPI). This had

the benefit of transparency and independence and would avoid unexpected, disproportionate price changes for customers.

As set out in the proposed Work Programme (attached later on the agenda as Report No LIC/FH/17/007), the Committee would receive at the October 2017 meeting a number of options for consideration and be invited to approve preferred options for consultation with stakeholders during the Autumn.

Following consultation, the preferred options would then be put forward for consideration by the Committee in January 2018. The approved fares would then be put into effect from April 2018. The review cycle would then recommence from June 2018.

There being no decision required, the Committee **NOTED** the verbal update on the future process for setting hackney fares.

74. Wheelchair Accessible Vehicles and Assistance Dogs Exemption Processes (Verbal)

The Service Manager (Environmental Health) presented a verbal report, which informed the Committee that the Equality Act 2010 had brought in a requirement for all Councils to advertise a list of all of their wheelchair accessible vehicles. This was available on the Council's webpage and was regularly updated by Officers.

Drivers had been written to outlining the requirement for the list to be displayed and that they could appeal to magistrates to have their name removed.

Drivers could also apply for an exemption from picking up customers in wheelchairs, but this would require a doctor's certificate and drivers would also need to display an exemption badge at all times.

In response to Members' questions the Officer clarified that the criteria of being a "fit and proper person" to hold a licence referred to probity and not health.

In answer to a query, attention was also drawn to Appendix 3 of Report No LIC/FH/17/006, as considered earlier in the meeting. And specifically Paragraph 12 (c) which stated:

"Passengers, regardless of any disability, must be able to be get in and out of the vehicle with reasonable ease and travel within it in safety and reasonable comfort while remaining seated in their wheelchair, if so required."

There being no decision required, the Committee **NOTED** the verbal update on the exemption process for wheelchair accessible vehicles and assistance dogs.

75. Work Programme Update (Report No: LIC/FH/17/007)

The Service Manager (Environmental Health) present this report which set out the Committee's future work programme of items for consideration during 2017/2018, as attached at Appendix 1 of Report No: LIC/FH/17/007.

Members were informed that the Committee could add items to the forward work programme, which was within its remit, with the approval of the Chairman of the Committee in consultation with the Portfolio Holder for Planning and Growth.

Additional meetings of the Committee could be scheduled if deemed necessary, likewise the Portfolio Holder could be invited to attend when considered valuable.

The Service Manager (Environmental Health) explained that some items may result in a Working Party of Committee Members being formed to progress the matter alongside Officers.

Councillor Victor Lukaniuk made reference to his concerns with regard to air quality within Brandon, which he had previously raised with Officers, and stressed that he would be willing to sit on a Working Party for air quality, should one be formed.

The Chairman spoke on the recent inspections exercise that had been undertaken by Licensing Officers, which he accompanied them on, when they visited some premises and taxi/private hire vehicles operating in the District one evening. He requested that an item be added to the work programme to enable a report setting out the outcome/intelligence gained from the exercise to be presented to the October meeting of the Committee.

It was moved by Councillor Brian Harvey, seconded by Councillor Nigel Roman and with the vote being unanimous, it was

RESOLVED:

That:-

1. The current status of the work programme and the items expected to be brought to the Committee, as set out in Appendix 1 of Report No LIC/FH/17/007, be noted with the addition of a report to be included for the October 2017 meeting setting out the results of the recent inspections exercise that was undertaken in the District; and
2. Committee Members to participate in the development of policies in the work programme, as appropriate.

The meeting concluded at 6.53 pm

Signed by:

Chairman

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Licensing and Regulatory Committee



Forest Heath
District Council

Title of Report:	Taxi/Private Hire Handbook Revision	
Report No:	LIC/FH/17/009	
Report to and date/s:	Licensing & Regulatory Committee	30/10/2017
Portfolio holder:	Councillor Lance Stanbury Portfolio Holder for Planning and Regulatory Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk	
Lead officer:	Amanda Garnham Licensing Team Leader Tel: 01284 757132 Email: amanda.garnham@westsuffolk.gov.uk	
Purpose of report:	To make minor amendments to conditions in the existing taxi/private hire handbook	
Recommendation:	It is recommended that the Licensing and Regulatory Committee approve and adopt the revised conditions (attached at Appendix 1).	
	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	None required	
Alternative option(s):	<ul style="list-style-type: none"> Do nothing – keep the existing conditions as they are 	
Implications:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
revising our conditions for Drivers and vehicles up to date promotes public safety and ensures drivers meet the fit and proper person test	medium	Conditions are adopted under the Home Office Guidance to give control and public reassurance	Low
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Current version of FHDC Handbook https://www.westsuffolk.gov.uk/Business/Regulation and Licensing/Licensing/Taxi licensing/upload/FHDC-Taxi-Handbook-April-2017-June-2017.pdf	
Documents attached:		Appendix 1 – Proposed Handbook Revisions Appendix 2 – Committee report from 10 April 2017 updating conditions	

1. **Key issues and reasons for recommendation(s)**

1.1 The Council licences the following:

- Hackney Carriage and Private Hire Vehicle Drivers
- Hackney Carriage Vehicles
- Private Hire Vehicles
- Private Hire Operators.

2.0 **Background**

2.1 The current Taxi and Private Hire handbook was revised and re-adopted on 10 April 2017, it had not had any revisions made to it since 2011. **See Appendix 2** Committee report outlining important revisions and legislation changes.

2.2 Officers have received further feedback from the trade through forums and inspections and have proposed some further minor amendments.

3 **Conditions**

- 3.1 The proposed amendments to the conditions, see **Appendix 1**, are highlighted in red in the handbook and are as follows:
- a) P9 and 16, the inclusion of vaping as well as smoking to be banned from the vehicle as a place of work. Although vaping is not smoking, it still poses a distraction to the driver as vapour may obstruct a driver's view.
 - b) P23, Transfer of vehicles. Initially there has been some confusion on when a vehicle can be transferred to a new owner and when it becomes a vehicle change on an existing licence, causing issues with age restrictions.
 - c) P24, a reminder to adhere to the age restriction on vehicles when replaced/changed
 - d) P31, Advertisements on Private Hire Vehicles and the 'pre-booked stickers'. There has been some feedback on the way private hire vehicles advertise their own businesses. To negate the need for a council prescribed pre-booked sticker, we have requested that drivers include 'pre-booked only' writing on their door signs or vehicle writing on their vehicles We have removed the size of signage.
 - e) P37, adding vaping into the penalty points system.
- 3.2 The advertising changes were mainly brought in after the trade needed clarification in what they could advertise on their vehicles, size and placement of writing and if they could incorporate 'pre-booked only' into their own signage which looks more presentable than another sticker.

4 **Recommendations**

- 4.1 It is Officer's recommendation to make the proposed changes to the handbook based on trade feedback and enquiries.

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**Hackney Carriage
and
Private Hire
Licensing Handbook**



Forest Heath
District Council

PORTFOLIO HOLDER:	Lance Stanbury
DOCUMENT AUTHOR:	Amanda Garnham, Sheila Gowans, Licensing Department
DATE DOCUMENT APPROVED AT: -	

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INTRODUCTION

Forest Heath District Council licences the following:

- Hackney Carriage and Private Hire Vehicle Drivers;
- Hackney Carriage Vehicles;
- Private Hire Vehicles;
- Private Hire Operators.

The relevant legislation includes:

- Local Government (Miscellaneous Provisions) Act 1976
- The Town Police Clauses Act 1847
- Public Health Act of 1875.

In addition to the statutory requirements, the Council has made byelaws relating to Hackney Carriages. All vehicle drivers are required to comply with the Council's conditions and byelaws and also with general motoring legislation.

The Council aims to promote public safety and confidence in the Hackney Carriage and Private Hire trades by maintaining the highest possible standards. All licensed drivers are expected to conduct themselves in a professional and courteous manner at all times.

With the co-operation of the trade the Council will seek to achieve this aim by:

- Ensuring that all Hackney Carriages and Private Hire Vehicles are mechanically maintained to a high standard and regularly inspected.
- Ensuring that all Hackney Carriage and Private Hire Vehicle drivers are fit and proper persons to act as such.

Information provided to the Licensing Officers will be used for health, safety and licensing purposes. Information may be used for other Council functions, where this is permitted by law. The Council is registered under the Data Protection Act 1998 for these purposes.

The Council is under a duty to protect the public funds it administers, and to this end may use the information you provide for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Contact details

Forest Heath District Council
College Heath Road
Mildenhall
Bury St Edmunds
IP28 7EY

Tel: 01284 758050

Email: licensing@westsuffolk.gov.uk

Web: www.westsuffolk.gov.uk

The normal office hours are 8:45am to 5.00pm Monday to Friday. Appointments are required if you need to see an Officer, otherwise documents and forms can be left with customer services in reception.

Payment of Licence Fees

Payments can be made in the following ways:

- By Cheque (payable to Forest Heath District Council)
- By Debit Card or Credit Card (all credit card payments have a surcharge)

Definitions

'The Council'	means Forest Heath District Council.
'The District'	means the area of the Council.
'Proprietor'	means the person or persons named in the licence as the proprietor of a hackney carriage or private hire vehicle.
'Hackney Carriage'	has the same meaning as in the Town Police Clauses Act 1847.
'Vehicle'	means the hackney carriage or private hire vehicle in respect of which a licence is issued.
'The Licensee'	means the individual(s) who is/are named on a licence granted by the council.
'Private Hire Vehicle'	means a motor vehicle constructed or adapted to seat fewer than nine passengers other than a hackney carriage, which is provided for hire with the services of a driver for the purpose of carrying passengers.
'Operate'	is defined as meaning in the course of business to make provision for the invitation or acceptance of bookings for a Private Hire Vehicle.
'Drivers Licence'	Refers to the Hackney Carriage/Private Hire driver's licence issued by the Council and known as a combined driver's licence.

HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS

New applicants can apply for a combined drivers badge. The combined badge allows you to drive both private hire and hackney carriage vehicles.

All new Drivers must complete a mandatory Level 2 certificate in Taxi and Private Hire Driving, or similar qualification prior to applying for a licence.

How to submit your application

Please refer to the Guidance Notes for step by step instruction on the application process. These can be found on our Council Website

http://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/Licensing/Taxi_licensing/upload/Guidance-Notes-Driver-Jan-2017-FHDC-V2.pdf

Applicants must make sure that the application form is fully completed before submitting it with all the original supporting documents and the correct fee. Payment should be made by card or a cheque made payable to Forest Heath District Council. Applications can be submitted at the address below Monday to Friday 8.45 am to 5.00 pm.

Forest Heath District Council
College Heath Road
Mildenhall
Bury St Edmunds
IP28 7EY

The Council does not accept incomplete applications under any circumstances.

Please note:

All documents must be originals; photo copies are not acceptable. Where applicable the applicant must provide, at their own expense, a written English translation of relevant documents/certificates, together with documentary proof that the translation is correct.

1. Applications may be referred to the Licensing Committee for consideration. You will be invited to attend the Committee meeting to speak in support of your application.
2. Where an applicant, at the time of application has not reached 21 years of age the application will be referred to the Licensing Committee for determination.
3. A Driver's Licence usually lasts for three years, although it may be issued for a lesser period at the Council's discretion.

LICENSED DRIVER CONDITIONS – Applies to All Drivers

1. The applicant must be properly authorised to drive motor cars holding either a Group A or Category B licence issued by the DVLA, this includes EU and Northern Irish licences as defined in the Road Traffic Act 1988. The applicant must have held a full national driving licence for a period of 12 months.
2. Drivers will note the provisions of the conditions relating to licensed vehicles. It is important that drivers ensure that the vehicles they drive comply with the said conditions.
3. The Council has a Disciplinary Code, which sets out the principles and procedures by which breaches of statutory provisions, Council's bylaws, or the contravention of any of the Council's Standard Conditions will be dealt with. Serious breaches could result in suspension or revocation of your licence.
4. Every driver of a licensed vehicle is required to be licensed, the only exception being a qualified person testing a licensed vehicle or it's Taximeter.
5. A person acting as the driver of a licensed vehicle without a valid licence, commits a criminal offence, as does the proprietor who actually employs the unlicensed driver.
6. The Council will not grant a driver's licence unless satisfied that the applicant is a fit and proper person to hold a driver's licence for licensed vehicles.
7. The Council may suspend, revoke or refuse to renew a Driver's Licence if since the licence was granted the driver has:-
 - a) Been convicted of an offence involving dishonesty, indecency or violence; or
 - b) Been convicted of an offence under, or has failed to comply with, the provisions of the 1847 and 1976 Acts; or
 - c) For any other reasonable cause.
8. Licensed drivers are required to hand their licences to the proprietor of the licensed vehicle they drive.
9. Private hire Vehicle drivers shall not:-
 - a) Park the vehicle on any hackney carriage stand for any reason; or
 - b) Stand or ply for hire or offer the private hire vehicle for immediate hire while on a road or other public place; or
 - c) Accept an offer for the immediate hire of the private hire vehicle while the driver or the vehicle is on a road or other public place unless the offer is first communicated to him by his/her private hire operator. (In this condition 'road' means any highway and any other road to which the public has access).
10. The driver shall take all reasonable steps to ensure the safety and welfare of all passengers driven by him/her.

11. Where a vehicle is constructed or adapted for the transportation of disabled persons, the driver shall convey the disabled passenger and any aids including assistance animals, (such animals to be carried free of charge), unless the driver has a council dispensation displayed in the vehicle, or an exemption certificate. Drivers must afford reasonable help to a disabled passenger to aid getting in and out of the vehicle and to or from any building if requested.
12. The driver will treat all members of the public with courtesy and respect.
13. The driver will ensure that all plates, labels and stickers supplied by the Council are displayed and legible at all times.
14. The driver will display his badge at all times when working so that it's visible to members of the public.
15. The driver will only take refreshment in the vehicle at times when it is parked and not in service.
16. The driver will turn any entertainment off or down at the request of any passenger.
17. The driver will carry a reasonable quantity of luggage when requested by any passenger. Drivers must offer all reasonable assistance to load and unload luggage.
18. The driver will check the vehicle for any lost property between each fare, and report any lost property to the police at the earliest opportunity.
19. The driver must be punctual and take the shortest available route to the destination unless an alternative route is requested by the passenger whilst observing all relevant highway and traffic laws.
20. The driver will carry a copy of the conditions at all times when the vehicle is in service and make it available to members of the public on request.
21. When carrying any animal at the request of a passenger, ensure that provision is made to ensure the safety of the animal, passenger and the driver.
22. The driver must ensure the vehicle is maintained in a clean and satisfactory condition at all times.
23. The driver must notify the council in writing within seven days:
 - a) of any criminal offence for which they have been convicted;
 - b) of any disqualification from driving they have received;
 - c) of any endorsement on their DVLA licence for a motoring offence;
 - d) of any material change to their health since their most recent Group II medical submitted to the council;
 - e) of any change of their address;

- f) of any change in their operator;
- g) of any accident involving the vehicle whilst they were driving.

24. The driver must not:-

- i. use any two way radio equipment unless an appropriate licence from the Office of Communications is held by the operator and available for inspection;
 - ii. Use any scanning equipment;
 - iii. Use a mobile phone whilst driving as per the current legislation.
- a) Carry any other person in the vehicle without the express consent of any other passengers carried in the vehicle;
 - b) Provide any alcoholic drinks within the vehicle unless there is an appropriate licence in force;
 - c) Drivers are expected to be smart and clean in appearance at all times. They must maintain a high standard of personal hygiene and not dress in a manner which is likely to embarrass or offend. Flip flops, cropped shorts and tight vest tops are not considered professional attire.

25. The driver must not refuse assistance dogs. Reported refusals will result initially in disciplinary action according to our disciplinary and points guidance. Repeated refusal may result in the driver being prosecuted.

Drivers can apply to the council for an assistance dog exemption certificate. A medical exemption report must come from the drivers own registered GP, for example; severe allergies or asthma related to animals. The driver must display the medical exemption as per council instructions and allow passengers to inspect the exemption on request.

26. The driver must not refuse disabled or wheelchair users. Wheelchair users must be charged the same as non wheelchair users. Reported refusals or over charging will result initially in disciplinary action according to our disciplinary and points guidance. Repeated offences may result in the driver being prosecuted. New legislation comes into force on 6 April 2017. An exemptions can be applied for under medical grounds. Please contact the council for details.

<https://www.gov.uk/government/news/law-change-demands-equal-treatment-for-disabled-taxi-users>

27. The Driver must surrender his licence to the Council, within seven days, if they receive a driving ban through a conviction.

28. The driver must complete mandatory training as directed by the Council.

29. The driver must not smoke or vape in a licensed vehicle even when it is not being used for hire or reward.

BYELAWS

Made under section 68 of the Town Police Clauses Act 1847 and section 171 of the Public Health Act 1875 by the District Council of Forest Heath with respect to Hackney Carriages in the district of Forest Heath

1. The driver of a Hackney Carriage for which stands are affixed shall, when plying for hire in any street and not actually hired:
 - a) Proceed with reasonable speed to one of the stands fixed by the Council in that behalf;
 - b) on arrival at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - c) from time to time when any other carriage immediately in front is driven off or moved forward, cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
2. A proprietor or driver of a Hackney Carriage, when standing or plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
3. The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
4. The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
5. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage (either with the licence granted to him by the Council or afterwards), he shall, when standing, plying or driving for hire, wear that badge in such position and manner as to be plainly and distinctly visible.
6. A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
7. The driver of a Hackney Carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:
 - a) convey a reasonable quantity of luggage;
 - b) afford reasonable assistance in loading and unloading;
 - c) afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.

8. A proprietor or driver of a Hackney Carriage who shall knowingly carry the dead body of any person shall, immediately thereafter, notify the fact to the Environmental Services Manager of the Council.
9. The proprietor or driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage the rate or fare fixed by the Council, the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time, when the rate or fare shall be subject to individual contract.
10. Provided always that, for the avoidance of doubt, where a Hackney Carriage furnished with a taximeter is hired by distance, the proprietor or driver thereof shall be entitled to demand and take a fare greater than that recorded on the face of the taximeter where those extra charges are authorised by the table of Hackney Carriage fares fixed by the Council and which cannot be recorded on the face of the taximeter.
11.
 - a) The proprietor of a Hackney Carriage for which any fares are fixed by the Council shall:
 - i. cause a statement of such fares to be painted or marked on the inside of the carriage, or on a plate affixed thereto, in clearly distinguishable letters and figures;
 - ii. renew such letters and figures as often as is necessary to keep them clearly visible and current.
 - b) The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.
12. The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him, carry it as soon as possible (and in any event within 24 hours), if not sooner claimed by or on behalf of its owner, to the Forest Heath District Council Offices in Mildenhall for safe keeping and subsequent return to the rightful owner if found.

Penalties

1. Every person who shall offend against any of these Byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the Standard Scale and, in the case of a continuing offence, to a further fine not exceeding two pounds for each day during which the offence continues after conviction therefore.

PRIVATE HIRE VEHICLE OPERATORS' LICENCE

Guidance Notes

1. It is a criminal offence to operate a Private Hire Vehicle within the Forest Heath District without having a Private Hire Vehicle Operator's Licence.
2. The Council can grant Private Hire Vehicle Operators' Licences upon application to a fit and proper person.
3. The Council may attach to the grant of a licence such conditions as it may consider reasonably necessary.

Conditions

1. An operator shall record details of every Private Hire booking made. The following information shall be recorded in an easily retrievable method (page numbered log or computer database) before the commencement of each journey and shall include the following:
 - The date and time of each booking
 - How the booking was received, i.e. telephone or personal call
 - The time of the pick up
 - Where the journey was from and to
 - The name and address of the hirer
 - The private hire licence plate number of the vehicle allocated the booking

The records shall be kept for one year or such longer period if stated by the Council.

The records shall be produced, on request, to any police officer or authorised officer of the council

2. An operator shall maintain at his premises details of all vehicles operated by him/her, which shall include the following
 - The private hire plate number
 - Vehicle registration number
 - Name and address of the proprietor of the vehicle
 - Name(s) and address(es) of the driver(s) of the vehicle(s)
 - Badge numbers of the driver(s)

The above records shall be produced on request to any authorised officer of the council or Police officer.

3. No operator shall invite or accept a private hire vehicle booking or control or arrange a journey to be undertaken by a private hire vehicle without first making available the charge for the hire of the vehicle to the person making the booking.
4. The operator shall ensure that when a private hire vehicle has been hired, the vehicle shall, unless delayed or prevented attend punctually the appointed time and place.

5. The operator shall keep clean, adequately heated, ventilated and lit any premises which the operator provides to which the public have access, whether for the purpose of booking or waiting,
 - (a) Ensure that any waiting area provided has adequate seating facilities,
 - (b) Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that defects are repaired promptly,
 - (c) Ensure any person who is drunk or otherwise misbehaving shall be removed from any licensed operating premises.
6. An operator shall ensure that all drivers and vehicles owned, controlled or operated by them shall be licensed and comply with all the conditions of their drivers licence and or private hire vehicle licence.
7. It is an offence to refuse to carry assistance dogs unless the driver has a medical exemption certificate.
8. Change of address (including any address from which an operator conducts their business) must be notified to the Council within 7 days of such a change taking place.
9. The operator shall within 7 days disclose to the council in writing details of any conviction imposed on him/her during the period of the licence.
10. An Operator shall not include in his/her trading title, or in any advertising whether in publication or by the display of notices or by means of a circular, or business card, any reference to "taxi", "taxi cab" or "cab" or any other description which may suggest the operation of a hackney carriage business

NOTE

The council may suspend, revoke or refuse to renew the operators licence if any of these conditions are not complied with.

HACKNEY CARRIAGE VEHICLE LICENCES

Guidance Notes

1. Hackney Carriages are licensed to ply, or stand for hire, within the licensing district for which they hold a Hackney Carriage Licence. Plying means that they can be hailed while on the move, or obtained if stationary and available for hire in the street. A vehicle is standing for hire if it is on a properly appointed hackney carriage stand. The principal feature being that they can carry passengers for hire or reward.
2. The vehicle should not be manufactured or adapted to carry more than eight passengers; this number includes any passengers who may be seated in wheelchairs if the vehicle is capable of transporting such passengers. For any new vehicle application, the vehicle must be wheelchair accessible and be capable of carrying at least one passenger seated in a wheelchair.
3. Once licensed as a Hackney Carriage the vehicle remains a Hackney Carriage until such a time as the licence is surrendered, suspended, revoked, or application for renewal is refused.
4. Only a licensed Driver may drive a Hackney Carriage, and then only if the vehicle is licensed with the same Local Authority that issued his Hackney Carriage Driver's Licence.
5. Hackney Carriage Vehicle Licences are issued subject to the vehicle to which they are assigned being mechanically fit and meeting all the requirements of the Licence Conditions
6. It is a criminal offence to use a vehicle as a Hackney Carriage plying for hire within the Forest Heath District of Suffolk without having a Hackney Carriage Licence.
7. The Council can grant Hackney Carriage Licences upon application. The Council may attach to the grant of a Hackney Carriage Licence such conditions as it deems necessary.
8. The Council may make conditions as to the type of vehicle that can be used for Hackney Carriage work. These can cover the size, methods of access and egress, colour, number of seats, number of doors and other such specific matters.

Conditions

1. The Vehicle

- (a) The proprietor must ensure that the vehicle is safe, comfortable and suitable in type, size and design for use as a Hackney Carriage and the vehicle must either:-
- (b) Be a purpose built taxi which conforms to the Conditions of Fitness for the Construction and Licensing of Motor Taxicabs in London as prescribed by the Public Carriage Office; of any colour: or,

- (c) Be a saloon, hatchback, estate or MPV/minibus type vehicle. It must be painted black with the exception of:-
 - i. The outer face of the bonnet;
 - ii. The outer face of the boot lid in the case of saloons, or the outer face of the opening tailgate in the case of hatchbacks, estates or MPV/minibuses, all of which must be painted yellow.
- (d) In connection with (c) above KPMF 100 MICRON VWS Vehicle Film may be used as an alternative to paint as a means of achieving a yellow finish to the bonnet and boot of Hackney Carriage Vehicles;
- (e) Be no more than three years and three months old at the time the first application or renewal is made to the Council for a licence.

2. The vehicle must:-

- (a) At all times throughout the period of licensing be in such a condition so as to comply fully with all relevant statutory requirements (including the Council's byelaws and standard conditions).
- (b) Have an engine, the normal cubic capacity of which is either:-
 - i. Not less than 1500cc; (unless an MPV – see separate section) or
 - ii. Rated by the vehicle manufacturers as being equivalent to 1500cc engine;
 - iii. In the case of hybrid, or alternative fuelled vehicles the separate power sources must, when added together be rated as being the equivalent of a 1500cc engine.
- (c) Be a right-hand drive vehicle.
- (d) Have, at least 4 doors in addition to any rear door/tailgate; In the case of MPV/Minibus type vehicles nearside and offside sliding side access doors are allowed.
- (e) Be equipped with seat belts of an acceptable type in respect of every seat which can be used for the carriage of passengers.
- (f) If an estate, hatchback or MPV/minibus type vehicle, be fitted with a guard rail
or
other device of a type approved by the Council to prevent luggage entering the passenger area;
- (g) Be fitted with either all radial or all cross ply tyres including the spare wheel if manufactured with one fitted. An in date tyre sealant repair kit must be present if vehicle is not manufactured with a spare wheel and marked with the vehicle plate number;
- (h) Be provided with a taxi meter fitted and working in accordance with both the Byelaws and the Standard Conditions made by the Council regarding taxi meters;

- (i) Have a permanent sign on the roof indicating that it is a **TAXI**;
- (j) Be fitted with a sign bearing the words "**FOR HIRE**";
- (k) Have adequate space for the legs of passengers seated on the rear seat of the vehicle when both the front passenger and driver's seats are adjusted to the position nearest to the rear passenger seat; For a continuous seat, the length of the seat needs to be a minimum of 48" to be licensed for 3 passengers.
- (l) Not be in excess of 5334mm (210 inches) in length.

3. The proprietor will:

- (a) Keep all parts of the vehicle, its fittings and equipment both internal and external (including mechanical equipment) in an efficient, safe and clean condition and shall comply at all times with all relevant statutory requirements;
- (b) Provide an efficient fire extinguisher suitable in size for use in a motor vehicle, which shall be carried in such a position as to be readily available for use at all times. An in date fire extinguisher must be permanently marked with the vehicle plate or registration number;
- (c) Not alter the appearance of design of the vehicle (including the mechanical parts) without the prior approval of the Council. This would include the installation of safety screens or similar within the vehicle;
- (d) Ensure that every driver employed by him to drive a Hackney Carriage is acquainted with, understands and observes the conditions attached to that particular vehicle licence and the statutory provisions relating to all such Hackney Carriage Vehicle Licences.
- (e) **Ensure that there is no smoking or vaping in their** licensed vehicle at any time (even when it is not being used for hire or reward). Drivers must ensure that a NO SMOKING sign in each enclosed compartment of the vehicle in which people can be carried.

4. Taximeters

The vehicle will be fitted with a taximeter that is calendar facilitating.

- (a) The taximeter must be programmed/calibrated and set to the Council's table of Hackney Carriage Fares as may be in operation at that time. Failure to keep the taximeter up to date with the current Council's table of fares may result in the vehicle licence being suspended.
- (b) No tariffs other or greater than those currently fixed by the Council shall be displayed on the face of the taximeter. The taximeter must be sealed.
- (c) A current fare/tariff card as issued by the Council showing the full table of Hackney Carriage fares shall be clearly and visible displayed within the vehicle at all times.

- (d) The dial of the taximeter must be kept properly illuminated throughout any part of a hiring which is during the hours of darkness, and also at any other time at the request of the hirer.

5. Roof Sign/ For Hire Sign

- (a) The vehicle shall be fitted with a permanent sign on the roof bearing the word "TAXI" in black lettering to the front and rear. The words "FOR HIRE" shall appear on either side of the word "TAXI". The sign shall be illuminated in YELLOW to the front and RED to the rear. In the case of MPV/Minibus type vehicles the roof sign must be not less than 75cm and not exceeding 90cm in length.
- (b) In cases where the roof sign has a minimum base of 60cm (24ins) the rear face of the sign may be used to display the proprietor's business name and/or telephone number. The words "TACSI" or "TAKSI" must not be used.
- (c) A separate For Hire sign will be fitted to the vehicle where the roof sign does not bear the words For Hire.
- (d) There must be an electrical connection to both the roof and for hire signs causing both signs to be capable of being illuminated. Illumination must be capable of being visible during the day and at night.
- (e) The illumination should automatically be extinguished when the taximeter is engaged. Any illumination must not contravene any statutory requirement.

6. Licence Plates and Labels

The Council will provide a plate and a label identifying the vehicle as a Hackney Carriage. The plate will be for the duration of the licence. The plate will be fixed to the rear of the vehicle so as to be clearly visible and the label fixed and displayed inside the vehicle, again clearly visible. The plate shall remain the property of the Council.

7. Passengers

The proprietor /driver of the vehicle shall not carry a greater number of persons than that specified on the licence. Babies and young children of whatever age are persons for the purpose of the licence.

8. First Aid Kit

A first aid kit will be carried in the vehicle to enable the driver to administer basic first aid to him/herself only, or to enable those trained in its use to render assistance. First aid kit should contain sterile bandages and plasters that are in date.

9. Advertisements – Signs - Notices

The vehicle shall be free from any sign or notices except as may be required by any statutory provision or required by these conditions. With this proviso advertisements' are permitted on the exterior of the vehicle. Front doors may

carry the contact details of the proprietor. Rear doors may carry commercial advertising. A single product/service may be advertised at any one time. The advert must be suitable for a vehicle in public service and considered by the Council to be in-offensive. The advert shall be no larger than 30cm x 60cm.

10. Temporary Replacement Vehicles

- (a) The provision of a Temporary Replacement Vehicle is limited to cases where the original vehicle is un-roadworthy and unsuitable for use as a Hackney Carriage as a result of a non-fault accident.
- (b) On such occasions and only these occasions the Standard Conditions made in relation to the required vehicle livery are waived.
- (c) The maximum length of time that a temporary replacement vehicle can operate as a Hackney Carriage within the District in relation to each particular occurrence is 6 weeks (**42 days**).
- (d) The replacement vehicle must not have a greater passenger seating capacity than the original vehicle.
- (e) Prior to the grant and issue of a temporary Hackney Carriage Vehicle Licence the vehicle must be tested and inspected by one of the Council's Vehicle inspectors.
- (f) All temporary vehicle licences together with licence plates and labels shall remain the property of the Council and must be returned to the Council on the expiry of the licence.
- (g) The vehicle must be, and remain at all times throughout the period of licensing in such a condition as so to comply fully with all relevant statutory requirements and to the Council's byelaws and Standard Conditions.

11. Multi Passenger Vehicles (MPV'S)

This refers to vehicles licensed to carry more than four but less than nine passengers.

The number of passengers which the vehicle is licensed to carry will in all cases be subject to the discretion of the Council.

- (a) The vehicle must have a minimum engine capacity of 1600cc (this shall include vehicles identified as 1.6 litre models by the manufacturer);
- (b) The majority of seats must be forward facing, (where provided, tip-down seats may face the rear); such seats must be capable of rising automatically when not in use and must not obstruct doorways;
- (c) Access from the doors to the seats (and vice-versa) must be direct without the need for seats to be moved, and without the need for passengers to climb over seats, parts of seats or luggage.
- (d) In order to provide unrestricted access from the third row of seats to a doorway there must be an aisle or gangway provided.

- (e) There must be adequate, secure storage space for all passengers luggage preferably within the vehicle. The arrangements for storing luggage must not obstruct access to the vehicle exits or affect passenger comfort.
- (f) If when the vehicle is fully occupied there is insufficient space within the vehicle for storage of luggage then a roof rack may be fitted providing that (A) the luggage is stored in a purpose built luggage carrier, and, (B) that the roof load does not exceed the maximum weight recommended by the vehicle manufacturers.

12. Wheelchair Accessibility

General

- (a) The Council will not grant a licence to those vehicles that load wheelchairs containing occupants into the rear of the vehicle using ramps.
- (b) Vehicles using either a hydraulic or an electric powered tail lift to load wheelchairs and passengers into the rear of the vehicle are exempt from the above condition.
- (c) Passengers, regardless of any disability, must be able to get in and out of the vehicle with reasonable ease and travel within it in safety and reasonable comfort while remaining seated in their wheelchair, if so required.
- (d) The wheelchair user must on request be able to transfer to a vehicle seat.
- (e) The vehicle must display, on both nearside and offside front doors, a sign depicting the universally recognised disabled logo
- (f) All vehicles must be capable of complying with the appropriate vehicle licence conditions.

Entry to the Vehicle

- (a) Any doorway used to load wheelchair users must provide adequate height and width to allow passengers to be loaded whilst seated in their wheelchair.
- (b) Any steps, either fixed or retractable, must be permanently secured at the point of entry.
- (c) The surface of all steps must be slip resistant. Step nosing must be designed to minimise risk of tripping and must be in a contrasting colour.
- (d) Steps must be fitted in such a manner that the vehicle cannot be driven off while the step is deployed and in a position where it extends beyond the vertical line of the bodywork.
- (e) Handrails or Handholds must be provided at passenger entrances as an aid when entering or exiting the vehicle.
- (f) The surface of every handrail or handhold must contrast in colour from the surrounding surfaces and be of a slip resistant finish.

- (g) Any ramp must provide a surface of at least 750mm wide and shall have a minimum safe working load of 250kg. The ramp must not exceed 1700mm in length.
- (h) When in use the ramp must be securely located at the point of wheelchair entry. An adequate locking device must be fitted to ensure that the ramp does not slip or tilt when in use.
- (i) Channel ramps must not be used. However, ramps which fold are permitted provided the ramp is rigid when deployed.
- (j) The surface of all ramps must have a slip resistant finish.
- (k) All outer edges must be clearly marked in a contrasting colour.
- (l) Provision must be made for the safe storage of the ramp when not in use.

Wheelchair within the Vehicle

- (a) The wheelchair user must travel in a space designated for that purpose.
- (b) The area required for the wheelchair must be of sufficient size to allow a wheelchair to be moved from outside the vehicle into the designated space without excessive manoeuvring.
- (c) Wheelchair users must either face forwards or backwards whilst travelling in the vehicle.
- (d) All wheelchairs must be securely fastened.
- (e) Passengers occupying a wheelchair must be provided with a seat belt.
- (f) The vehicle must not be driven until both the wheelchair and its occupant have been properly and securely fastened in the vehicle by means of appropriate restraining devices.
- (g) Any unoccupied wheelchair must be properly secured so that it cannot cause injury to passengers when the vehicle is moving.
- (h) A non-slip material must be used for the surface of the flooring in the designated wheelchair space.

In addition the proprietor of every vehicle licensed to carry passengers seated in wheelchairs shall ensure:

- (a) That all drivers of such vehicles have attended a disability awareness training course. **(The certificate of attendance must be presented to the Council).**
- (b) That any additional equipment such as clamps, ramps and belts, required to cater for wheelchair passengers are carried at all times and are in a fit and serviceable condition.

- (c) That the driver is familiar with the operation of and the functionality of all devices designed to help passengers to get in and out of the vehicle, all drivers should be trained in the use of all relevant belts and other restraint and locking mechanisms.

13. Trailers

- (a) Only vehicles licensed by the Council to carry 6 7 or 8 passengers are permitted to tow a trailer.
- (b) A trailer may only be used for the purpose of conveying the luggage of fare paying passengers whilst they are being conveyed within the vehicle and for no other purpose. All journeys would be those where the vehicle has been pre-booked.
- (c) No trailer may be used in conjunction with either a Hackney Carriage or Private Hire Vehicle unless that trailer has first been inspected and approved by one of the Council's approved vehicle inspectors for suitability, safety and compliance with all relevant legislation. Fees are payable for each test and inspection.
- (d) Whilst a Hackney Carriage is towing a trailer it is not permitted to use a Hackney Carriage rank.
- (e) Advertisements will be allowed to be displayed on the trailer, as per vehicle conditions.
- (f) A current certificate of insurance must be produced to the Council which covers the use of a trailer and the vehicle licensed to tow it. **Such insurance must extend so as** to cover any luggage carried within the trailer.
- (g) Every trailer must comply in all respects with the requirements of EC94/20 type approval and any Acts and Regulations relating to trailers or parts thereof of which may be in force at the time of licensing.
- (h) An additional vehicle licence plate must be displayed on the outside rear of the trailer. This plate must carry the same details as the plate affixed to the rear of the towing vehicle.
- (i) The maximum gross weight of any trailer shall not exceed 750kg.

14. In-Car Surveillance Systems – (CCTV)

- (a) Vehicle proprietors may install image recording equipment in licensed vehicles.
- (b) An approved installer must carry out the installation in accordance with the manufacturer's instruction and the Council's conditions.
- (c) All image recording equipment must comply with the requirements of current data protection legislation.

- (d) Equipment must be installed in such a way that it will not cause injury to the driver or the passengers, nor should it obscure the view through the windscreen.
- (e) Equipment must be secure and not interfere with the safe operation of the vehicle.
- (f) All cameras must be installed above the level of the dashboard within the vehicle.
- (g) Recorded images must show the date and time the image was captured and identify the vehicle in which the equipment is installed.
- (h) There must be a sign informing passengers that the vehicle is fitted with surveillance equipment. The recommended wording on the sign is as follows:-

Passenger Notice

This taxi/private hire vehicle is protected by a **Digital Surveillance Camera**. Any images recorded are held in a secure format and can only be viewed by the Licensing Authority or the Police.

15. Liquid Petroleum Gas (LPG)

LPG conversions are subject to Council approval prior to any conversion work taking place.

16. Vehicle Tests and Inspections

The vehicle shall be inspected and tested as follows:-

- (a) Prior to the granting of the initial licence – taxi test
- (b) Mid term test, six months after issue of licence. This will be your MOT.
- (c) Annually when the licence is due for renewal – taxi test.
- (d) At any other time if so requested by the Council up to a maximum of 3 separate occasions during any one period of 12 months.
- (e) The taxi test must be carried out by a vehicle inspector approved by the Council.
- (f) Any authorised officer of the Council or any Police Constable has the power to inspect and test, for the purposes of ascertaining its fitness, the vehicle or any taximeter affixed to the vehicle. If the vehicle or equipment fails such an inspection, written notice may be given on the need for further test or inspection and the licence may be suspended until that date or until any faults are rectified. A maximum of two months is given for repair or the licence shall be deemed revoked.

All vehicles licensed by the Council will be required to hold a valid MOT certificate from one year old.

17. Accidents

- (a) Any accident to the vehicle causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein shall be reported to the Council within 72 hours.
- (b) No vehicle shall be used for the carriage of passengers after suffering an accident until the vehicle has been inspected and approved by the Council.

18. Insurance

- (a) The proprietor must ensure that at all times the vehicle is insured to the satisfaction of the Council both for the requirements of Part VI of the Road Traffic Act 1988 and for the carriage of fare paying passengers (i.e. for Hire and Reward). This shall include third party insurance for personal injuries suffered by passengers.
- (b) The proprietor must produce the Certificate of Insurance or the Cover Note in respect of the insurance cover for inspection prior to the issue of the licence and each time the Certificate of Insurance or Cover Note (if appropriate) is changed, amended, varied, altered or the like.
- (c) The Council will only accept a Certificate of Insurance in either the name of the registered keeper of the vehicle or the name of the legal owner of the vehicle.

19. Transfer of Vehicles

A licensed vehicle with its licence can be transferred from one owner to another. This must be done as a complete transaction for example, the already plated vehicle is transferred completely with its plate from one person to another. If the vehicle is sold without its licence, this is not a transfer in terms of licensing, please see Vehicle changes/replacements under heading no. 26 below.

20. Licence Renewal

The proprietor shall, at least 14 days prior to the date of the licence's expiry, make application to the Council for a renewal of his Hackney Carriage Vehicle Licence. If an application for renewal is not received by the expiry date, the licence will lapse. It is a criminal offence to ply for hire in an unlicensed Hackney Carriage.

21. Convictions

All criminal offences, whether they be for driving or motoring or for something totally unconnected with driving/motoring must be disclosed to the Council within 7 days of conviction.

22. Change of Address

The proprietor shall notify the Council in writing of any change of address during the period of the licence, within seven days of such a change taking place. There will be an administrative charge set out in the Council's fee list.

23. Disciplinary Code

The Council has adopted a Disciplinary Code, which sets out the principles and procedures by which breaches of statutory provisions, Council's byelaws, or the contravention of any of the Council's Standard Conditions will be dealt with by the Council.

24. Copies of Byelaws and Conditions

The proprietor shall ensure that copies of the Council's byelaws, these Conditions and the Council's "Hackney Carriage Drivers' Notes" are carried in the vehicle at all times and that they are available for inspection by the hirer or any other passenger on request.

25. Inspection of Licences

The proprietor shall, at the request of the Council, produce for inspection the licence either forthwith or at the District Offices, College Heath Road, Mildenhall, Suffolk IP28 7EY before the expiration of five days, beginning with the day following that on which the request is made.

26. Replacement vehicles/Vehicle Changes

If a proprietor wishes to replace or change their licensed vehicle, they must adhere to the age restriction of being no older than 3 years 3 months.

27 Right of Appeal

Any person aggrieved by the refusal of the Council to grant a Hackney Carriage Licence or by any conditions specified in such a licence, may appeal to a Magistrates' Court.

NOTE:

FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN THE COMMENCEMENT OF CRIMINAL PROCEEDINGS, AND/OR IN THE SUSPENSION OR REVOCATION OF AN EXISTING LICENCE, OR IN THE REFUSAL TO ISSUE A NEW LICENCE.

BYELAWS

Made under Section 68 of the Town Police Clauses Act 1847 and Section 171 of the Public Health Act 1875, by the District Council of Forest Heath with respect to Hackney Carriages in the District of Forest Heath.

PROVISIONS REGULATING THE MANNER IN WHICH THE NUMBER OF EACH HACKNEY CARRIAGE, CORRESPONDING WITH THE NUMBER OF ITS LICENCE, SHALL BE DISPLAYED.

1. (a) The proprietor of a Hackney Carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside respectively of the carriage or on plates affixed thereto.
- (b) A proprietor or driver of a Hackney Carriage shall:
 - (i) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage i.e. standing or plying for hire;
 - (ii) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

PROVISIONS REGULATING THE FITTING, OPERATION AND USE OF TAXIMETERS IN RESPECT OF HACKNEY CARRIAGES

2. The proprietor of a Hackney Carriage shall cause the same to be provided with a taximeter so constructed, attached and maintained as to comply with the following requirements, that is to say:
 - (a) the taximeter shall be fitted with a key, flag or other device, the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter;
 - (b) such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
 - (c) when the machinery of the taximeter is in action, there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by distance in pursuance of the byelaw in that behalf;
 - (d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
 - (e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any persons being conveyed in the carriage and, for that purpose, the letters and figures shall be capable of being suitably illuminated during any period of hiring;

- (f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging, or permanently displacing the seals of other appliances.
3. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.

PROVISIONS FIXING THE RATES OF FARES, AS WELL FOR TIME AS DISTANCE, TO BE PAID FOR HACKNEY CARRIAGES WITHIN THE DISTRICT, AND SECURING THE DUE PUBLICATION OF SUCH FARES

4. The proprietor or driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage the rate or fare fixed by the Council, the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time, when the rate or fare shall be subject to individual contract.

Provided always that, for the avoidance of doubt, where a Hackney Carriage furnished with a taximeter is hired by distance, the proprietor or driver thereof shall be entitled to demand and take a fare greater than that recorded on the face of the taximeter where those extra charges are authorised by the table of Hackney Carriage fares fixed by the Council and which cannot be recorded on the face of the taximeter.

5. (a) The proprietor of a Hackney Carriage for which any fares are fixed by the Council shall:
- (i) cause a statement of such fares to be painted or marked on the inside of the carriage, or on a place affixed thereto, in clearly distinguishable letters and figures;
 - (ii) renew such letters and figures as often as is necessary to keep them clearly visible and current.
- (b) The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

GENERAL REGULATORY PROVISIONS RELATING TO PROPRIETORS AND DRIVERS

6. A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
7. A proprietor or driver of a Hackney Carriage, when standing or plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.

8. The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
9. A proprietor or driver of a Hackney Carriage who shall knowingly carry the dead body of any person shall, immediately thereafter, notify the fact to the Environmental Services Manager of the Council.

PROVISIONS SECURING THE SAFE CUSTODY AND RE-DELIVERY OF ANY PROPERTY ACCIDENTALLY LEFT IN HACKNEY CARRIAGES AND FIXING THE CHARGES TO BE MADE IN RESPECT THEREOF

10. The proprietor or driver of a Hackney Carriage shall, immediately after the termination of any hiring, or as soon as practicable thereafter, search the carriage for any property which may have been accidentally left therein.
11. The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him, carry it as soon as possible (and in any event within 24 hours), if not sooner claimed by or on behalf of its owner, to the offices of the Council and leave it in the custody of the officer in charge of the office on his giving a receipt for it.

PENALTIES

12. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the Standard Scale.

PRIVATE HIRE VEHICLE LICENCES

Guidance Notes

1. It is a criminal offence to use a Private Hire Vehicle within the Forest Heath District without having a Private Hire Vehicle Licence.
2. It is also a criminal offence to use or permit, to drive, to employ as a driver, to operate, or to operate without a driver's or vehicle licence a Private Hire Vehicle without the requisite licence under the Act.
3. Private Hire Vehicles are licensed to perform pre-booked work only. Such work must be obtained through a licensed Private Hire Operator. They must not ply for hire, wait on a taxi stand, or form an unofficial rank in public view.
4. The vehicle should not be manufactured or adapted to carry more than eight passengers; this number includes any passengers who may be seated in wheelchairs if the vehicle is capable of transporting such passengers.
5. Once licensed as a Private Hire Vehicle the vehicle remains a Private Hire Vehicle until such a time as the licence is surrendered, suspended, revoked, or application for renewal is refused.
6. Only a licensed driver may drive a Private Hire Vehicle and then only if the vehicle is licensed by the same Local Authority that issued his Vehicle Driver's Licence.
7. Private Hire Vehicle Licences are issued subject to the vehicle to which they are assigned being mechanically fit and meeting all the requirements of the Licence Conditions.
8. Private Hire Vehicle includes all types of vehicle, regardless of design, which are used solely for the fulfilling of a pre-booking. The public must not be led to believe that a Private Hire Vehicle is a Hackney Carriage by its appearance or design. Labels provided by the Council must be displayed on both rear passenger doors advising passengers that the vehicle is to be pre-booked only.

Conditions

1. The Vehicle

- (a) The proprietor must ensure that the vehicle is safe, comfortable and suitable in type, size and design for use as a Private Hire Vehicle and the vehicle must:-
- (b) Not be of such design and appearance as to lead any person to believe that the vehicle is a Hackney Carriage; in particular it must not be a "London type taxi".
- (c) Be a standard saloon, hatchback, estate or MPV/mini-bus type vehicle or be a vehicle constructed or adapted as to facilitate the carriage of a disabled person or persons in a wheelchair within the passenger compartment specifically designed to carry up to but no more than eight passengers, finished in the manufacturer's standard livery.

- (d) Sports saloons, drop head coupes, convertibles or touring cars will not be licensed.
- (e) Be no more than three years and three months old at the time the first application is made to the Council for a licence. (In specific cases this condition may be varied in writing by the Council where in all the circumstances of the case it is reasonable to do so). Where the condition is waived the Council may attach special conditions to the licence that may include limiting the use of the vehicle or requiring extra inspection and testing. In particular, the Council may permit the licensing of a vehicle which is either:
 - A classic car being over 25 years old at the time of first application; or
 - A vintage car being built between 1919 and 1930 inclusive,

2. The vehicle must:

- (a) At all times throughout the period of licensing be in such a condition so as to comply with all statutory requirements (including the Councils standard conditions)
- (b) Have an engine, the normal cubic capacity of which is either:-
 - (i) Not less than 1500 cc; or
 - (ii) Rated by the vehicle manufacturers as being equivalent to 1500cc engine;
In the case of hybrid, or alternative fuelled vehicles the separate power sources must, when added together be rated as being the equivalent of a 1600cc engine.
- (c) Be a right-hand drive vehicle.
- (d) Have at least 4 doors in addition to any rear door/tailgate. In the case of MPV/minibus type vehicles nearside and offside sliding side access doors are allowed.
- (e) Be fitted with either all radial or all cross ply tyres including the spare wheel if manufactured with one fitted. An in date tyre sealant repair kit must be present if vehicle is not manufactured with a spare wheel and marked with the vehicle plate number;
- (f) If an estate, hatchback or MPV/minibus type vehicle, be fitted with a guardrail or other device of a type approved by the Council to prevent luggage entering the passenger area.
- (g) If storage space for luggage is provided under the vehicle's seats, have straps supplied to secure the said luggage whilst the vehicle is in transit.
- (h) Have adequate space for the legs of passengers seated on the rear seat of the vehicle when both the front passenger and driver's seats are adjusted to the position nearest to the rear passenger seat. For a continuous seat, the length of the seat needs to be a minimum of 48" to be licensed for 3 passengers.

3. The proprietor shall:-

- (a) Keep all parts of the vehicle, its fittings and equipment both internal and external (including mechanical equipment) in an efficient, safe and clean condition and shall comply at all times with all relevant statutory requirements;
- (b) Provide an in date efficient fire extinguisher suitable for use in a motor vehicle, which shall be carried in such a position as to be readily available for use at all times. It shall be permanently marked with the vehicle plate or registration number.
- (c) As part of Health and Safety at work legislation, a first aid kit should be carried in the vehicle to enable the driver to administer basic first aid to themselves only, or to enable those trained in its use to render assistance.
- (d) Not alter the appearance of design of the vehicle (including the mechanical parts) without the prior approval of the Council. This would include the installation of safety screens or similar within the vehicle.
- (e) Ensure that every driver employed by him to drive is acquainted with, understands and observes the conditions attached to that particular vehicle licence and the Statutory Provisions relating to all such Private Hire Vehicle Licences.
- (f) **Ensure that there is no smoking or vaping in their** licensed vehicle at any time (even when it is not being used for hire or reward). There is a requirement to display a NO SMOKING sign in each enclosed compartment of the vehicle in which people can be carried.

4. Taximeters

- (a) Private Hire Vehicles are not required by law to be fitted with a taximeter, however, if one is fitted it shall be treated in the same manner as one fitted to a Hackney Carriage and meet the conditions for meters as above.

5. N/A for Private Hire

6. Licence Plates and Labels

As per Hackney Carriage conditions with the addition of an internal plate which must be displayed in the nearside corner of the windscreen.

7. Passengers / First Aid Kit

As per Hackney Carriage conditions.

8. First Aid Kits

As per Hackney Carriage conditions.

9. Advertisements - Signs – Notices

- (a) All Private Hire vehicles must display the words 'PRE-BOOKED ONLY' on both sides of the vehicle's front or rear doors. This must be in place by the time they present their vehicle for their next vehicle test (not MOT).
- (b) Operators may advertise their own company on their vehicles, providing that the wording is inoffensive and does not include the words 'taxi', 'cab', 'for hire' or similar.
- (c) Vehicles with s75 plate exemptions are not included in any of the above.

10. Temporary Replacement Vehicles

As per Hackney Carriage conditions.

11. Multi Passenger Vehicles (MPV'S)

As per Hackney Carriage conditions.

12. Wheelchair Accessibility

As per Hackney Carriage conditions.

13. Trailers

As per Hackney Carriage conditions.

14. In-Car Surveillance Systems – (CCTV)

As per Hackney Carriage conditions.

15. Liquid Petroleum Gas (LPG)

As per Hackney Carriage conditions.

16. Vehicle Tests and Inspections

As per Hackney Carriage conditions.

17. Accidents

As per Hackney Carriage conditions.

18. Insurance

As per Hackney Carriage conditions.

19. Transfer and replacement of Vehicles

As per Hackney Carriage conditions.

20. Dual Registration

- (a) A vehicle licensed as a Hackney Carriage by any other Local Authority may not be licensed by the Council as a Private Hire Vehicle within the Forest Heath District.
- (b) A vehicle licensed as a Private Hire Vehicle by any other local authority may be licensed by the Council as a Private Hire Vehicle within the Forest Heath District, if the Council in its absolute discretion thinks fit.

21 Licence Renewal

As per Hackney Carriage conditions.

22 Change of Address

As per Hackney Carriage conditions.

23 Copy of Conditions

As per Hackney Carriage conditions.

The proprietor shall ensure that copies of the Councils byelaws and these conditions are carried in the vehicle at all times and that they are available for inspection by the hirer or any other passenger on request.

24 Section 75(3) Local Government (Miscellaneous Provisions) Act 1976

- (a) The Local Government (Miscellaneous Provisions) Act 1976 requires that a Council must issue a private hire vehicle plate with an identity plate or disc and that proprietor should not use, or permit the use of, that vehicle without displaying the plate as directed by the Council. The Act also gives a District Council the discretion to grant a proprietor a dispensation from displaying the licence plate on their licensed private hire vehicle. Each application for a dispensation will be considered on its own merits. The overriding consideration will be public safety. The clear identification of a licensed vehicle is considered such a safety aspect, particularly when visiting such places as airports, seaports and the centres of large towns.
- (b) Dispensation will not be granted as a matter of course. A clear case for the dispensation will have to be made by the proprietor in writing. In determining an application it will normally be the status of the passenger and the executive of the work that will indicate whether or not the dispensation should be granted. The vehicle must be of a high standard. Applications available from the council.

25 Right of Appeal

Any person aggrieved by the refusal of the Council to grant a Private Hire Vehicle Licence or by any conditions specified in such a licence, may appeal to a Magistrates' Court.

NOTE: FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN THE COMMENCEMENT OF CRIMINAL PROCEEDINGS, AND/OR IN THE SUSPENSION OR REVOCATION OF AN EXISTING LICENCE, OR IN THE REFUSAL TO ISSUE A NEW LICENCE.

STRETCH LIMOUSINES USED AS PRIVATE HIRE VEHICLES

These conditions made under the Local Government (Miscellaneous Provisions) Act 1976 are specific to a vehicle adapted by lengthening the wheelbase of a standard, factory-built vehicle. For the purpose of these conditions the vehicle is classed as a 'Special Events Vehicle'. They apply in addition to the Authority's standard conditions for Private Hire Vehicles.

Guidance Notes

1. A 'stretch limousine' is a saloon type vehicle that has undergone an increase in length by extending the wheelbase after manufacture. For the purpose of these conditions, it will be restricted to carrying up to, but not exceeding, 8 passengers.
2. An 'American stretch limousine' is a stretch limousine imported from the USA and typically will have been manufactured originally by Lincoln (Ford) or Cadillac.
3. The licensing of any vehicle will be dependent upon the Council being satisfied that the vehicle is suitable in size, type and design for use as a Private Hire (Special Events) Vehicle.
4. In making a judgement of a vehicle's suitability the Council will consider its age, mechanical condition, mileage, appearance, bodywork condition and safety features. When presented for licensing the first time the vehicle must have either European Whole Vehicle type approval or UK Low Volume type approval, or Single Vehicle Approval.
5. The Council will at its discretion consider licensing 'American Stretch Limousines' provided that conversion works have been carried out under the Ford Qualified Vehicle Modifier (QVM) or the Cadillac Master Coachbuilder (CMC) programmes.
6. It will be the vehicle proprietor's responsibility to obtain all necessary documentation to support the provenance of the vehicle to the satisfaction of the Council. All relevant approval certificates, including the American certification must be provided to the Council. It should be noted that a Minister's Approval (MAC) Certificate is not on its own acceptable.
7. The maximum length of the 'Stretch' shall not exceed 120 inches/3048mm.
8. The Council may at its absolute discretion consider licensing vehicles that are left-hand drive (i.e. the steering wheel being on the near side), have some side-facing seats, and have tinted glass.

Conditions

1. No external fitting will be permitted other than an aerial to receive radio or other transmissions.
2. Alcohol may not be sold on a moving vehicle. Any alcohol sold as part of the hire agreement can only be sold under an appropriate premises licence. No

person, under the age of 18 years, being conveyed in a stretch limousine shall be allowed to consume alcohol.

3. A proprietor shall ensure that the vehicle is, and remains at all times throughout the period of licensing in such a condition so as to comply with all current standard conditions made by Forest Heath District Council in relation to Private Hire Vehicle licences. In addition vehicles must comply fully with all relevant statutory requirements and be operated in accordance with the conditions made by Forest Heath District Council in relation to Private Hire Vehicle Operators licences.
4. All limousines shall be subject to mechanical test and inspection at intervals no greater than 26 weeks during the currency of the licence. Such test and inspection is in addition to Ministry of Transport testing (MOT) and must be at a testing station approved by the Council to carry out such tests and inspections. It should be noted that such tests and inspections may have to be carried out at premises operated by the Vehicle and Operator Services Agency (VOSA).

HACKNEY CARRIAGE AND PRIVATE HIRE DISCIPLINARY CODE

1. The Local Government (Miscellaneous Provisions) Act 1976 provides that where the statutory provisions relating to Hackney Carriage and Private Hire are breached or the conditions attached by the Council to any licence granted by it are contravened then the Council may suspend, revoke or refuse to renew such licence.
2. The Council has adopted a disciplinary code, which sets out the principles and procedures by which such contraventions will be dealt with by the Council. Any matter considered under this policy must also be dealt with in accordance with the Council's Corporate Enforcement Policy.
3. The purpose of the scheme is to give licensees clear guidance about the consequence of non-compliance with the Council's licensing requirements. Licensees who fail to comply with statutory provisions, the Council's bylaws or any other of the Council's licensing requirements will have appropriate action taken against them. Depending on the nature of the contravention such action may take the form of:
 - a) A verbal warning
 - b) Written warning
 - c) Awarding of penalty points
 - d) A simple caution
 - e) Suspension or revocation of licence
 - f) Prosecution
4. The Penalty Points System relating to the code defines breaches to the conditions attached to the licence, (driver, vehicle or operators) together with penalty points which may be awarded in respect of any breach of those conditions.
5. Where appropriate the Council's Licensing Officer has discretion to give a verbal warning for a first offence in any category. Any subsequent offences will be subject to penalty points in accordance with the scheme.
6. Where it is suspected that a licensee has breached statutory provisions, the Council's Bylaws, has contravened any of the Council's Standard Conditions or has been convicted of a criminal offence, whether it be for driving or motoring, or something totally unconnected with driving or motoring the Council will:
 - a) Carry out appropriate investigations;
 - b) Invite the licensee to respond to the allegation;
 - c) Inform the licensee of the outcome of the investigation.
7. Where penalty points are awarded by an authorised Officer of the Council the licensee will be given 14 days in which to appeal in writing to the Council's Head of Planning and Regulatory Services. If no appeal is lodged within that period, penalty points in accordance with the notice will be recorded against the licensee and endorsed on his/her record.

8. Penalty Points will be removed from the licensee's record three years after the date on which they were recorded.
9. Where a licensee incurs 12 penalty points or more in any three year period the matter will be reported to the Licensing Committee. This report will recommend that the licence be suspended, the length of suspension being a minimum of one day for each point incurred. Once a period of suspension has been served, all penalty points relating to the period of suspension will be set back to 0 but can be considered in future disciplinary hearings if deemed relevant.
10. In circumstances where the Council's authorised Officer having given due consideration to the facts of the case is of the opinion that the imposition of penalty points may not be appropriate, a licensee may be required to appear at a meeting of the Licensing Committee. Such instances would include:
 - a) Breaches of insurance conditions. (licensed private hire vehicles applying for hire);
 - b) A conviction for reckless driving or driving without due care and attention;
 - c) Failure to disclose a conviction (non-vehicle related).
11. Appearance before the Licensing Committee could result in suspension, revocation or refusal to renew a licence. The Licensing Committee may consider the driver to complete the Level 2 Certificate in Taxi Driving if appropriate.
12. Any person whose licence is suspended, revoked or not renewed in this way may appeal to the Magistrates Court against the Council's decision. Appeals must be lodged with the Magistrates Court within 21 days of notification of that decision.
13. A driving conviction will incur the same number of penalty points as are endorsed on the DVLA licence.
14. **It should be noted that a vehicle licence will be suspended immediately it becomes apparent that a vehicle may not be properly insured.**

INTERPRETATION

15. The penalty point scheme is self-explanatory but the following situations may require further explanation:
 - a) Where licensee is an owner/driver, are both licences suspended when a total of 12 penalty points have accrued, some against the driver's licence and others against the vehicle?

No. The scheme states that, where a licensee incurs **more than 12** penalty points in period of three years, the licence will be suspended. Penalty points will accrue against either the vehicle or the driver licence and any suspension will only apply when 12 points have accrued against one or the other.

- b) What is the position where a licensee owns multiple vehicles?

Following the same logic, points will accrue against particular vehicle licences and only those licences where the 12 point ceiling is exceeded will

be suspended. This may mean that a proprietor owning several vehicles could incur a substantial number of penalty points without ever having a vehicle licence suspended. However, if a profile emerges that a proprietor has penalty points against all or most of the vehicles in his fleet, the Council could consider whether he/she is a 'fit and proper person' to be a licensee.

- c) What happens when a vehicle is changed?

The licence number remains constant when the vehicle is changed. Therefore, once penalty points are endorsed on a vehicle licence they will remain valid, even if the vehicle is changed in the meantime.

- d) What happens when a vehicle licence is transferred?

In this scenario any penalty points recorded on a vehicle licence would become null and void. It would not be fair or reasonable to transfer the penalty points incurred by one licensee to another.

GROUP 1

PENALTY POINTS SYSTEM RELATING TO HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS

BASIS OF OFFENCE	POINTS AWARDED
Any action which invalidates the insurance cover for the vehicle	8 Penalty Points
Carrying more passengers than the vehicle is licensed for	8 Penalty Points
Failure to wear a driver's badge	3 Penalty Points
Failure to disclose a driving conviction within 7 days	4 Penalty Points
Failure to notify change of details, e.g. address within 7 days	2 Penalty Points
Smoking/vaping or evidence of smoking/vaping in a vehicle	6 Penalty Points
Failure to produce documents when requested	6 Penalty Points
Failure to behave in a civil and orderly manner (including rude or aggressive behaviour towards the public or council staff)	6 Penalty Points
Breach of any condition not specified above	2/12 Penalty Points

GROUP 2

PENALTY POINTS SYSTEM RELATING TO PRIVATE HIRE/HACKNEY CARRIAGE VEHICLES

BASIS OF OFFENCE	POINTS AWARDED	PERSON RESPONSIBLE
Failure to display identification plates correctly	6 Penalty Points	Driver/Proprietor
Failure to display fare tariff correctly (hackney carriage only)	4 Penalty Points	Driver/Proprietor
Failure to display interior label correctly	4 Penalty Points	Driver/Proprietor
Incorrect meter tariffs	5 Penalty Points	Proprietor

Failure to report accident/damage to the vehicle within 72 hours	3 Penalty Points	Proprietor
Failure to carry an in date fire extinguisher or carry in an unsafe/dangerous condition	3 Penalty Points	Driver/Proprietor
Failure to carry vehicle/driver conditions	2 Penalty Points	Driver/Proprietor
Failure to maintain a clean and tidy vehicle	4 Penalty Points	Driver/Proprietor
Failure to notify change of address within 7 days	3 Penalty Points	Proprietor
Breach of any condition not specified above	3/6 Penalty Points	Driver/Proprietor

GROUP 3

PENALTY POINTS SYSTEM RELATING TO PRIVATE HIRE VEHICLE OPERATORS

BASIS OF OFFENCE	POINTS AWARDED
Failure to produce or allow inspection of any records	6 Penalty Points
Failure to keep records of bookings in the prescribed form	5 Penalty Points
Failure to keep vehicle records	4 Penalty Points
Failure to keep driver records	4 Penalty Points
Failure to notify any conviction/formal caution	4 Penalty Points
Failure to notify a change of operation address within 7 days	3 Penalty Points
Breach of any condition not specified above	2/6 Penalty Points

GROUP 4

VARIABLE PENALTY POINTS OR REFERRAL TO LEVEL 2 TRAINING

In circumstances where the contravention is such that it does not fit within groups 1/3 then the appropriate officer, having given full consideration to the facts of the case will, decide on the number of the penalty points to be awarded, or if the driver should be referred for further training in the format of a Level 2 qualification. This would include instances where a complaint was found to be justified relating to:

- a) Over charging.
- b) Refusing to carry a guide or assistance dog or disabled passenger.
- c) Not moving forward on rank as soon as space is available.
- d) Unnecessarily idling in a rank and/or on the highway.
- d) A failure to behave in a civil, orderly, seemly and courteous manner.
- e) Failure to assist any passenger.
- f) Failure to complete any mandatory training as directed by the Council.

Drivers can appeal decisions to be referred for the level 2 qualification in writing to the Head of Department. This will result in a hearing in front of the Licensing Sub-Committee for consideration. Persistent breaches could result in the revocation of the licence and or prosecution under relevant legislation.

Licensing and Regulatory Committee



Forest Heath
District Council

Title of Report:	Adoption of Conditions in Respect of Hackney Carriage and Private Hire Drivers/Vehicles/Operators	
Report No:	LIC/FH/17/003	
Report to and date/s:	Licensing and Regulatory Committee	10 April 2017
Portfolio holder:	Councillor Lance Stanbury Portfolio Holder for Planning and Regulatory Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk	
Lead officer:	Amanda Garnham Licensing Team Leader Tel: 01284 757132 Email: amanda.garnham@westsuffolk.gov.uk	
Purpose of report:	To seek approval to adopt revised conditions to the existing taxi handbook across both licensing authorities in West Suffolk.	
Recommendation:	It is recommended that the Committee approve and adopt the conditions (attached at Appendix 3 to Report No: LIC/FH/17/003) so that they can be applied by the Licensing Authority.	
	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	<ul style="list-style-type: none"> Undertaken: 6 February – 20 March 2017 	
Alternative option(s):	<ul style="list-style-type: none"> Do nothing – this would result in the conditions becoming out of date and not reflecting either current circumstances or legal standards potentially resulting in lower standards of protection of the public 	
Implications:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Keeping our conditions for Drivers and vehicles up to date promotes public safety and ensures drivers meet the fit and proper person test	Medium	Conditions are adopted under the Home Office Guidance to give control and public reassurance	Low
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Original version of FHDC Handbook http://www.westsuffolk.gov.uk/Business/Regulation and Licensing/Licensing/Taxi licensing/upload/FHDC-hackney-carriage-handbook.pdf	
Documents attached:		Appendix 1 – Pre-consultation handbook proposal Appendix 2 – Consultation comments and suggestions Appendix 3 – Proposed new version of the handbook 2017	

Key issues and reasons for recommendation(s)

1. **Background**

1.1 The Council licences the following:

- Hackney Carriage and Private Hire Vehicle Drivers
- Hackney Carriage Vehicles
- Private Hire Vehicles
- Private Hire Operators.

2.0 **Conditions**

2.1 The proposed revised handbook is presented at Appendix 3. The main changes to the handbook in terms of the conditions are listed as follows:

- The new Driver application requirement to include a Level 2 qualification covering safety of vulnerable people, disability awareness and customer care adopted by the Council in December 2016
- Requirement for existing drivers to complete basic training covering some of the key issues within the Level 2 qualification
- Requirement that existing drivers undertake the Level 2 qualification for certain breaches of licence conditions
- CRB requirements have changed to a DBS criminal conviction certificate
- Addition of door stickers for private hire vehicles stating "Pre-bookings only, no booking – No Insurance".
- DVLA check changes making them free of charge
- Immigration legislation updates
- Appropriate wording revisions for the dress code for drivers
- For Drivers over 45 years old, to remove the ability to use 'Doctors on Wheels'. Once drivers reach the age of 45, they are required to have a medical every 5 years from this age and more frequently from the age of 65. The need for full medical records is considered a necessity for the fit and proper person test. Doctors on Wheels do not have access to any complicated medical history, only a registered GP would, therefore Doctors on Wheels would not be able to fulfil this requirement.
- Introduction of new disciplinary codes relating to smoking in the vehicle, failure to produce documents, failing to behave in a civil manner towards the public or council staff and refusal to transport assistance dogs
- Equality Act update for wheelchair users.
- Sanctions for drivers who do not complete mandatory training

2.2 The proposed revised handbook reflects some of the changes in the way new and existing drivers will be applying for their licences such as the proposed adoption of the Level 2 Certificate in Taxi and Private hire driving (or equivalent). All proposed changes to the existing handbook conditions have been highlighted in red.

3 Consultation

3.1 A formal consultation on the draft revised handbook was undertaken between 6 February and 20 March 2017. The consultation covered both licensing authorities in West Suffolk.

3.2 Prior to commencing the consultation a working party was established comprising of the Committee Chairs, two Members of the Licensing and Regulatory Committees from each Local Authority in West Suffolk and Licensing Officers with the purpose of engaging with stakeholders and providing insight to ensure that changes to the conditions is undertaken fairly and robustly.

- 3.3 Key stakeholders were consulted in a range of ways:
- all Taxi and Private Hire Drivers/Owners/Operators were written to individually and invited to comment on the proposals online via the Council's website, in writing, by phone or in person
 - The public were invited to comment via the Council's website
 - Key stakeholders, including all licensed drivers, were invited to attend a drop-in session with licensing officers and members to discuss the proposed changes
 - Drivers were approached during day-to-day contact with licensing staff to engage in informal discussion about the proposals.
- 3.4 All formal responses received during the consultation were recorded with informal responses considered by the licensing officers and checked that they were fairly represented in the recorded comments. The formal responses are summarised in Appendix 2. All comments were reviewed by the Working Party and relevant revisions to the draft handbook are shown in RED where the Working Party concluded that changes to the consultation version were appropriate.
- 3.5 There was discussion amongst stakeholders with respect to the minimum size of vehicle engines. The Working Party concluded that due to the improvements made in engine efficiency, concern over diesel emissions and air quality and the emerging market for non-internal combustion engines, engine size was set at 1200cc or equivalent. However, the Working Party considered that further research should be undertaken by officers before setting higher standards and that these proposals would be brought forward in a separate report for approval by this Committee at a later date.
- 3.6 In the meantime, the Council would wish to encourage the use of fuel efficient and Ultra Low/Zero Emission Vehicles by taxi drivers in the future. Therefore, the West Suffolk councils will continue to offer a grant to businesses in West Suffolk, called the West Suffolk Greener Business Grant, of up to £1,000 where the applicant can demonstrate significant energy efficiency/Carbon reduction for example through switching to hybrid/plug-in hybrid/electric motive power.
- 3.7 Your officers are in discussion with key organisations, including the Distribution Network Operator (UK Power Networks), with the intention of developing electric vehicle charging infrastructure to allow all electric vehicle drivers access to appropriately rated charging facilities in our key towns.
- 3.8 Finally, your Officers are working with stakeholders in Newmarket, including Newmarket Town Council and the Business Improvement District (BID), to develop actions to tackle local air quality given the fact that the Council has a declared Air Quality Management Area in the town. The anti-idling message will form part of the revised handbook to ensure that taxi drivers play their part in improving air quality in the town and beyond across West Suffolk.

Licensing and Regulatory Committee



Forest Heath
District Council

Title of Report:	Plate Exemption Process for Private Hire Vehicles	
Report No:	LIC/FH/17/010	
Report to and date/s:	Licensing & Regulatory Committee	30/10/2017
Portfolio holder:	Councillor Lance Stanbury Portfolio Holder for Planning and Regulatory Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk	
Lead officer:	Amanda Garnham Licensing Team Leader Tel: 01284 757132 Email: amanda.garnham@westsuffolk.gov.uk	
Purpose of report:	To amend the work procedure and conditions for a Private Hire Licensed plate exemption for executive contracts.	
Recommendation:	It is recommended that the Licensing and Regulatory Committee approve amendments the proposed guidance and conditions (attached at Appendix 1).	
	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	<ul style="list-style-type: none"> • None 	
Alternative option(s):	<ul style="list-style-type: none"> • Do nothing. Keep the conditions as they are which are over complicated for the trade. 	
Implications:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Simplifying our adopted guidance and procedures makes the process easier for the trade and officers to complete.	low	Every vehicle applied for an exemption is set at 'executive' standard. All are assessed and must meet a criteria on an annual basis	Low
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		FHDC Taxi and Private hire Handbook http://www.westsuffolk.gov.uk/Business/Regulation and Licensing/Licensing/Taxi licensing/upload/FHDC-Taxi-Handbook-April-2017.pdf Adopted s75 guidance https://www.westsuffolk.gov.uk/Business/Regulation and Licensing/Licensing/Taxi licensing/upload/S75-Exemption-Conditions-West-Suffolk.pdf	
Documents attached:		Appendix 1 – Amended proposed conditions and guidance Appendix 2 – Previous Committee report June 2017	

1. Key issues and reasons for recommendation(s)

1.1 The Council licences the following:

- Hackney Carriage and Private Hire Vehicle Drivers
- Hackney Carriage Vehicles
- Private Hire Vehicles
- Private Hire Operators.

The Local Government (Miscellaneous Provisions) Act 1976 requires that

- 1.2 private hire vehicles display an identification plate (licence plate) and drivers of those vehicles wear a driver's badge. The same legislation (s75) also allows the Council to exempt vehicles from the need to display an external identification plate and, where that exemption applies, the requirement to wear a private hire driver's badge.

Background

2.

- 2.1 On 19 June 2017, the Licensing and Regulatory Committee adopted a formal procedure for Private Hire Operators to apply for the s75 plated exemption, see Appendix 1

- 2.2 Since its adoption, feedback has been received on its processes from members of the trade, members of customer services and some of our testing station staff.

- 2.3 Proposed changes to the procedure of applying and having the application assessed have been made to the guidance notes in red, see Appendix 2. These are minor changes but will hopefully impact positively on both staff and the trade to simplify the process as follows:

- a) The applicant will confirm with the vehicle testers their intention of going on to apply for a plate exemption. Testers can confirm whether their vehicle meets the 'prestige' criteria set out in the guidance.
- b) The applicant will complete the s75 exemption form along with their first grant or renewal licence application. This will be completed each time the licence is applied for.
- c) The licence is either granted or denied at this point based on whether the vehicle meets the criteria. Officers will then go on to make an appointment to inspect Operator's records to check that the prestige bookings meet the criteria in the guidance.

- 2.4 To clarify, the criteria has not changed for the types of vehicles and the bookings, merely the order of the application process and passing the vehicle examination over to the testing stations to speed up the process. The bookings inspections will take place shortly after the licence is granted and can take place as many times as officers deem suitable within the licensed 12 month period.

3 Recommendations

- 3.1 It is Officer's recommendation to make the proposed changes to the current procedure based on trade feedback, simplifying the procedure but still keeping the criteria the same.

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LICENSING GUIDANCE PROCEDURE AND CONDITIONS

APPENDIX 1

Granting Private Hire Plate Exemption



OCTOBER 2017

Application Process for Granting Private Hire Plate Exemption

INTRODUCTION

The plate identifying the vehicle as a Private Hire Vehicle is required to be exhibited on the vehicle pursuant to Section 48(6) of the Local Government (Misc. Provisions) Act 1976 shall be securely fixed to the external front and rear of the vehicle in a conspicuous position and in such manner as to be easily visible by an authorised officer of the Council, or a Police Officer.

However, West Suffolk Council's allows proprietors of prestige type vehicles to seek permission to waive the requirement to display plates.

PROCESS

1. Proprietors of prestige type vehicles licensed as Private Hire vehicles, or Private Hire vehicles used in special circumstances, may seek the permission of the Authority to waive the conditions of their licence relating to the display of licence plates.
2. Prestige vehicles remain licensed as Private Hire vehicles and all journeys and contracts must be pre-booked through a licensed Operator, although such vehicles should be used solely to undertake prestige work and should not be dispatched to customers in the ordinary way. Vehicles must not display logos or identification which may indicate that they are used as a taxi or private hire service other than the windscreen exemption.
3. **When booking your vehicle test, you must declare your intention at booking of your wishing to apply for a s75 plate exemption with the testing station.**
4. **Proprietors wishing to obtain a plate exemption will be initially assessed during their vehicle test at the testing station. Vehicle testers will confirm whether the vehicle meets the 'prestige' criteria and can go on to apply for a plate exemption (this is based on the make/model and condition of the vehicle).**
5. **The Proprietor will then go on to complete the plate renewal or first grant application form for the licensed plates as well as the application form for the s75 plate exemption. This is done with every grant/renewal application.**
6. In exceptional circumstances, applications may be considered part way through the life of an existing vehicle licence. This is at the discretion of the

Licensing Team Leader. If an exemption is granted, the remaining term of the exemption will run until the vehicle licence end date.

7. If approved, the proprietor will be notified of the successful application and will be issued with the following:
 - i) A letter detailing that the vehicle is exempt from displaying a Exterior Private Hire Plate. The agreement is required to be carried on the vehicle at all times and to be available for inspection by an authorised officer of the Council, a police officer or by the hirer of the vehicle, on request.
 - ii) A windscreen plate for display in the front windscreen of the vehicle denoting that the same information as a Private Hire Vehicle Plate, indicating the exemption.
 - iii) A Private Hire Vehicle Plate to be secured/ fixed inside the boot of the vehicle.
8. If the exemption request is not approved, the Licensing Officer will write to the applicant giving reasons as to why the application has been refused.
9. **The renewal process for the s75 plate exemption must be followed at each grant/renewal to ensure the continuity of the criteria is met.**
10. The following conditions will be attached to the licences of private hire vehicles where a plate exemption waiver has been made. These are detailed below:
 - i) Vehicles granted a plate exemption waiver shall be used only for Prestige type hirings and shall not be used for standard private hirings.
 - ii) The Operator receiving a booking for a plate exempted vehicle shall provide the hirer with details of the vehicle registration number and the name of the driver, prior to the hiring commencing. Bookings must be recorded and kept available for inspection for at least 12 months. The private hire windscreen identification plate issued by the Council shall be displayed within the front nearside of the windscreen at all times and legible from outside the vehicle.
 - iii) The rear vehicle licence plate shall be securely fixed within the boot of the vehicle in a manner which enables it to be easily inspected.
 - iv) The driver's badge shall be available for inspection by an authorised officer of the Council, a police officer or by the hirer of the vehicle, on request.

- v) The Council's agreement to a plate exemption is required to be carried on the vehicle at all times and to be available for inspection by an authorised officer of the Council, a police officer or by the hirer of the vehicle, on request.
 - vi) The driver of a plate exempted vehicle shall wear professional business attire (smart shirt and trousers)
 - vii) The proprietor shall not use the vehicle for private hire purposes other than for chauffeur use (ie. Not for 'normal' airport journeys or daily private hire use)
 - viii) The driver and passenger front side window glass 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 and allow in the correct amount of light.
 - ix) The hirer shall not have the facility to settle accounts and / or tender direct payment to the driver by any means. Payment may only be made, either before or after the journey, direct to the Operator or their accounting system.
 - x) No alcoholic drink shall be sold or purchased in or from the vehicle.
11. Bookings must be recorded and kept available for inspection for at least 12 months. **Officers will inspect Operator's booking records annually to corroborate the eligibility of the exemption. If the operator is in breach of its records, the exemption may be removed and the Operator may have its licence reviewed.**

Licensing and Regulatory Committee



Forest Heath
District Council

Title of Report:	Adoption of Conditions in Respect of Hackney Carriage and Private Hire Drivers/Vehicles/Operators	
Report No:	LIC/FH/17/006	
Report to and date/s:	Licensing and Regulatory Committee	19 June 2017
Portfolio holder:	Councillor Lance Stanbury Portfolio Holder for Planning and Growth Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk	
Lead officer:	Amanda Garnham Licensing Team Leader Tel: 01284 757132 Email: amanda.garnham@westsuffolk.gov.uk	
Purpose of report:	To seek approval to adopt a work procedure and conditions for a Private Hire Licensed plate exemption for executive contracts.	
Recommendation:	It is recommended that proposed guidance and conditions (attached at Appendix 1) be approved and adopted so that they can be applied by the Licensing Authority.	
	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	<ul style="list-style-type: none"> • none 	
Alternative option(s):	<ul style="list-style-type: none"> • Do nothing. There is no current adopted procedure in place to apply for an exemption. This could result in unlicensed vehicles plying for hire and hinder the protection of the public. 	

Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Having no set guidance and procedure adopted makes it easy for any vehicle to apply for an exemption and not have plates on show. Also makes it easy for unlicensed vehicles to ply for hire putting the public at risk.	Medium	Every vehicle applied for an exemption is set at 'executive' standard. All are assessed and must meet a criteria	Low
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		FHDC Taxi and Private Hire Handbook http://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/Licensing/Taxi_licensing/upload/FHDC-Taxi-Handbook-April-2017.pdf	
Documents attached:		Appendix 1 – s75 proposed draft conditions Appendix 2 – s75 proposed draft application form Appendix 3 – Taxi and Private hire handbook	

Key issues and reasons for recommendation(s)**1. Background**

- 1.1 The Council licences the following:
- Hackney Carriage and Private Hire Vehicle Drivers
 - Hackney Carriage Vehicles
 - Private Hire Vehicles
 - Private Hire Operators.
- 1.2 The Local Government (Miscellaneous Provisions) Act 1976 requires that private hire vehicles display an identification plate (licence plate) and drivers of those vehicles wear a driver's badge. The same legislation (s75) also allows Forest Heath District Council to exempt vehicles from the need to display an identification plate and, where that exemption applies, the requirement to wear a private hire driver's badge.
- 1.3 The aim of the procedure document is to ensure public safety whilst taking a balanced approach to licensing requirements. Its objective is the provision of an exemption to allow 'executive vehicles' to operate without displaying external identification plates. Please see **Appendix 1** for draft conditions and procedures.
- 1.4 The displaying of the external identification plate on a licensed vehicle and a driver's badge is important in terms of public safety and reassurance. They indicate to the travelling public that prior to being licensed both the vehicle and the driver have been subjected to checks to ensure their (the public's) safety.
- 1.5 There are occasions when the requirement to display an external identification plate may have the opposite effect in terms of customer safety and could have commercial implications for the operating business. The display of Local Authority licence plates externally may also deter some corporate customers from using the service; and in some circumstances the identification of the vehicle as a licensed vehicle may allow "high risk" passengers to be more readily targeted putting both them and the driver at risk.
- 1.6 There is currently no set format for applying for an exemption, other than a request letter at point of application. No real checks are done on the applicant but mostly only chauffeur services apply. This will formalise our process.

2.0 Conditions

It is not intended that all private hire vehicles licensed by Forest Heath District Council should be exempt from the Council's requirement to display an external identification plate, however the Council recognises that there may be circumstances when it would be appropriate for vehicles operating the type of service to be considered suitable for such an exemption.

- 2.2 This conditions/procedure should be read in conjunction with the council's existing conditions relating to private hire vehicles and establishes additional criteria that the Council (and its officers) will take into account when determining applications for a private hire vehicle to be exempt from displaying external identification plates. Please see **Appendix 3**, current taxi and private hire handbook. P 32 shows the current exemption legislation and the ability to apply to the council.
- 2.3 Potential applicants will need to demonstrate that the vehicle will be used exclusively for executive clients and/or special occasions. Examples of these journeys Corporate Events, Conferences, Exhibitions and Meetings, Chauffeured services, School Proms, Celebrity and guarded personnel transport service.

3 The Procedure/Guidance Conditions

- 3.1 Exemptions from displaying external identification plates (vehicle licence plates) may be in respect of individual vehicles only. Applications for exemptions relating to a fleet of vehicles will not be allowed.
- 3.2 Each application will be assessed on its own merit and each vehicle will be inspected by an authorised council officer to ensure that it is fit for purpose. Please see **Appendix 2** application form.
- 3.3 Applications for exemption from the requirement to display an external identification plates on the front and rear of a private hire vehicle along with side stickers may be considered where the following requirements are met;
- Vehicles may be of any colour.
 - The vehicle to be exempted is of a high quality both in terms of brand and condition. The Vehicle must also meet with the exceptional quality waiver if it is more than 3 years 3 months of age at first grant.
 - Vehicles will be larger than the Ford Mondeo class vehicles and will normally be the accepted luxury brands such as Mercedes Benz, BMW, Jaguar, Rolls Royce, Bentley and Lexus. The highest specification executive type cars from other manufacturers may also be considered. American style stretched vehicles may also qualify for exemption.
 - The vehicle will be in an immaculate condition with no visible defects, dents or blemishes to the external bodywork or internal trim.
 - The vehicle is to be used for executive or special occasion work only, good examples of these are:
 - Transport to and from Business Corporate Events, Conferences, Exhibitions and Meetings.
 - Chauffeured services, guarded personnel.
 - School Proms
- 3.4 Applications may only be made by a person holding a private hire operator's licence issued by Forest Heath District Council.
- 3.5 Where a proprietor wishes to make an application for a vehicle to be exempt from displaying an external identification plate they will be required to complete the appropriate exemption application form and

have their vehicle and supporting documents assessed by a Licensing/Enforcement Officer.

- 3.6 Where such supporting documentation is not provided to the satisfaction of the Council the application will be refused. Where a refusal is contested by the Proprietor, they can request a referral to the Licensing Sub-Committee.
- 3.7 Where an application is granted and a vehicle is exempted from displaying its external identification plate an exemption notice will issued as soon as practical after the decision is made. An Internal plate showing the exemption and plate number will still need to be displayed inside the windscreen on the passenger side.
- 3.8 Irrespective of when an exemption notice is granted the initial exemption notice will expire on the same day as the expiration of the vehicles current private hire licence, unless it is otherwise surrendered or revoked. Thereafter any renewed exemption notice will last for a period of time that is coterminous with that vehicle's private hire licence unless either the licence or notice is otherwise surrendered or revoked.
- 3.9 Exemption notices may be renewed annually subject to the vehicle undergoing a re-inspection by a Licensing/Enforcement Officer to ensure that it continues to be fit for purpose.
- 3.10 The authority to determine any application for an exemption notice is by virtue of this procedure is delegated to the Council's Licensing or Enforcement Officer.

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Licensing and Regulatory Committee



Forest Heath
District Council

Title of Report:	Local Air Quality – Progress Report 2016/2017	
Report No:	LIC/FH/17/011	
Report to and date/s:	Licensing and Regulatory Committee	30 October 2017
Portfolio holder:	Lance Stanbury Portfolio Holder for Planning & Growth Tel: 0nnnn nnnnn Email: lance.stanbury@forest-heath.gov.uk	
Lead officer:	Matthew Axton Environment Officer Tel: 01284 757041 Email: matthew.axton@westsuffolk.gov.uk	
Purpose of report:	To report the work undertaken during 2016 to meet Local Air Quality regulations across the District.	
Recommendation:	It is recommended that the Committee is asked to NOTE the work undertaken in order to improve local air quality in West Suffolk.	
Key Decision:	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	<ul style="list-style-type: none"> Consultation required with the Department of Environment (Defra) to approve technical elements of the Annual Status Report. 	
Alternative option(s):	<ul style="list-style-type: none"> Not undertaking our statutory duties - This would leave the Council at risk of being challenged by the Defra and the general public. 	
Implications:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Statutory Responsibilities	Medium	Delivering the statutory responsibilities will help reduce the inherent level of risk.	Low
Reputational	Medium	The Councils' work will help achieve a credible pathway to improving air quality.	Low
Financial	Low	Cost-benefit of key work will continue to be reviewed and adjusted.	Low
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		Appendix 1 - 2017 Air Quality Annual Status Report (ASR).	

1. Key issues and reasons for recommendation(s)

- 1.1 Air quality has direct implications for human health. Research shows that poor air quality can reduce the quality of life by causing health problems, especially in those who are more vulnerable such as children, the elderly and those with pre-existing health conditions. There is considerable research showing a link between exposure to air pollution and effects on health.
- 1.2 Improving the air quality will help to improve the long term health of our local communities, makes our towns more attractive places to visit and therefore improves the local economy.
- 1.3 The Air Quality Regulations 2000 require all local authorities in the UK to review and assess air quality within their area. The West Suffolk Councils are the lead regulators within their administrative areas with respect to the management of local air quality. Officers in Planning and Regulatory Services carry out various activities to fulfil these responsibilities. This includes monitoring local air quality, implementing any statutory and non-statutory actions for the purpose of improving air quality, providing advice on air quality and development.
- 1.4 The key pollutant of concern locally is Nitrogen Dioxide (NO₂), which is primarily caused by emissions from vehicle exhausts, for which the national annual mean objective (threshold) is 40 microgrammes per metre cubed to be applied at the façade of residential properties. An hourly objective also exists for NO₂, to be applied along busy shopping streets, and should be considered where the annual mean level is 60 microgrammes per metre cubed or greater. Currently there are 35 monitoring sites within Forest Heath.
- 1.5 Road transport is a major source of air pollution both nationally and locally. The Councils in West Suffolk work with other organisations to maintain and monitor the quality of air in the locality. Suffolk County Council and the Highways Agency are key partners and work with Council Officers to secure good air quality.
- 1.7 Defra have continued to develop a national strategy "UK plan for tackling roadside nitrogen dioxide concentrations", published July 2017. Twenty-eight Local Authorities with significant ongoing air quality problems are identified by Defra in this report and are required to develop local assessments and plans to achieve the statutory nitrogen dioxide limits in the shortest time possible. Forest Heath District Council is not one of the named authorities.

2. Outcomes for 2016-17

- 2.1 For the majority of the District, air quality remains good and continues to show a long term trend of slight year on year improvement. However, we continue to undertake detailed monitoring and have increased monitoring in some urban areas during 2016 to ensure that our monitoring covers all areas of possible concern.
- 2.2 All monitored locations in Forest Heath District Council were below the

national objectives for nitrogen dioxide in 2016, with the highest recorded value being in Newmarket High Street, where an annual average value of 39.4 microgrammes per metre cubed was recorded, which should be compared to the hourly objective for busy shopping streets, which needs to be considered when the annual average exceeds 60 microgrammes per metre cubed.

- 2.3 This committee approved the amendment of the Newmarket Air Quality Management Area (Report No: LIC/FH/17/004, April 2017). This amendment reduced the designated area and has now been enacted through an official order and the details accepted by Defra.
- 2.3 Based on the amended order, your officers installed a further monitoring in 2016 and again in 2017 along a section of the Newmarket Air Quality Management Area, which is centred on Old Station Road due to the presence of sensitive ground floor residential dwellings. The results from this increased monitoring indicate that the remaining designated area may be able to be revoked in the near future.
- 2.4 Although levels of measured pollutants in Forest Heath remain in compliance with the national objectives, your officers are aware that there are negative health impacts related to lower concentrations of certain pollutants, especially particulates. Therefore, work will continue to improve air quality further, as detailed in Section 3 below.
- 2.5 Engagement with key local stakeholders in Brandon is ongoing due to local concerns regarding the volume of traffic travelling through the town. This has included cross boundary discussions relating to historic and current planning decisions.
- 2.6 We are still awaiting publication by Highways England of the A11 Fiveways to Thetford dual carriageway Post Opening Performance Evaluation. This will help us to understand how the traffic movements have changed in the area, especially relating to the A1065 and B1106 to Brandon. Once this information is available, your Officers will continue their work in partnership with Suffolk County Council and key local stakeholders to minimise unnecessary traffic movements through Brandon.
- 2.7 Other actions taken by your Officers over the past year included:
- Commenting on and influencing planning applications to ensure that they have minimum impact on Local Air Quality.
 - Requesting new developments are suitably equipped with electric vehicle charge points to encourage the faster uptake of zero emission vehicles and to ensure developments in the area are suitably futureproofed for the proposed ban of petrol and diesel only vehicles in 2040.
 - Writing to all Forest Heath Hackney Carriage Licence holders reminding them of their legal and social responsibilities around unnecessary idling and undertaking on-the-ground enforcement visits by the Licensing Team to monitor and ensure compliance.
 - Promotion of internal and external grants to assist companies (including taxi companies) in converting their fleet to low and zero

emission vehicles.

- Promotion of zero emission electric vehicles to the general public.

3. Next Steps

3.1 Your officers will continue to undertake the following activities:

- Continue monitoring levels of nitrogen dioxide throughout the District.
- Complete the revised Action Plan for the revised Newmarket Air Quality Management Area.
- Work with air quality and planning colleagues across Suffolk to ensure standardised requirements for electric vehicle charging for new planning applications across the County.
- Continue to promote grants for business fleet improvements.
- Produce business cases for further investment in electric vehicle charging infrastructure
- Engage with stakeholders in areas where there may be concern to explore the need for further action.

4. Additional supporting information

4.1 Appendix 1 - 2017 Air Quality Annual Status Report (ASR) In fulfilment of Part IV of the Environment Act 1995 Local Air Quality Management. Provided separately.

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Forest Heath & St Edmundsbury councils



West Suffolk

working together

2017 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the
Environment Act 1995
Local Air Quality Management

July 2017

Forest Heath & St Edmundsbury councils

Local Authority Officer	Matthew Axton
Department	Environment & Energy Team, Planning & Regulatory Services
Addresses	<p>Forest Heath District Council District Offices College Heath Road Mildenhall Suffolk IP28 7EY</p> <p>St Edmundsbury Borough Council West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU</p>
Telephone	01284 757400
E-mail	environment@westsuffolk.gov.uk
Report Reference number	ASR2017
Date	July 2017

Executive Summary: Air Quality in Our Area

Why Air Quality Matters

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³.

The most recent indicators for St Edmundsbury and Forest Heath suggest that 5.0% & 4.8% respectively of mortality in persons in the age range 30+years is attributable to poor air quality. This can be compared to the East of England mortality rate of 5.1% for the same period (www.phoutcomes.info/).

Improving the air quality will help to improve the long term health of our local communities, makes our towns more attractive places to visit and therefore improves the local economy.

Improving air quality in West Suffolk will not only help to reduce the impact on human health, but it will also reduce damage to water quality, biodiversity and crops, all of which are important within the area.

Air Quality in West Suffolk

West Suffolk is Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) working together. The area is a mix of market towns (Brandon, Bury St Edmunds, Haverhill, Mildenhall and Newmarket) and more rural village communities. The regionally important strategic road links of the A11 and A14 also cross the area.

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

The main source of pollution in the area is road traffic and this is generally worst in the market towns. We monitor for the pollutant Nitrogen Dioxide, which is considered the main pollutant of concern for road vehicles and is particularly linked to Heavy Goods Vehicles (HGVs) and diesels. Consequently the majority of our monitoring is adjacent to busy roads within our market towns.

Air quality in West Suffolk is generally good and continuing to show long term improvement at monitored locations throughout the area. However, the importance of continuing to improve the local air quality is at a higher profile than ever before.

Each town within the area has its own unique air quality issues and these are summarised below. There is also significant monitoring in the village of Great Barton which is also discussed below:

- **Brandon** continues to show gradual improvement in air quality although the levels of traffic travelling through the town on the A1065 are still a concern to the residents and their representatives. None of the monitor locations failed the national set air quality objectives. Traffic patterns around Brandon have undoubtedly changed since the opening of the new dualled section of the A11 bypassing Elveden, however, we are still awaiting the publication of the Post Opening Project Evaluation (POPE) which Highways England are due to publish. Once the POPE is published we will be able to better assess how to influence the traffic and further improve air quality in Brandon.
- **Bury St Edmunds** is the only town in West Suffolk to show exceedances of the air quality objective for Nitrogen Dioxide. Exceedances were recorded along Sicklesmere Road (A134) to the south of the town and at the roundabout of Kings Road and Parkway close to a large proportion of the town centre car parking.

It was the second year running that exceedances were recorded on Sicklesmere Road and it is recommended that an Air Quality Management Area (AQMA) is declared here. A long term solution is available for Sicklesmere Road in the form of a relief road associated with the South East Bury strategic growth area; however, we still consider it prudent to declare an AQMA to ensure that procedures are in place should the development be delayed or postponed for any reason.

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The monitoring point at the Kings Road / Parkway roundabout is not located on a residential property and pollution levels are calculated to be acceptable at the closest residential property. This location was below the objective in 2015 but wasn't monitored previous to 2015 so the long term trend is unclear. We will continue to monitor this location and may undertake a detailed assessment should pollution levels continue to rise here.

Away from these two locations results varied as to whether they showed an increase or decrease in pollution when compared to 2015.

- **Great Barton** is a village to the north east of Bury St Edmunds with a main road (A143) cutting through it. A row of cottages either side of, and including, the Post Office are situated close to this road. An AQMA was in place between 2009 and 2012 when it was revoked on a technicality. It has recently been re-declared due to a review of our previous decision in light of new guidance together with continued exceedance of the air quality objective. SEBC are currently working on the action plan for this AQMA with the first steering group meeting planned for June 2017. Recorded levels of Nitrogen Dioxide pollution in 2016 were very slightly below the annual mean objective
- **Haverhill** monitoring continues to show compliance with the annual air quality objectives in all locations. The main area of concern is Withersfield Road (A1307) where levels have been close to the objectives in recent years. A north west Haverhill relief road has planning permission linked to a strategic housing site. The relief road must be finished within 5 years of the commencement of the strategic housing development, with the commencement of the strategic housing development anticipated to be this year.
- **Mildenhall** continues to show concentrations of pollutants well within the air quality objective levels and does not currently pose any significant concern.
- **Newmarket** has shown steady air quality improvements since the declaration of an AQMA along the High Street and Old Station Road in 2009 and the AQMA has recently (April 2017) been reduced in size to reflect this improvement. The AQMA has been retained along Old Station Road due to insufficient confidence in the data along this road; however, further monitoring

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was added on Old Station Road at the beginning of 2016 and the beginning of 2017 to rectify this data gap. None of the new locations in 2016 showed an exceedance and we will continue to carefully consider the results from 2017. The action plan for Newmarket is in the process of being revised due to the changes to the AQMA.

There remains local concern around idling in the taxi rank on the High Street, where the highest levels of Nitrogen Dioxide in Newmarket are measured. The Environment Team continue to liaise with officers in the Licensing department to ensure improved compliance.

As most of the pollution within West Suffolk originates from road traffic, the West Suffolk councils have to work closely with Suffolk County Council, who is the responsible authority for the maintenance and strategic planning of the local road network. We also work closely with the Local Planning Authority to ensure new developments are appropriately controlled and mitigation is provided where required.

Actions to Improve Air Quality

Zero Emission Vehicles

West Suffolk councils have focused on campaigns to increase the awareness of zero emission electric vehicles throughout 2016, undertaking the following actions:

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- **Electric Vehicle Show** – In August 2016 we held an electric vehicle show in the Arc shopping centre in Bury St Edmunds.



The Arc is West Suffolk's most popular shopping centre; with a footfall of approximately 28,000 on the day West Suffolk councils staged the event.



The event showcased the variety of zero emission vehicles, including cars and vans and aimed to changing peoples preconceptions about electric vehicles by providing 'myth busting' literature and engaging with interested locals. Following the success of this event, we anticipate running more in 2017.

- **Charge Point Installation** – We have recently installed new EV charge points in our public car parks in Haverhill and Newmarket and Bury St Edmunds. These will further enable the use of EVs in our area.



- **Charge Points through Planning** – September 2016 saw a change in our responses to major planning applications, with all major applications now being requested to contribute to air quality improvements. All major developments are targeted as there very few developments which will show a direct impact on local air quality, but all developments will have a cumulative affect.

For major residential developments we request all dwellings with allocated off street parking are provided with EV charging facilities. For communal or non-allocated residential parking we generally require 10% of spaces to be provided with charge points and for commercial developments we request 5% of charge points are allocated for EV charging.

New Infrastructure

In 2016 construction started on the Eastern Relief Road which will help to aid traffic congestion in the east of Bury St Edmunds. This road is due to open in September 2017.

The Sybil Andrews Academy, a new secondary school, was opened in late 2016. The existing secondary schools in Bury St Edmunds are all located to the northwest of the town centre, which resulted in significant cross town rush hour traffic. The new

school is located on the east of Bury St Edmunds and is anticipated to reduce school related cross town traffic.

Air Quality was a material consideration in agreeing a limit to the number of dwellings allowed prior to the completion of the relief road associated with South East Strategic housing site in Bury St Edmunds. The development will be limited to 500 dwellings before the relief road is completed.

Conclusions and Priorities

Air Quality in West Suffolk remains largely good and the number of exceedances of the annual mean objective for Nitrogen Dioxide remains minimal. Action plans are being developed and revised respectively for the two AQMA's in Great Barton and Newmarket. The exceedance recorded on Sicklesmere Road should result in a further AQMA in the next year.

The councils will continue to work to improve the provisions for electric vehicles in West Suffolk in partnership with Suffolk County Council and private companies. The number of charge points in domestic, workplace and public settings is likely to increase significantly over the coming years. Further electric vehicle events are planned for the future.

We will also be working on ways to improve our own fleet of vehicles and continue to offer the West Suffolk Greener Business Grant to companies local to reduce the carbon footprint and emissions of their fleet.

The continued growth in housing in West Suffolk will be the main challenge when tackling air quality in the area. Construction has begun at two of the strategic housing developments in Bury St Edmunds with a third expected to gain planning permission this year. In Haverhill, construction on a strategic housing site could also begin this year. The councils continue to forward plan with masterplan consultations for Western Way, Bury Town Centre and the Mildenhall Hub; continued consultation and development of the Forest Heath Local Plan and concept planning for the possible closure and subsequent redevelopment of the Mildenhall Air Base.

We are committed to continuing to monitor the local air quality throughout West Suffolk and to identifying schemes that can provide potential improvements either at any of our areas of concern or on an area wide basis.

Local Engagement and How to get Involved

As an individual there are many actions that you can take to improve the air quality and reduce air pollution. This will improve the quality of life for everyone, including you and your family. Below are a few suggestions of how to get involved:

- Consider purchasing an electric vehicle; the costs are reducing and the technology and infrastructure are making this technology more practical for more people.
- Use your car less. Try to walk, cycle, and use the bus or train wherever possible. Conventionally fuelled cars are particularly polluting over short journeys, so aim to cut these out first.
- Reduce emissions from your car by ensuring it is regularly serviced and well maintained, ensure you only carry the weight you need, and you drive in a gentle, steady manner.
- When buying a traditional fuel vehicle consider the most fuel efficient petrol vehicle rather than buying a diesel vehicle.
- Encourage your employer, school or college to set up a Green Travel Plan.
- Car share, to reduce emissions and save money. See the Suffolk Car Share website for further details: www.SuffolkCarShare.com

There are no specific air quality campaign groups within West Suffolk, however, a number of local community groups have shown an interest in assisting to improve air quality in their areas and we are working closely with Newmarket Town Council and Newmarket BID. We have also had community groups highlight areas where they believe that air quality might be an issue and we are always willing to consider monitoring new areas if we agree that pollution may be a problem.

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1 Local Air Quality Management

This report provides an overview of air quality in West Suffolk (Forest Heath District Council and St Edmundsbury Borough Council working together) during 2016. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by West Suffolk to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Table E.1 in Appendix E.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMAs declared by Forest Heath District Council and St Edmundsbury Borough Council can be found in Table 2.1. Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online at:

- https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=105 (Forest Heath)
- https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=255 (St Edmundsbury)

Alternatively, see Appendix B, which provides maps of air quality monitoring locations and the AQMAs.

St Edmundsbury Borough Council proposes to declare a new AQMA in Bury St Edmunds, on the A134 Sicklesmere Road to the south of the town (see monitoring section).

Table 2.1 – Declared Air Quality Management Areas

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AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	City / Town	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance (maximum monitored/modelled concentration at a location of relevant exposure)		Action Plan (inc. date of publication)
						At Declaration	Now	
Newmarket AQMA	Declared 6 th April 2009 Amended 18 th April 2017	Nitrogen Dioxide Annual Mean Objective	Newmarket	An area incorporating Old Station Road from the Clock Tower roundabout to the Junction with Rous Road, Newmarket Suffolk.	NO	40.0µg/m ³ (2009 – Not at relevant location for annual mean objective)	32.8 µg/m ³ (2016)	Action Plan currently being revised due to significant amendment to AQMA in April of this year (2017).
Great Barton	Declared 11 th May 2011 Revoked 1 st January 2013 Declared 18 th April 2017	Nitrogen Dioxide Annual Mean Objective	Great Barton	An area incorporating Gatehouse Cottage and 1 to 8 The Street (A143), in the Parish of Great Barton.	NO	48.2µg/m ³ (2011)	37.9µg/m ³ (2016)	Action Plan currently being developed due to re-declaration of this year (2017).

West Suffolk confirm the information on UK-Air regarding their AQMA(s) is up to date

2.2 Progress and Impact of Measures to address Air Quality in West Suffolk

Defra's appraisal of last year's ASR for St Edmundsbury Borough Council concluded that the council should progress the declaration of the AQMA at the Post office (in Great Barton, which has been actioned) and ensure they declare the AQMA in Sicklesmere Road if the modelling and diffusion tube results show that there will be an exceedance. Although the AQMA has not yet been declared, the recommendation to do so is made within this report following sufficient data collection.

Defra's appraisal of last year's ASR for Forest Heath District Council concluded that the council should progress the amendment of the AQMA in Newmarket and submit their amendment to DEFRA. This has been completed.

West Suffolk councils have taken forward a number of direct measures during the current reporting year of 2016 in pursuit of improving local air quality. Wider infrastructure projects that will also have a positive impact on Air Quality have also been undertaken. Details of all measures completed, in progress or planned are set out in Table 2.2.

More detail on these measures can be found in their respective Action Plans which are currently being updated, as explained in Table 2.1 above and will be published separately in due course. Specific measures to address the AQMA in Great Barton are not included here as the measures to be considered are still in early development. Key completed measures are:

- Promotion of zero emission Electric Vehicles at an Electric Vehicle showcase in the centre of Bury St Edmunds
- Installation of new Electric Vehicle charge points in public car parks in Bury St Edmunds, Haverhill and Newmarket.
- Changes to planning application response policy to ensure new developments are fitted with Electric Vehicle charge points to encourage and facilitate their use.
- Improved car park signage in Newmarket to avoid repeat journeys along the High Street.

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- Opening of the new secondary school (Sybil Andrews Academy) on the eastern side of Bury St Edmunds which is anticipated to reduce cross town traffic and therefore reduce recorded levels of pollution in the town.

West Suffolk councils expects the following measures to be completed over the course of the next reporting year:

- Continued promotion of Electric Vehicles through further showcase events.
- Investigate further installation of Electric Vehicle charge points, specifically the installation of a rapid charger in Newmarket.
- Opening of the Eastern Relief Road to relieve congestion and consequently improve air quality on the eastern side of Bury St Edmunds.

The principal challenges and barriers to implementation that West Suffolk councils anticipates facing are the continued rapid housing growth in the area with construction having started at two of the strategic growth sites in Bury St Edmunds.

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
1	Electric Vehicle Charging Points through Planning	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	SEBC and FHDC	2016	2016 to ongoing	% of planning applications with conditions successfully applied	Increase uptake of zero emission vehicles	Implemented and conditions being successfully imposed	Ongoing	
Page 89	Electric Vehicle Charging Infrastructure on council owned land	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	SEBC and FHDC Funding: Highways England providing funding for Rapid chargers on strategic network	Ongoing	2017 / 2018	Number of additional charge points installed	Increase uptake of zero emission vehicles	Fast chargers installed in Bury St Edmunds, Haverhill and Newmarket	2018	Funding and electricity supply.
3	Electric Vehicle Showcase	Promoting Low Emission Transport	Other	SEBC and FHDC Environmental Health	2016	2016 to ongoing	Increased uptake in electric vehicles	Increase uptake of zero emission vehicles	Showcase undertaken in 2016	Ongoing	2017 event being planned
4	Greener Business Grant - Promote £1,000 West Suffolk Greener Business Grant to be used for businesses to move to ULEV	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	SEBC and FHDC Environmental Health	2016	2016 to ongoing	Increased uptake in electric vehicles	Increase uptake of zero emission vehicles	Awaiting first successful applicant	Ongoing	

Table 2.3 – Progress on Measures to Improve Air Quality (Contd...)

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
5	Eastern Relief Road	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	SEBC and Suffolk County Council	Completed	2016 / 2017	Road completed	Reduction in congestion	Road currently under construction	Sep-17	
6	New High School	Traffic Management	Other	SEBC and Suffolk County Council	Completed	Completed	Reduced cross town travel during school drop-off and collection times	Reduction in congestion	Completed	Completed	
7	Council Fleet Improvements	Vehicle Fleet Efficiency	Fleet efficiency and recognition schemes	SEBC and FHDC	Ongoing	Ongoing	Council vehicle emissions	Reduced vehicle Emissions	Ongoing	2019	
8	Eco driving courses for council staff	Vehicle Fleet Efficiency	Driver training and ECO driving aids	SEBC and FHDC	Completed	Ongoing	Number of staff completing course	Reduced vehicle Emissions	Ongoing	Ongoing	

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Table 2.4 – Progress on Measures to Improve Air Quality (Contd...)

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
9	South East Bury St Edmunds relief road	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	SEBC / Suffolk County Council and Developer	Ongoing	2022	Measured concentration in Nitrogen Dioxide on Sicklesmere Road	TBC closer to opening date	Awaiting planning permission to be granted	2022	Completion of road prior to 400 dwellings completed to be a condition of the planning approval
10	Haverhill north west relief road	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	SEBC / Suffolk County Council and Developer	Ongoing	2022	Measured concentration in Nitrogen Dioxide on Withersfield Road	TBC closer to opening date	Awaiting start of development	2022	Condition of planning requires completion within 5 years of commencement of development

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Table 2.5 – Progress on Measures to Improve Air Quality (Contd...)

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
11	Dualling of the A11	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	Highways England	Completed	Completed 2014	Measured concentration in Nitrogen Dioxide in Elveden and Brandon	75% reduction in NO2 in Elveden	Reduction in NO2 proven in Elveden. Monitoring in Brandon ongoing	2014	No significant reduction in NO2 recorded in Brandon. Awaiting Highways England POPE report.
12	Improved Car Parking signage in Newmarket	Traffic Management	UTC, Congestion management, traffic reduction	Suffolk County Council	Completed	Completed	Reduction in NO2 in Newmarket High Street	% reduction in NO2 levels	Implemented	Sep-16	Likely reduction in NO2 too small to be noted in monitoring results
13	Air Quality Awareness campaign in Newmarket	Public Information	Via other mechanisms	FHDC	Ongoing	Ongoing	Reduction in NO2 in Newmarket High Street	% reduction in NO2 levels	Meetings held with Newmarket Town Council and Newmarket BID	Autumn 2017	
14	Newmarket High Street Design Brief	Policy Guidance and Development Control	Other policy	FHDC	Ongoing	Ongoing	Improvements to Newmarket High Street	Smoother driving through High Street	Air Quality Officer involved in early design brief meetings	2018	Design brief for Newmarket High Street which will influence the way forward for the town centre and will influence which additional measures can be developed

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5} (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

West Suffolk councils are taking the following measures to address PM_{2.5}:

We do not have the facility to measure PM_{2.5}, but given the relatively low recorded levels of Nitrogen Dioxide and DEFRA modelled levels of PM₁₀ we do not expect PM_{2.5} to be above guideline levels. However we believe that many of the measures listed in Table 2.2, above, would contribute to a reduction in exposure to PM_{2.5}, especially the measures promoting the uptake of zero emission vehicles. We will continue to consult with Public Health colleagues and be advised by them, and national guidance, on any relevant measures that will reduce exposure.

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

3.1 Summary of Monitoring Undertaken

This section sets out what monitoring has taken place and how it compares with objectives.

3.1.1 Automatic Monitoring Sites

West Suffolk did not undertake any automatic (continuous) monitoring during 2016.

3.1.2 Non-Automatic Monitoring Sites

West Suffolk undertook non-automatic (passive) monitoring of NO₂ at 60 sites during 2016. This includes 35 sites in FHDC and 25 sites in SEBC. Table A.1 (FHDC) and A.2 (SEBC) in Appendix A shows the details of the sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. “annualisation” and/or distance correction), are included in Appendix C.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias and “annualisation”. Further details on adjustments are provided in Appendix C. Locations have not been routinely distance adjusted in previous year’s reports and for consistency with previous reports values are only distance adjusted where stated. All monitoring locations are distance adjusted in Tables B1 and B2 in Appendix B.

3.2.1 Nitrogen Dioxide (NO₂)

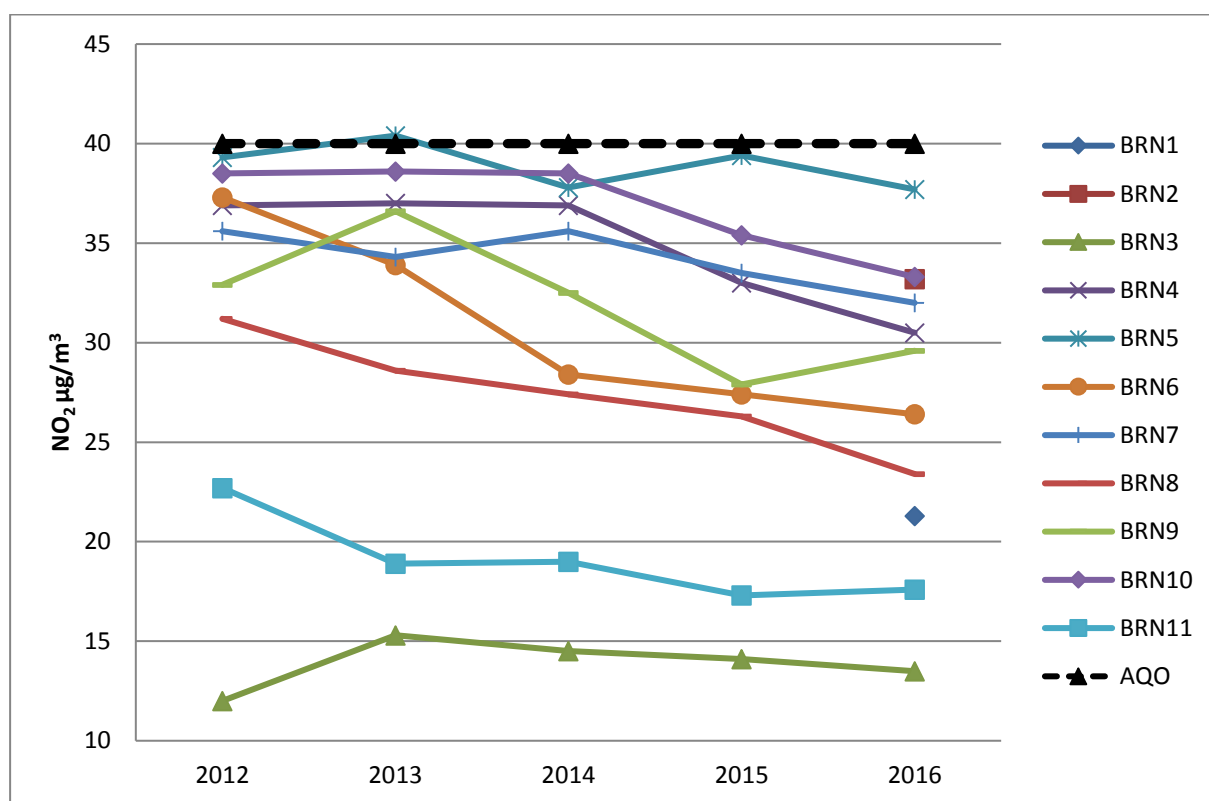
Table A. (FHDC) and Table A4 (SEBC) in Appendix A compares the ratified and adjusted monitored NO₂ annual mean concentrations for the past 5 years with the air quality objective of 40µg/m³.

For diffusion tubes, the full 2016 dataset of monthly mean values is provided in Table B1 (FHDC) and Table B2 (SEBC) in Appendix B.

Brandon

Brandon continues to show gradual improvement in air quality as can be seen in Figure 1, below. Some sites such as BRN6 (London Rd/Coulson Lane) and BRN8 (Hellesdon House, High Street) have shown a steady decline in pollution levels over the past 5 years whilst at other sites such as BRN4 (London Road/Stores St) and BRN10 ('Boots', High Street) the decline in pollution is more evident over the past two years only. None of the monitoring locations have exceeded the annual mean objective since BRN5 (52 London Road) recorded a very slight exceedance of 40.4µg/m³ (compared to an objective of 40.0µg/m³) in 2013. BRN5 remains the highest recorded monitoring location in Brandon at 37.7µg/m³, with no other monitoring locations being above 34.0µg/m³. It is therefore not considered necessary to undertake a detailed assessment in Brandon.

Figure 1. Trends in Concentration of Air Pollution in Brandon (not adjusted to façade)



However, we are aware that there the residents of Brandon and their representatives are still concerned by the level of traffic using the A1065 through the town, especially the levels of Heavy Goods Vehicles (HGVs). Residents also have concerns about the air quality given the volume of traffic. Traffic patterns around Brandon have undoubtedly changed since the opening of the new dualled section of the A11

bypassing Elveden, however, there is local perception that this major infrastructure project has not had as significant a positive impact as hoped. We are still awaiting the publication of the Post Opening Project Evaluation (POPE) which Highways England are due to publish on the A11. Once the POPE is published we will be able to better assess how to influence the traffic and further improve air quality in Brandon.

Bury St Edmunds

Bury St Edmunds is the only town in West Suffolk to show exceedances of the annual mean air quality objective for Nitrogen Dioxide. Exceedances were recorded along Sicklesmere Road (A134) to the south of the town ($42.1\mu\text{g}/\text{m}^3$ at 2 Sicklesmere Road and $41.5\mu\text{g}/\text{m}^3$ at 7 Sicklesmere Road) and at the roundabout of Kings Road and Parkway ($41.5\mu\text{g}/\text{m}^3$) close to a large proportion of the town centre car parking. All other locations were below the annual mean objective, although a small number of other locations (Fornham Road and at the Northgate Roundabout) were within 10% of the objective.

Large scale changes in monitoring locations occurred between 2014 and 2015 and it is difficult to establish long term trends from the last two years of data, however, the site at the junction of Cullum Road and Out Westgate has shown a 20% reduction over the last 10 years and a 10% reduction over the last 5 years indicating a steady long term decline in recorded levels of Nitrogen Dioxide pollution.

Monitoring at 2 Sicklesmere Road has shown two years of exceedances since monitoring at the site began. Only a single of year monitoring has occurred at 7 Sicklesmere Road, however, this has also shown an exceedance and it is considered that an AQMA should be declared for this location. Given that the number of properties close to the roadside are limited and the exceedances only slight, other properties on Sicklesmere Road are unlikely to be affected, other than the properties associated with Southgate House. Monitoring at 14 Sicklesmere Road shows recorded levels are significantly lower further from the Southgate Green Roundabout and therefore the proposed AQMA can be easily defined.

A long term solution is available for Sicklesmere Road in the form of a relief road associated with the South East Bury strategic growth area; however, we still consider it prudent to declare an AQMA to ensure that procedures are in place should the development be delayed or postponed for any reason. The relief road will need to be

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completed prior to the occupation of the 400th dwelling within the south east Bury St Edmunds strategic development site.

Figure 2. Proposed extent of Sicklesmere Road AQMA with monitoring points and recorded Nitrogen Dioxide concentrations



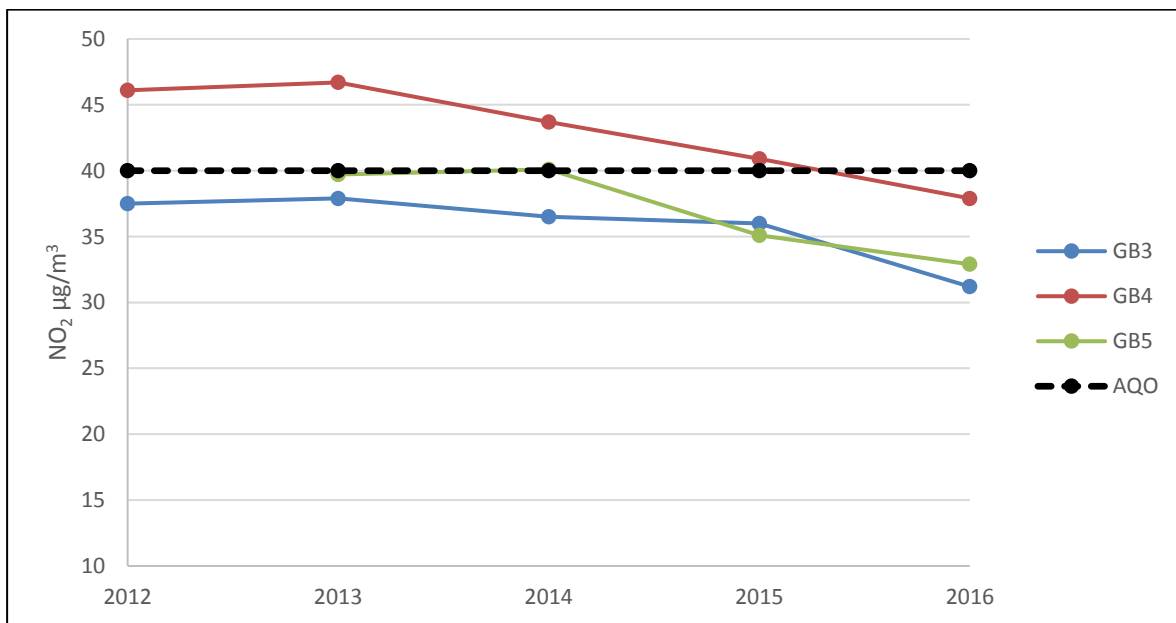
The monitoring point at the Kings Road / Parkway roundabout which recorded $41.5\mu\text{g}/\text{m}^3$ Nitrogen Dioxide is not located on a residential property and the distance adjusted value to the nearest residential dwelling is $36.2\mu\text{g}/\text{m}^3$. This location was below the objective in 2015 but wasn't monitored previous to 2015 so the long term trend is unclear. We will continue to monitor this location and may undertake a detailed assessment should pollution levels continue to rise.

Great Barton

Significant monitoring continues in Great Barton along the main road (A143), which cuts through the village. A row of cottages either side of, and including, the Post Office are situated close to this road, in contrast to the majority of the housing in the village which is situated back from the main road. An AQMA was in place between 2009 and 2012 when it was revoked on a technicality, a full review was provided in last years ASR, which resulted in a recommendation to re-declare the AQMA given the continued exceedance of the annual mean objective for Nitrogen Dioxide. The AQMA was re-declared on the 18th April 2017.

Monitoring in 2016 showed a continued reduction in recorded levels of Nitrogen Dioxide, with the levels within the AQMA falling just below the annual mean objective, being 37.9µg/m³.

Figure 3. Trends in Concentration of Air Pollution in Great Barton (not adjusted to façade of buildings)



SEBC are currently working on the action plan for this AQMA with the first steering group meeting undertaken in June 2017. Recorded levels Nitrogen Dioxide pollution in 2016 was very slightly below the annual mean objective, however, this was partially due to unusually low levels recorded in January 2016, which were not reflected to such an extent at the other locations in Great Barton.

Haverhill

Monitoring in Haverhill continues to show compliance with the annual air quality objectives in all locations. The main area of concern is Withersfield Road (A1307) where levels have been close to the objectives in recent years with the highest recorded value of Nitrogen Dioxide being $36.5\mu\text{g}/\text{m}^3$. A north west Haverhill relief road has planning permission linked to a strategic housing site. The relief road must be finished within 5 years of the commencement of the strategic housing development. Commencement of the strategic development is anticipated to be this year. The completion of the relief road is anticipated to significantly reduce the traffic, and therefore pollution levels on Withersfield Road.

Icklingham and Lakenheath

Monitoring in the villages of Icklingham and Lakenheath has recorded levels of nitrogen dioxide well within the objective levels.

Mildenhall

Mildenhall continues to show concentrations of pollutants well within the air quality objective levels and does not currently pose any significant concern. A number of the monitoring locations in Mildenhall were moved at the beginning of 2016 due to long term compliance with the objectives at historic sites within the Market Place, adjacent to the Bus Station and on Field Road, the highest concentration at any of these locations since 2012 being just $24.2\mu\text{g}/\text{m}^3$.

There was also an awareness that parts of the town had never been monitored, hence the new locations at North Terrace (MLD1) and on Queensway (MLD2). Only the site with the highest levels of pollution, MLD3 (Kingsway) remained unmoved, however, concentrations of pollutants at this site remain well below the objective at $34.3\mu\text{g}/\text{m}^3$. The new monitoring locations in Mildenhall did not raise any significant concerns although concentrations were slightly higher than the historic monitoring locations.

Newmarket Town Centre

Newmarket town centre has shown steady air quality improvements since the declaration of an AQMA along the High Street and Old Station Road in 2009 and the AQMA has recently (April 2017) been reduced in size to reflect this improvement.

Forest Heath & St Edmundsbury councils

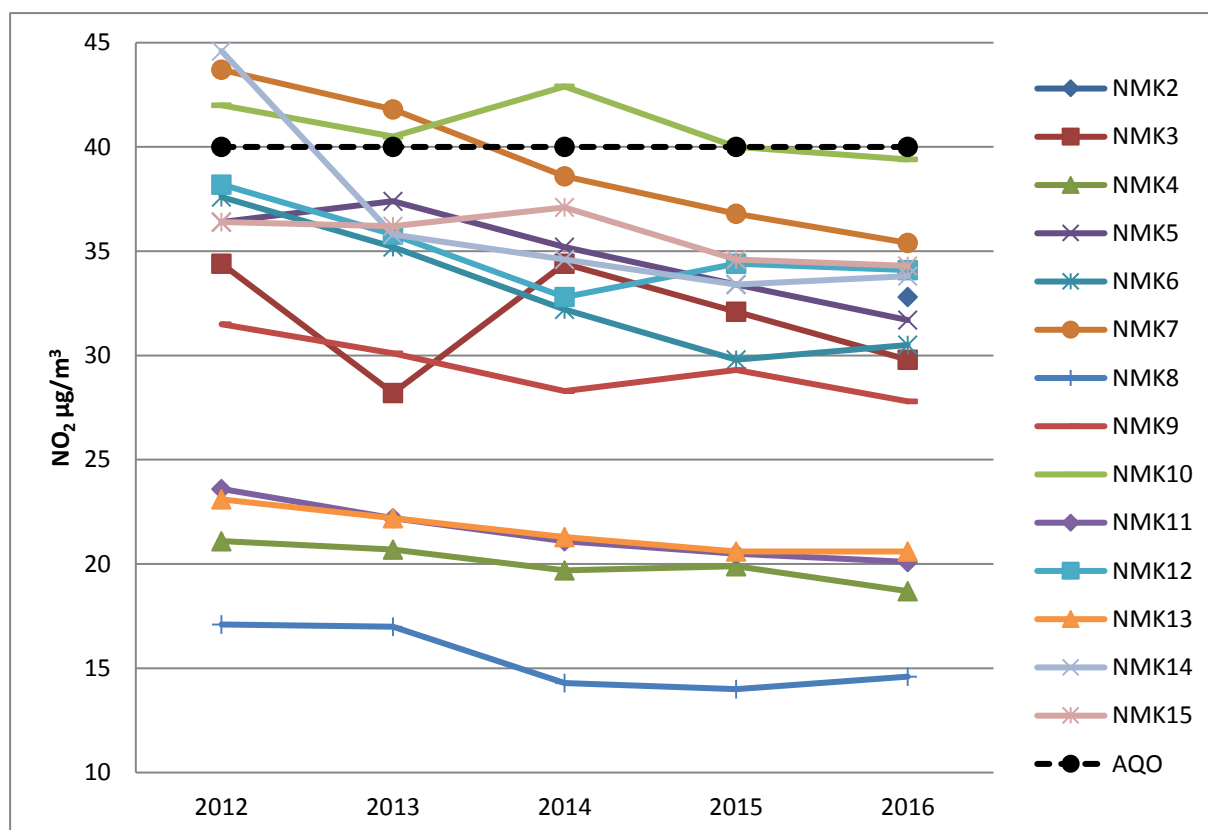
Following the changes to the AQMA, the High Street is no longer included within the boundaries of the AQMA. The steady reduction in pollution levels can be seen in Figure 2 below. It should also be noted that many of these readings are taken at kerbside and would be relevant to the hourly objective, which is only considered when the annual mean is greater than $60\mu\text{g}/\text{m}^3$, whilst the annual mean of $40\mu\text{g}/\text{m}^3$ should only apply at the façade of residential properties. The recorded values have been 'distance adjusted' to the nearest façade and are provided in Appendix B for information. For instance, NMK10 (High Street Taxi Rank) shows a non distance adjusted value of $39.4\mu\text{g}/\text{m}^3$, which appears quite close to the annual mean objective, however, when distance adjusted to the façade of the nearest property, the value becomes $33.5\mu\text{g}/\text{m}^3$, which is well below the annual mean objective. It should also be noted that many of the locations along the High Street are not located adjacent to residential properties (either ground level or first floor) and are therefore only relevant to the much less stringent hourly mean value.

The monitoring locations on Sun Lane and outside the Cancer Research UK shop were discontinued during 2016 and at the end of 2016 respectively as they had consistently shown levels of pollutants at approximately half of the annual mean objective.

The AQMA has been retained along Old Station Road due to insufficient confidence in the data along this road. Prior to 2016 there was only a single monitoring location on Old Station Road, which has shown compliance with the annual mean objective, but suffered from poor recovery rates and therefore required annualisation on several occasions and may not have been located to represent the worst case scenerio for Old Station Road. Therefore two further locations were added on Old Station Road at the beginning of 2016 and a third new location at the beginning of 2017. None of the monitoring points within the remaining AQMA recorded an exceedance in 2016, however, we will retain the AQMA and continue to monitor the existing and new 2017 location to assess the need for retaining the AQMA in the longer term.

There remains local concern around idling in the taxi rank on the High Street, where the highest levels of Nitrogen Dioxide in Newmarket are measured. The Environment Team continue to liaise with officers in the Licensing Team to ensure improved compliance with the law, and we are working with Newmarket Town Council to facilitate the uptake of zero emission taxis.

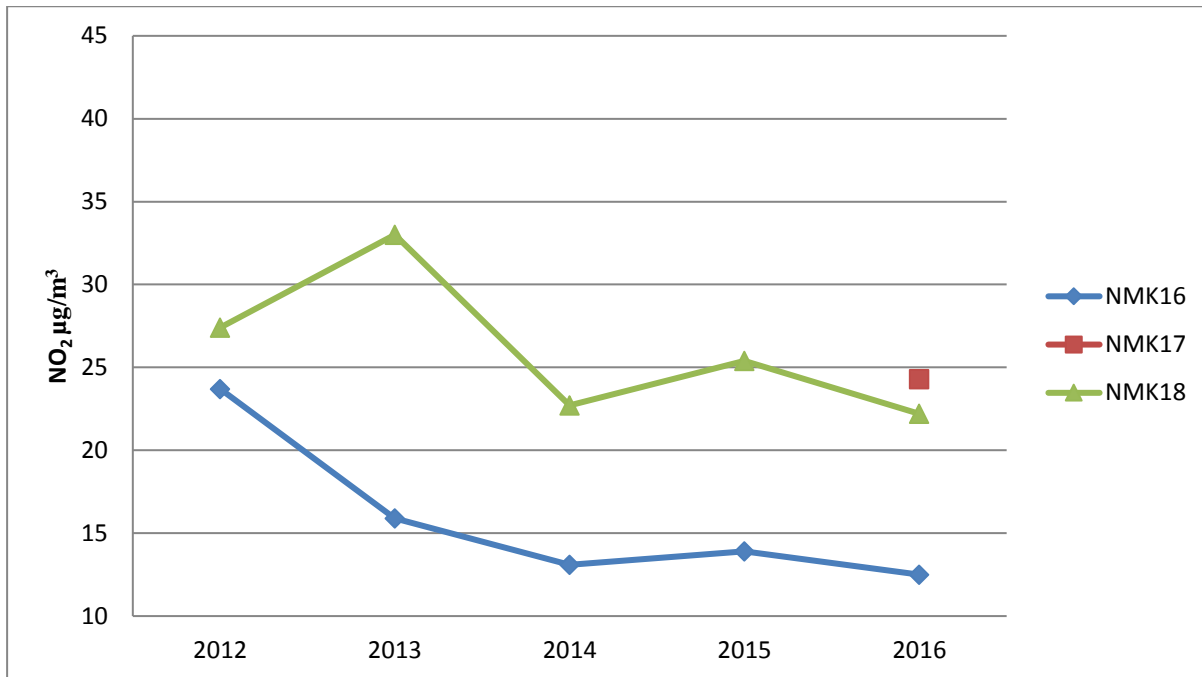
Figure 4. Trends in Concentration of Air Pollution in Newmarket Town Centre (not adjusted to façade of buildings)



Newmarket outskirts

The three monitoring locations outside the town centre show continued compliance well within the annual mean objective. One of these three locations was new in 2016 (NMK17, Exning Road/Depot Road), whilst the other two locations (NMK16, Station Approach and NMK18, Nimbus Way) show continued long term improvement as shown in the below graph.

Figure 5. Trends in Concentration of Air Pollution in Newmarket Outskirts (not adjusted to façade of buildings)



Appendix A: Monitoring Results

Table A.1 – Details of Non-Automatic Monitoring Sites – Forest Heath District Council

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ^{(1) (2)}	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
BRN1	Brandon – 6 Church Road	Roadside	578044	286249	NO ₂	NO	1.1	1.7	NO	2.1
BRN2	Brandon – 104 London Road	Roadside	577993	286163	NO ₂	NO	3.3	1.7	NO	2.2
BRN3	Brandon - Town Hall	Urban centre	578406	286460	NO ₂	NO	0 - hourly N/A - annual	N/A	NO	2.4
BRN4	Brandon – London Road / Stores St	Roadside	578351	286503	NO ₂	NO	2.7 ⁽³⁾	1.6	NO	2.2
BRN5	Brandon - 52 London Road	Roadside	578206	286407	NO ₂	NO	7.0	1.1	NO	2.2
BRN6	Brandon - London Rd/Coulson Lane	Roadside	578270	286467	NO ₂	NO	7.6	1.5	NO	2.1
BRN7	Brandon - London Rd/Church Road	Kerbside	578073	286254	NO ₂	NO	8.0	<1.0	NO	2.1
BRN8	Brandon - Hellesdon House, High Street	Roadside	578372	286774	NO ₂	NO	0	1.5	NO	2.3

Table A.1 – Details of Non-Automatic Monitoring Sites – Forest Heath District Council (Continued)

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ^{(1) (2)}	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
BRN9	Brandon - Riverside Lodge, High Street	Kerbside	578372	286867	NO ₂	NO	3.3	<1.0	NO	2.4
BRN10	Brandon - 'Boots', High Street	Roadside	578395	286633	NO ₂	NO	0 - hourly 0.5 - annual	2.5	NO	2.3
BRN11	Brandon - 175 Thetford Rd	Roadside	579160	286357	NO ₂	NO	8.5	1.7	NO	2.1
LAK1	Lakenheath - Zebra Crossing	Kerbside	571378	282855	NO ₂	NO	3.5	<1.0	NO	2.1
LAK2	Lakenheath - Albert Rolph Drive	Suburban	572071	281607	NO ₂	NO	20.0	1.0	NO	2.2
MLD1	Mildenhall – 8 North Terrace	Roadside	571136	274878	NO ₂	NO	1.5	1.9	NO	2.1
MLD2	Mildenhall – 2 Queensway	Roadside	571092	274785	NO ₂	NO	0	1.8	NO	2.1
MLD3	Mildenhall - 14 Kingsway	Roadside	571326	274780	NO ₂	NO	0.5	2.0	NO	2.1
ICK1	Icklingham	Roadside	577266	272907	NO ₂	NO	0.3	1.0	NO	2.1
NMK1	Newmarket – 23 Old Station Road	Roadside	564716	263502	NO ₂	YES	0	2.0	NO	2.2
NMK2	Newmarket – 36 Old Station Road	kerbside	564689	263500	NO ₂	YES	2.2	0.3	NO	2.2

Table A.1 – Details of Non-Automatic Monitoring Sites – Forest Heath District Council (Continued)

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ^{(1) (2)}	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
NMK3	Newmarket - Old Station Rd / Rous Road	Roadside	564707	263493	NO ₂	YES	2.0	1.7	NO	2.2
NMK4	Newmarket - Sun Lane	Urban Centre	564347	263340	NO ₂	NO	0 – hourly 12 - annual	10.0	NO	2.4
NMK5	Newmarket - 'Café Nero' crossing	Kerbside	564337	263343	NO ₂	NO	0 – hourly N/A - annual	<1.0	NO	2.4
NMK6	Newmarket - 'KFC' downpipe	Roadside	564307	263338	NO ₂	NO	0 – hourly 0 - annual	6.5	NO	2.3
NMK7	Newmarket - 'White Hart' crossing	Kerbside	564233	263274	NO ₂	NO	0 – hourly 5.9 - annual	<1.0	NO	2.4
NMK8	Newmarket - Park area	Urban Background	564138	263301	NO ₂	NO	0 – hourly N/A - annual	N/A	NO	2.5
NMK9	Newmarket - Blackbear lane/High St	Kerbside	564043	263159	NO ₂	NO	3.0	<1.0	NO	2.2
NMK10	Newmarket - Taxi rank	Roadside(4)	564362	263381	NO ₂	NO	0 – hourly N/A - annual	<1.0	NO	2.5
NMK11	Newmarket - Market St 'EE'	Urban Centre	564380	263407	NO ₂	NO	0 – hourly N/A - annual	11.0	NO	2.0
NMK12	Newmarket - Clock tower crossing	Roadside	564550	263544	NO ₂	NO	0 – hourly 0.3 - annual	2.5	NO	2.4

Table A.1 – Details of Non-Automatic Monitoring Sites – Forest Heath District Council (Continued)

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ^{(1) (2)}	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
NMK13	Newmarket - 'Cancer Research' downpipe	Urban Centre	564516	263474	NO ₂	NO	0 – hourly N/A - annual	13.0	NO	2.4
NMK14	Newmarket - 'Rutland Arms' crossing	Kerbside	564480	263464	NO ₂	NO	0 – hourly N/A - annual	<1.0	NO	2.4
NMK15	Newmarket - 'Savers' lamppost	Roadside ⁽⁴⁾	564383	263381	NO ₂	NO	0 – hourly 5.5 - annual	2.5	NO	2.3
NMK16	Newmarket - Station Approach	Kerbside	564375	262849	NO ₂	NO	N/A	<1.0	NO	2.4
NMK17	Newmarket – Exning Road/Depot Road	Roadside	563397	264498	NO ₂	NO	6.1	1.8	NO	2.1
NMK18	Newmarket - Nimbus Way	Other (A14 Back-ground)	563205	265853	NO ₂	NO	16.0	<1.0 (Nimbus Way)	NO	2.3

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable (e.g. no receptor or not monitoring close to a road)

(3) Receptor not adjacent to tube, but distances correct if monitoring location transposed along road to receptor location

(4) Where tubes are located adjacent to indented parking bays along Newmarket High Street, the distance to the kerb has been taken as the distance from the edge of the carriageway with flowing traffic rather from the physical kerb.

Table A.2 – Details of Non-Automatic Monitoring Sites – St Edmundsbury Borough Council

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ^{(1) (2)}	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
BSE1	2 Sicklesmere Road	Roadside	586253	263147	NO ₂	NO	0	1.7	NO	2.1
BSE2	14 Sicklesmere Road	Roadside	586320	263053	NO ₂	NO	0	4.0	NO	2.0
BSE3	Cullum Road roundabout	Roadside	585236	263746	NO ₂	NO	0	3.4	NO	2.0
BSE4	Vinery Road	Roadside	584776	263440	NO ₂	NO	1.5	2.0	NO	2.1
BSE5	Horringer Road lights	Roadside	584703	263483	NO ₂	NO	2.0	1.5	NO	2.2
BSE6	Kings Road roundabout	Roadside	584905	264171	NO ₂	NO	2.4	2.4	NO	2.1
BSE7	Northgate Lodge Roundabout (1)	Roadside	585446	264956	NO ₂	NO	0 ⁽³⁾	1.8	NO	2.0
BSE8	Fornham Road (Northgate roundabout)	Roadside	585461	265050	NO ₂	NO	6.0	1.5	NO	2.0
BSE9	Fornham Road (Tollgate)	Roadside	585085	265924	NO ₂	NO	2.8	1.5	NO	2.2

Table A.2 – Details of Non-Automatic Monitoring Sites – St Edmundsbury Borough Council (Continued)

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ^{(1) (2)}	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
BSE10	Samson Close	Suburban	584498	266084	NO ₂	NO	9.5	1.4	NO	2.2
BSE11	Eastgate Street (Vinefields junction)	Roadside	585940	264618	NO ₂	NO	0	2.7	NO	2.1
BSE12	8 Mustow Street	Roadside	585728	264371	NO ₂	NO	1.8	2.6	NO	2.2
BSE14	19F Mustow Street	Roadside	585624	264334	NO ₂	NO	0.2	2.3	NO	2.2
BSE15	7 Sicklesmere Road	Roadside	586273	263135	NO ₂	NO	0	1.2	NO	1.8
BSE16	Northgate Lodge Roundabout (2)	Roadside	585424	264977	NO ₂	NO	0.4	1.2	NO	1.9
BSE17	Tayfen Road	Roadside	585264	264921	NO ₂	NO	N/A	2.1	NO	1.9
BSE18	Southgate Street	Roadside	586126	263328	NO ₂	NO	0.2	1.6	NO	1.9
GB2	Downing Drive	Suburban	588917	267370	NO ₂	NO	16.0	1.5	NO	1.9

Table A.2 – Details of Non-Automatic Monitoring Sites – St Edmundsbury Borough Council (Continued)

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ^{(1) (2)}	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
GB3	The Forge Bungalows ⁽⁴⁾	Roadside	589163	267013	NO ₂	NO	4.0	1.4	NO	2.2
GB4	Post Office ⁽⁴⁾	Roadside	589130	266969	NO ₂	YES	0	1.4	NO	2.2
GB5	Church Road junction ⁽⁴⁾	Roadside	588993	266838	NO ₂	NO	22.0	1.3	NO	2.2
HH1	Shetland Road	Suburban	568609	245575	NO ₂	NO	8.7	1.7	NO	2.1
HH2	Wratting Road	Roadside	567270	245981	NO ₂	NO	3.0	1.8	NO	2.1
HH3	29 Withersfield Road	Roadside	566891	245892	NO ₂	NO	2.4	1.7	NO	2.2
HH5	22 Withersfield Road	Roadside	566941	245850	NO ₂	NO	0.3	1.4	NO	2.1

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable (e.g. no receptor or not monitoring close to a road)

(3) Receptor not adjacent to tube, but distances correct if monitoring location transposed along road to receptor location

(4) Locations are triplicates

Table A.3 – Annual Mean NO₂ Monitoring Results - Forest Heath

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2012	2013	2014	2015	2016
BRN1	Roadside	Diffusion Tube	100	100	-	-	-	-	21.3
BRN2	Roadside	Diffusion Tube	100	100	-	-	-	-	33.2
BRN3	Urban centre	Diffusion Tube	100	100	12.0	15.3	14.5	14.1	13.5
BRN4	Roadside	Diffusion Tube	100	100	36.9	37.0	36.9	33.0	30.5
BRN5	Roadside	Diffusion Tube	83	83	39.3	40.4	37.8	39.4	37.7
BRN6	Roadside	Diffusion Tube	92	92	37.3	33.9	28.4	27.4	26.4
BRN7	Kerbside	Diffusion Tube	100	100	35.6	34.3	35.6	33.5	32.0
BRN8	Roadside	Diffusion Tube	83	83	31.2	28.6	27.4	26.3	23.4
BRN9	Kerbside	Diffusion Tube	75	75	32.9	36.6	32.5	27.9	29.6
BRN10	Roadside	Diffusion Tube	92	92	38.5	38.6	38.5	35.4	33.3
BRN11	Roadside	Diffusion Tube	100	100	22.7	18.9	19.0	17.3	17.6
LAK1	Kerbside	Diffusion Tube	100	100	21.2	21.4	19.2	18.7	20.0
LAK2	Suburban	Diffusion Tube	100	100	16.7	12.2	14.3	12.7	12.0
MLD1	Roadside	Diffusion Tube	100	100	-	-	-	-	23.3

Table A.3 – Annual Mean NO₂ Monitoring Results - Forest Heath (Continued)

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2012	2013	2014	2015	2016
MLD2	Roadside	Diffusion Tube	92	92	-	-	-	-	26.8
MLD3	Roadside	Diffusion Tube	100	100	37.7	35.6	33.5	35.5	34.3
ICK1	Roadside	Diffusion Tube	100	100	-	-	-	-	20.7
NMK1	Roadside	Diffusion Tube	92	92	-	-	-	-	25.3
NMK2	Kerbside	Diffusion Tube	75	75	-	-	-	-	32.8
NMK3	Roadside	Diffusion Tube	92	92	34.4	28.2 ⁽⁴⁾	34.4 ⁽³⁾	32.1	29.8
NMK4	Urban Centre	Diffusion Tube	100	42	21.1	20.7	19.7	19.9	18.7
NMK5	Kerbside	Diffusion Tube	100	100	36.4	37.4	35.2	33.4	31.7
NMK6	Roadside	Diffusion Tube	100	100	37.6 ⁽⁴⁾	35.2	32.2	29.8	30.5
NMK7	Kerbside	Diffusion Tube	100	100	43.7	41.8 ⁽⁴⁾	38.6	36.8	35.4
NMK8	Urban Background	Diffusion Tube	92	92	17.1	17.0	14.3	14.0	14.6
NMK9	Kerbside	Diffusion Tube	92	92	31.5	30.1	28.3	29.3	27.8
NMK10	Roadside ⁽⁴⁾	Diffusion Tube	92	92	42.0	40.5	42.9	40.0	39.4
NMK11	Urban Centre	Diffusion Tube	83	83	23.6	22.2	21.1	20.5	20.1
NMK12	Roadside	Diffusion Tube	75	75	38.2	35.8	32.8	34.4	34.1

Table A.3 – Annual Mean NO₂ Monitoring Results – Forest Heath (Continued)

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2012	2013	2014	2015	2016
NMK13	Urban Centre	Diffusion Tube	83	83	23.1	22.2	21.3	20.6	20.6
NMK14	Kerbside	Diffusion Tube	100	100	44.6 ⁽⁴⁾	35.8	34.6	33.4	33.8
NMK15	Roadside ⁽⁴⁾	Diffusion Tube	100	100	36.4	36.2	37.1	34.6	34.3
NMK16	Kerbside	Diffusion Tube	83	83	23.7 ⁽⁴⁾	15.9	13.1	13.9	12.5
NMK17	Roadside	Diffusion Tube	100	100	-	-	-	-	24.3
NMK18	Other (A14 Back-ground)	Diffusion Tube	100	100	27.4	33.0 ⁽⁴⁾	22.7	25.4	22.2

- Diffusion tube data has been bias corrected
- Annualisation has been conducted where data capture is <75%
- If applicable, all data has been distance corrected for relevant exposure

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(4) Based on less than 75% data recovery and not annualised in relevant reports. Values should be treated with caution.

Table A.4 – Annual Mean NO₂ Monitoring Results – St Edmundsbury

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2012	2013	2014	2015	2016
BSE1	Roadside	Diffusion Tube	100	100	-	-	-	45.3	42.1
BSE2	Roadside	Diffusion Tube	100	100	-	-	-	31.2	30.0
BSE3	Roadside	Diffusion Tube	100	100	33.7	32.9	31.7	32.5	29.5
BSE4	Roadside	Diffusion Tube	80	33	-	-	-	25.8	23.6
BSE5	Roadside	Diffusion Tube	100	100	-	-	-	26.4	28.6
BSE6	Roadside	Diffusion Tube	100	100	-	-	-	37.5	41.5
BSE7	Roadside	Diffusion Tube	83	83	28.3	28.3	26.5	29.4 ⁽⁴⁾	28.2
BSE8	Roadside	Diffusion Tube	100	100	-	-	-	29.1	30.3
BSE9	Roadside	Diffusion Tube	92	92	-	-	-	38.0	36.5
BSE10	Suburban	Diffusion Tube	100	100	14	14.6	14.1	13.4	12.9
BSE11	Roadside	Diffusion Tube	75	75	-	-	-	24.2	23.2

Table A.4 – Annual Mean NO₂ Monitoring Results – St Edmundsbury (Continued)

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2012	2013	2014	2015	2016
BSE12	Roadside	Diffusion Tube	66	66	-	-	-	24.2	23.5
BSE14	Roadside	Diffusion Tube	92	92	-	-	-	-	32.1
BSE15	Roadside	Diffusion Tube	100	100	-	-	-	-	41.5
BSE16	Roadside	Diffusion Tube	92	92	-	-	-	-	36.4
BSE17	Roadside	Diffusion Tube	92	92	-	-	-	-	33.0
BSE18	Roadside	Diffusion Tube	66	66	-	-	-	-	35.3
GB2	Suburban	Diffusion Tube	100	100	-	-	-	10.1	10.0
GB3	Roadside	Diffusion Tube	100	100	37.5	37.9	36.5	36.0	31.2
GB4	Roadside	Diffusion Tube	97	97	46.1	46.7	43.7	40.9	37.9
GB5	Roadside	Diffusion Tube	97	97	-	39.7	40.1	35.1	32.9
HH1	Suburban	Diffusion Tube	100	100	13.7	14.5	13.7	13.3	13.0

Table A.4 – Annual Mean NO₂ Monitoring Results – St Edmundsbury (Continued)

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2012	2013	2014	2015	2016
HH2	Roadside	Diffusion Tube	83	83	-	-	-	32.0	30.7
HH3	Roadside	Diffusion Tube	100	100	38.9	36.9	38.3	38.3	34.1
HH5	Roadside	Diffusion Tube	92	92	-	-	-	-	36.5

Appendix B: Full Monthly Diffusion Tube Results for 2016

Table B.1 – NO₂ Monthly Diffusion Tube Results – 2016 – Forest Heath

Site ID	NO ₂ Mean Concentrations (µg/m ³)												Annual Mean		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (0.77) and Annualised ⁽¹⁾	Distance Corrected to Nearest Exposure ⁽²⁾
BRN1	30.4	33.4	29.3	26.5	20.2	21.7	21.7	22.4	27.6	22	39.8	37	27.7	21.3	20.3
BRN2	42.4	47.5	45.6	42.5	44.7	37.4	39.9	38.2	42.2	41.1	51.2	44.5	43.1	33.2	28
BRN3	20.5	22.7	19.5	13.8	14.1	13.8	12	11.2	15.5	15.3	22.4	29.2	17.5	13.5	13.5 ⁽³⁾
BRN4	31	42.4	45.1	36.9	38.3	37.9	35.8	33.6	37.7	42.6	44.2	49.8	39.6	30.5	26.4
BRN5	58.2	50.8	46.8	43.5			42.7	40.1	49.3	45	55.2	58	49.0	37.7	27.2
BRN6	41.6	35.7	33.8	28.2	24.3		28.3	29.2	35	29.6	44.5	47.4	34.3	26.4	20.7
BRN7	37	44.7	39.5	44.4	43.1	36.7	35.8	28.9	46.2	41	45.7	56.4	41.6	32.0	23.1
BRN8	25.3	30.9	31.2	30.5	29.3		27.2		35.3	28.4	28	37.6	30.4	23.4	23.4
BRN9	36.6	42.6	45	33.4		40.1	32.8	28	40.9			46.6	38.4	29.6	24.4
BRN10	39.9	44.6	46.8	43.1	46.6	36.7		31.8	45.3	44.5	49.3	47.7	43.3	33.3	32.2
BRN11	29.9	30.2	23	19.3	18.3	17	17.2	14.6	20.2	18.7	32.8	33.8	22.9	17.6	15.3
LAK1	31.8	30.3	29	22.7	23.1	20.7	19	15.7	23.3	23.5	34.8	38.2	26.0	20.0	17.6
LAK2	21.4	21	14.8	12	10.2	9	13.9	9.9	14.7	11.5	21	27.6	15.6	12.0	12.0
MLD1	35.4	37.9	31.9	26.7	26.6	22.8	24.4	21.1	32	25.1	37.1	41.5	30.2	23.3	21.8
MLD2	35.9	38.3	35.9		36.6	26.1	33.9	28.8	40.5	28.6	40	38	34.8	26.8	26.8

Forest Heath & St Edmundsbury councils

Table B.1 – NO₂ Monthly Diffusion Tube Results – 2016 – Forest Heath (continued)

Site ID	NO ₂ Mean Concentrations (µg/m ³)												Annual Mean		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (0.77) and Annualised ⁽¹⁾	Distance Corrected to Nearest Exposure ⁽²⁾
MLD3	49.5	42	47.9	35.9	43.9	34.1	38.2	39	47.4	41.7	60.5	53.9	44.5	34.3	33.1
ICK1	31.1	25.2	24.9	25.3	21.6	19.7	25.2	22.6	27.7	20.2	38.9	39.5	26.8	20.7	20.2
NMK1	36		37.4	33.9	31.5	27.5	26.7	25.7	31.2	30.7	42.2	38.4	32.8	25.3	25.3
NMK2		52.6	42		33.1		42.1	37.7	42.3	30.7	53.7	49.7	42.7	32.8	25.6
NMK3	48.2	39.5		36.2	33.4	26	37	34.4	38.3	27.1	50.1	55.1	38.7	29.8	26.7
NMK4	27.6	29.7	28.1	21.6	18.2								25.0	18.7	18.7
NMK5	41.4	47.6	39.7	40.1	35.1	38	31	36.5	37.8	41.1	53.8	52.5	41.2	31.7	24.4
NMK6	37.1	43.5	46.8	42.5	33.1	34.7	34.2	30.7	34.5	44.9	46.3	46.7	39.6	30.5	30.5
NMK7	46.8	41.9	48.3	48.8	37	40.2	44.4	42.2	42.9	46.2	64.5	48.3	46.0	35.4	26.3
NMK8	24.6	23.4	20.8		12.6	11	12.6	11.1	16.3	18.3	26.8	31.3	19.0	14.6	14.6
NMK9	39.8	41.8	40.3	37.8	29.6	33.3	28.7	25.5		36.9	40.9	42.6	36.1	27.8	23.4
NMK10	58.9	56.1	53.8	47.6	42.7		47.2	45.3	45.5	42.4	67.1	56.3	51.2	39.4	33.5
NMK11	31.6	30.7	28.9		14.7		20	17.1	23.8	25.2	36.9	31.6	26.1	20.1	20.1
NMK12		48.6	44.6	43.8	37	28.8	39.2		43		58.4	55.5	44.3	34.1	33.6
NMK13	28	30.2	27.4	25.7	20.7			20	23.6	27.4	33.9	30.5	26.7	20.6	20.6
NMK14	48	47.3	49.9	41.9	39.5	38	36.8	34.9	41.4	42.4	60.6	45.7	43.9	33.8	27.0
NMK15	55.6	49.8	44	39.2	40	34.7	34.5	33.6	46.4	43.2	57.4	56.4	44.6	34.3	28.6

Table B.1 – NO₂ Monthly Diffusion Tube Results – 2016 – Forest Heath (continued)

Site ID	NO ₂ Mean Concentrations (µg/m ³)												Annual Mean		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (0.77) and Annualised ⁽¹⁾	Distance Corrected to Nearest Exposure ⁽²⁾
NMK16	18.6		20	14.8	13.4	10.9	15.7	10.4	15.9	15.6		27.6	16.3	12.5	
NMK17	39.7	33.7	31.6	29.8	22.8	23.3	27.8	25	30.8	29.6	39.9	44.4	31.5	24.3	20.1
NMK18	27.1	35.9	35.8	33.3	23.5	20.9	21.8	25.6	24.7	30.4	33.2	34.2	28.9	22.2	16.4

National bias adjustment factor used

Annualisation has been conducted where data capture is <75%

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) See Appendix C for details on bias adjustment and annualisation.

(2) Distance corrected to nearest relevant public exposure using FHDC background of 12µg/m³

(3) Urban Centre located on side of Town Hall, no relevant location for annual mean

(4) Newmarket High Street diffusion tubes are at a relevant receptor for the hourly objective, but have been distance corrected to the façade to allow comparison to annual mean objective, although it should be noted that not all locations on the High Street are adjacent to a residential property.

Forest Heath & St Edmundsbury councils

Table B.2 – NO₂ Monthly Diffusion Tube Results – 2016 – St Edmundsbury

Site ID	NO ₂ Mean Concentrations (µg/m ³)												Annual Mean		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (0.77) and Annualised ⁽¹⁾	Distance Corrected to Nearest Exposure ⁽²⁾
BSE1	54.7	63.7	45.7	56.5	49.6	54.3	49.1	49.5	59.2	54.3	56	63.7	54.7	42.1	42.1
BSE2	45.3	43.4	38.1	34.8	34.8	31.3	32.1	32.3	40.3	38.7	52	44.5	39.0	30.0	30.0
BSE3	47.6	45.3	42.4	35.2	30.7	33.1	32.8	28.7	36.9	38.7	47.7	40.8	38.3	29.5	29.5
BSE4	39.9		27.5	34.2	26.8								32.1	23.6	21.8
BSE5	36.1	40.1	33.4	41.4	31.8	34.5	30.5	31.1	30.1	42.8	50	43.2	37.1	28.6	25.1
BSE6	50.7	58.7	55	52.4	49.7	44.8	36.6	41.5	56.2	56.2	71.8	73.7	53.9	41.5	36.2
BSE7		40.3	38.9	34.6		30	29.5	30.6	34	39.5	46.5	42.6	36.7	28.2	28.2
BSE8	44.3	42.1	42.2	42.1	35.9	31.5	26	27.5	40.2	42.8	48.9	49.1	39.4	30.3	23.1
BSE9	56.8	59.2	47.9	37.1	41.2	42.8	44.2	41.4	50.6	46.5		54.1	47.4	36.5	30.4
BSE10	22.2	21.2	14.9	13.2	11.8	9.8	9.8	10.3	17.9	14.4	25.5	30.7	16.8	12.9	11.6
BSE11		35.3	31	29.4	28.2	27.7	20.5	21.8		36.5	41.1		30.2	23.2	23.2
BSE12	35.7		35.1	32.2	30		26	25.1		32.6		38.9	32.0	23.5	21.7
BSE14	50.6	46.2	44.2	43.8	33.9		39.9	33.3	48.8	36.3	26.8	55.3	41.7	32.1	31.7
BSE15	47.9	47	43.6	40.8	45.3	81.1	39.6	32.8	47.8	53.3	66.7	100.5	53.9	41.5	41.5
BSE16	47.7	49	50.5	44.8	45.9	41.6	39.6	39.5		47.4	56.1	58.2	47.3	36.4	34.8
BSE17	39.1	45.6	47.4	46	38.8	35.9	32.9	36.5	40.8	51.4	57.5		42.9	33.0	
BSE18			45.1	41.7		34.8	27.5	28.6	38.2	46.1	49.9		39.0	35.3	34.6

Table B.2 – NO₂ Monthly Diffusion Tube Results – 2016 – St Edmundsbury

Site ID	NO ₂ Mean Concentrations (µg/m ³)												Annual Mean		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (0.77) and Annualised ⁽¹⁾	Distance Corrected to Nearest Exposure ⁽²⁾
GB2	20.9	18.6	12	9.9	6.6	7.5	8.3	7.8	13.8	11.2	17.1	22.3	13.0	10.0	10.0
GB3A	54.2	46.9	39.2	41	34.4	32.3	34.8	31.6	42.8	32.7	52.6	56.3	41.6	31.2	25.0
GB3B	53.2	42.4	38.6	39.2	29.4	33.1	36.7	32.6	42	25.6	49.6	51.4	39.5		
GB3C	59.1	47.7	39.3	38	29.4	32.7	35.5	31	44.9	31	48.1	48.8	40.5		
GB4A	37.5	51.3	52.3	51.5	63.3	49.5	40.4	43	49.4	49.8	71.8	63.3	51.9	37.9	37.9
GB4B	45.9	47.1	50.8	50.5	39.7	50.2	40.2	43.4	50.6	52.9	59.1	55.1	48.8		
GB4C	45.5	47.4	47.1	48	41.5	47.2	42.8	40.8	48	48.6		58	46.8		
GB5A	46.2	39.5	39.5	38.6	39.4	38.8	37.5	38.1	48.9	43.7	52.5	53.2	43.0	32.9	18.8
GB5B	44.2	45.5	36.7	31.4	43.7	37.4	35	36.2	44	43.8	56.1	50.7	42.1		
GB5C	48.7	43	39.3	36.4	38.5		38.4	33.5	43.4	44.5	57.7	49.8	43.0		
HH1	25.6	21.5	15.1	13.2	12.3	9.2	10.4	10.3	15	13.9	26.8	29	16.9	13.0	11.8
HH2	44.4	48.4	41.5	42.8	33.4	35.2	32.5	30.8		32.4	57.1		39.9	30.7	26.1
HH3	55.4	52.4	37.5	36.1	40.2	37.3	39.5	34.9	50	38.6	55.8	53.1	44.2	34.1	29.3
HH5	44.2	45.2	46.8	49.6	42.6	36.2		51.4	44.3	45.8	61.6	54.1	47.4	36.5	35.4

National bias adjustment factor used

Annualisation has been conducted where data capture is <75%

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) See Appendix C for details on bias adjustment and annualisation.

(2) Distance corrected to nearest relevant public exposure using SEBC background of 10µg/m³

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

Bias Adjustment Spreadsheet

National Diffusion Tube Bias Adjustment Factor Spreadsheet						Spreadsheet Version Number: 03/17				
Follow the steps below in the correct order to show the results of relevant co-location studies						This spreadsheet will be updated at the end of June 2017				
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods						Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet				
This spreadsheet will be updated every few months: the factors may therefore be subject to change. This should not discourage their immediate use.						LQM Helpdesk Website				
The LQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECCM and the National Physical Laboratory.						Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.				
Step 1:	Step 2:	Step 3:	Step 4:							
Select the Laboratory that Analyses Your Tubes from the Drop-Down List	Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor ² shown in blue at the foot of the final column.							
If a laboratory is not shown, we have no data for this laboratory.	If a preparation method is not shown, we have no data for this method at this laboratory.	If a year is not shown, we have no data ²	If you have your own co-location study then see footnote ¹ . If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMhelpdesk@uk.bureauveritas.com or 0800 0327953							
Analysed By ¹	Method <small>From the preparation, choice (All) from the preparation list</small>	Year ² <small>To indicate year of collection, choice (All)</small>	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision ³	Bias Adjustment Factor (A) (Cm/Dm)
ESG Didcot	50% TEA in acetone	2016	UI	Stockton on Tees	10	23	18	26.7%	P	0.79
ESG Didcot	50% TEA in acetone	2016	R	Stockton on Tees	11	19	15	30.0%	G	0.77
ESG Didcot	50% TEA in acetone	2016	R	Vale of Glamorgan	10	40	28	43.7%	G	0.70
ESG Didcot	50% TEA in acetone	2016	R	Vale of White Horse District Council	11	33	29	15.2%	G	0.87
ESG Didcot	50% TEA in acetone	2016	KS	Leeds City Council	9	66	55	20.1%	S	0.83
ESG Didcot	50% TEA in acetone	2016	KS	Marlborough Road Intercomparison	12	104	79	30.8%	G	0.76
ESG Didcot	50% TEA in acetone	2016	UB	Slough Borough Council	12	43	40	6.7%	G	0.94
ESG Didcot	50% TEA in acetone	2016	UB	Slough Borough Council	12	34	23	19.6%	G	0.84
ESG Didcot	50% TEA in acetone	2016	UC	Slough Borough Council	11	38	30	26.5%	G	0.79
ESG Didcot	50% TEA in acetone	2016	R	Tunbridge Wells	12	57	44	30.6%	G	0.77
ESG Didcot	50% TEA in acetone	2016	R	Cambridge City Council	10	49	37	32.6%	G	0.75
ESG Didcot	50% TEA in acetone	2016	R	City of Wolverhampton Council	12	44	39	13.5%	G	0.88
ESG Didcot	50% TEA in acetone	2016	R	City of Wolverhampton Council	11	53	43	22.7%	G	0.81
ESG Didcot	50% TEA in acetone	2016	B	Gravesham Borough Council	12	31	23	33.5%	G	0.75
ESG Didcot	50% TEA in acetone	2016	B	Gravesham Borough Council	12	40	30	36.1%	G	0.73
ESG Didcot	50% TEA in acetone	2016	R	Horsham District Council	12	35	27	30.3%	G	0.77
ESG Didcot	50% TEA in acetone	2016	R	Horsham District Council	11	33	29	12.2%	G	0.89
ESG Didcot	50% TEA in acetone	2016	R	Horsham District Council	10	34	25	34.0%	G	0.75
ESG Didcot	50% TEA in acetone	2016	B	Maidstone Borough Council	11	15	12	25.3%	G	0.80
ESG Didcot	50% TEA in acetone	2016	R	Medway Council	12	35	26	36.6%	G	0.73
ESG Didcot	50% TEA in acetone	2016	B	Medway Council	9	21	11	88.1%	G	0.53
ESG Didcot	50% TEA in acetone	2016	KS	Suffolk Coastal DC	12	43	37	17.3%	G	0.85
ESG Didcot	50% TEA in acetone	2016	UB	City of York Council	9	22	16	38.6%	G	0.72
ESG Didcot	50% TEA in acetone	2016	R	City of York Council	12	39	29	34.1%	G	0.75
ESG Didcot	50% TEA in acetone	2016	R	City of York Council	12	33	25	33.4%	G	0.75
ESG Didcot	50% TEA in acetone	2016	R	City of York Council	12	41	27	51.2%	G	0.66
ESG Didcot	50% TEA in acetone	2016	KS	Leeds City Council	9	66	55	20.1%	S	0.83
ESG Didcot	50% TEA in acetone	2016	R	Leeds City Council	12	57	44	27.6%	S	0.78
ESG Didcot	50% TEA in acetone	2016		Overall Factor⁴ (30 studies)					Use	0.77

The Defra Bias Adjustment spreadsheet (March 2017 Version) was accessed to determine the bias adjustment factor used for 2016. The extract from the spreadsheet is provided above, showing the value to be used for ESG (Didcot) for the 50% TEA in acetone as used in West Suffolk is **0.77**.

Annualisation Details

St Edmundsbury Borough Council

Insufficient local background sites on the AURN network to make an appropriate assessment, however, three local suburban background sites exist, all with 100% data collection, which have been used within the annualisation, these being sites BSE10, GB2 and HH1.

Sites BSE4, BSE12 and BSE18 all had less than 75% data collection and have been annualised as shown below

Suburban Background sites full year data

Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Unadjusted Average
BSE10	22.2	21.2	14.9	13.2	11.8	9.8	9.8	10.3	17.9	14.4	25.5	30.7	16.8
GB2	20.9	18.6	12	9.9	6.6	7.5	8.3	7.8	13.8	11.2	17.1	22.3	13.0
HH1	25.6	21.5	15.1	13.2	12.3	9.2	10.4	10.3	15	13.9	26.8	29	16.9

BSE18

Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Unadjusted Average	Whole Year to analysed Ratio
BSE18			45.1	41.7		34.8	27.5	28.6	38.2	46.1	49.9		39.0	
BSE10			14.9	13.2		9.8	9.8	10.3	17.9	14.4	25.5		14.5	1.161
GB2			12	9.9		7.5	8.3	7.8	13.8	11.2	17.1		11.0	1.187
HH1			15.1	13.2		9.2	10.4	10.3	15	13.9	26.8		14.2	1.184
													Average Ratio	1.177

Forest Heath & St Edmundsbury councils

BSE4

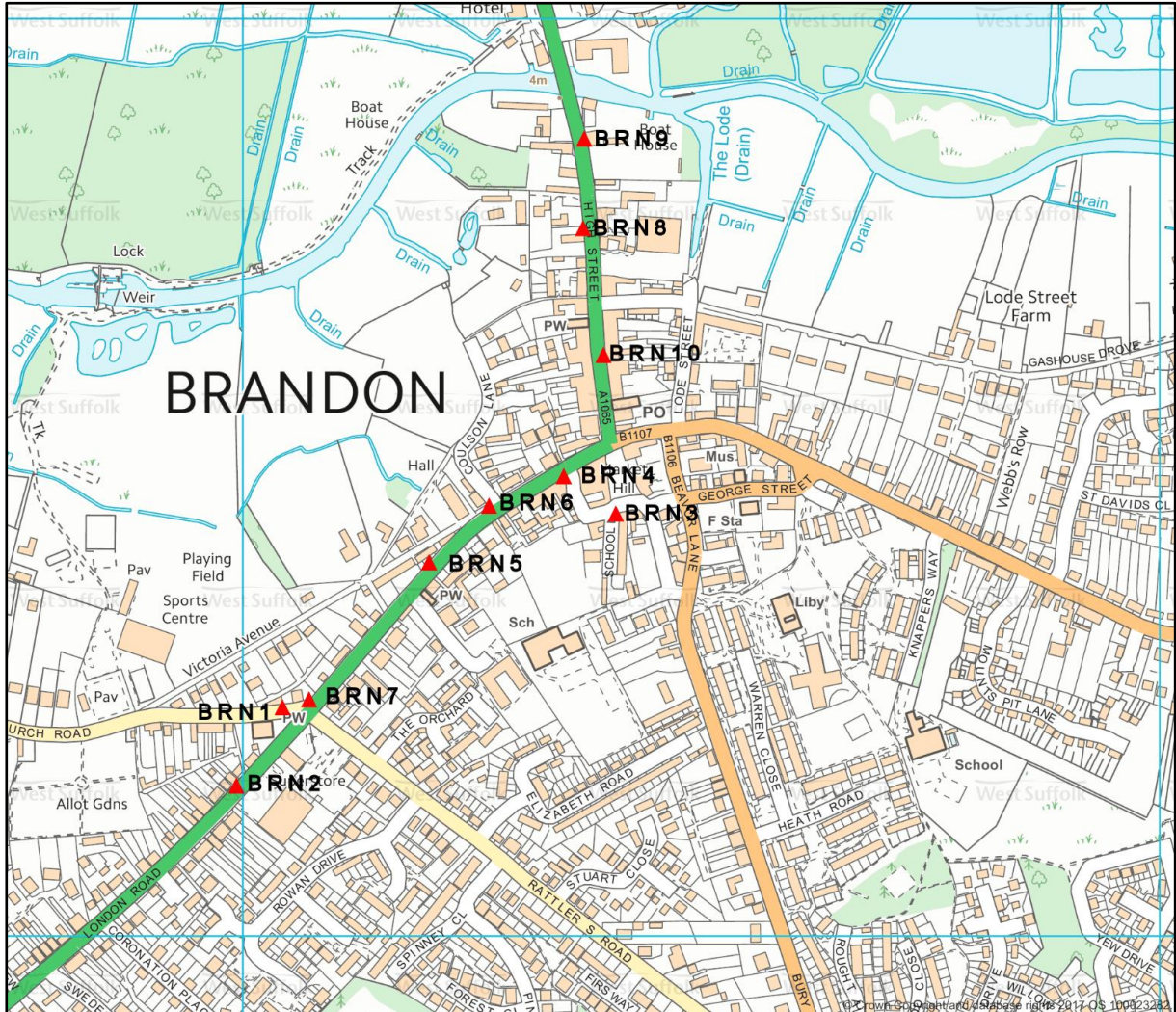
Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Unadjusted Average	Whole Year to analysed Ratio
BSE4	39.9		27.5	34.2	26.8								32.1	0.924 0.950 0.982
BSE10	22.2		14.9	13.2	11.8								15.5	
GB2	20.9		12	9.9	6.6								12.4	
HH1	25.6		15.1	13.2	12.3								16.6	
													Average Ratio	0.952

BSE12

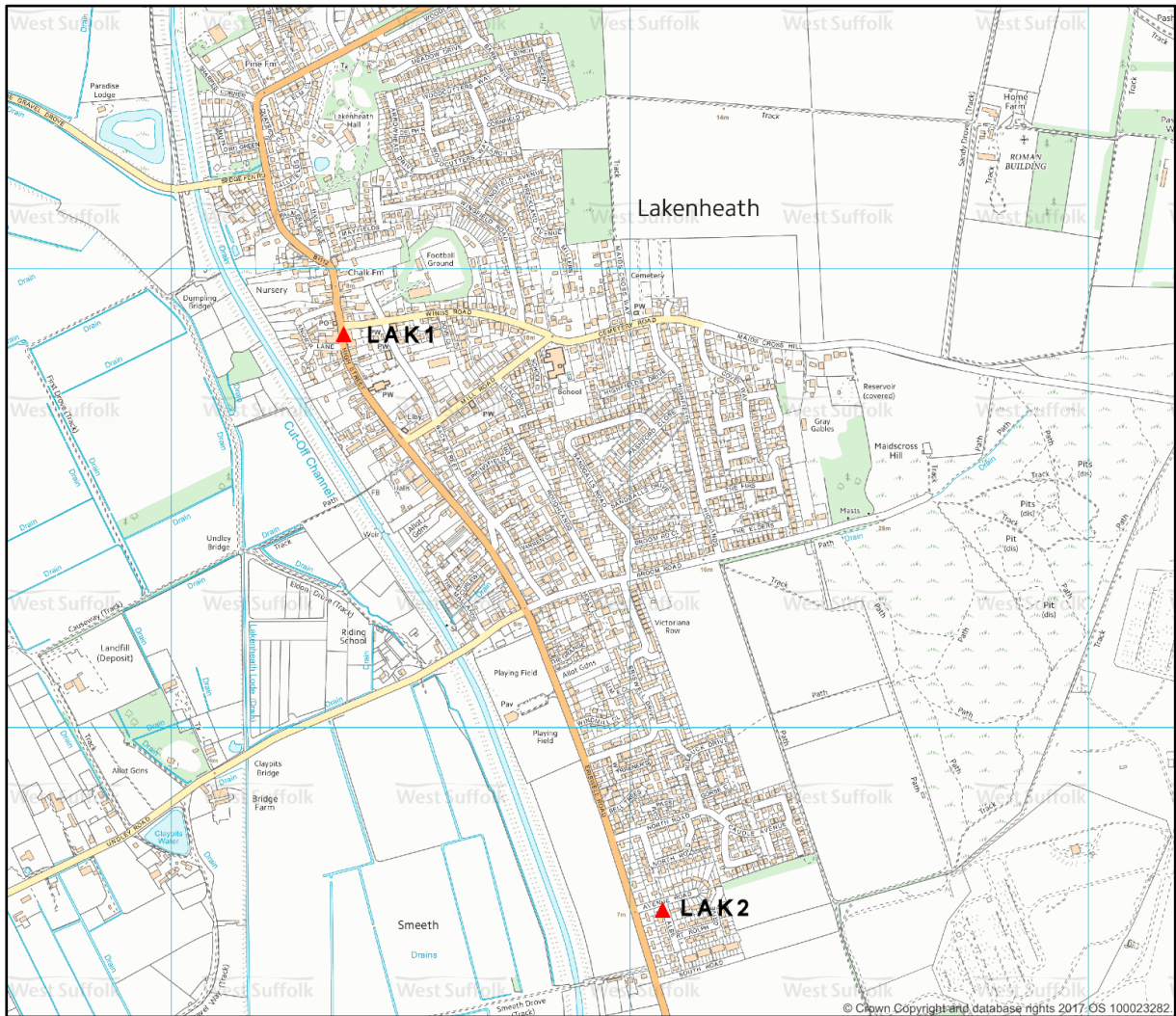
Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Unadjusted Average	Whole Year to analysed Ratio
BSE12	35.7		35.1	32.2	30		26	25.1		32.6		38.9	32.0	0.947 0.952 0.962
BSE10	22.2		14.9	13.2	11.8		9.8	10.3		14.4		30.7	15.9	
GB2	20.9		12	9.9	6.6		8.3	7.8		11.2		22.3	12.4	
HH1	25.6		15.1	13.2	12.3		10.4	10.3		13.9		29	16.2	
													Average Ratio	0.954

Appendix D: Map(s) of Monitoring Locations and AQMAs

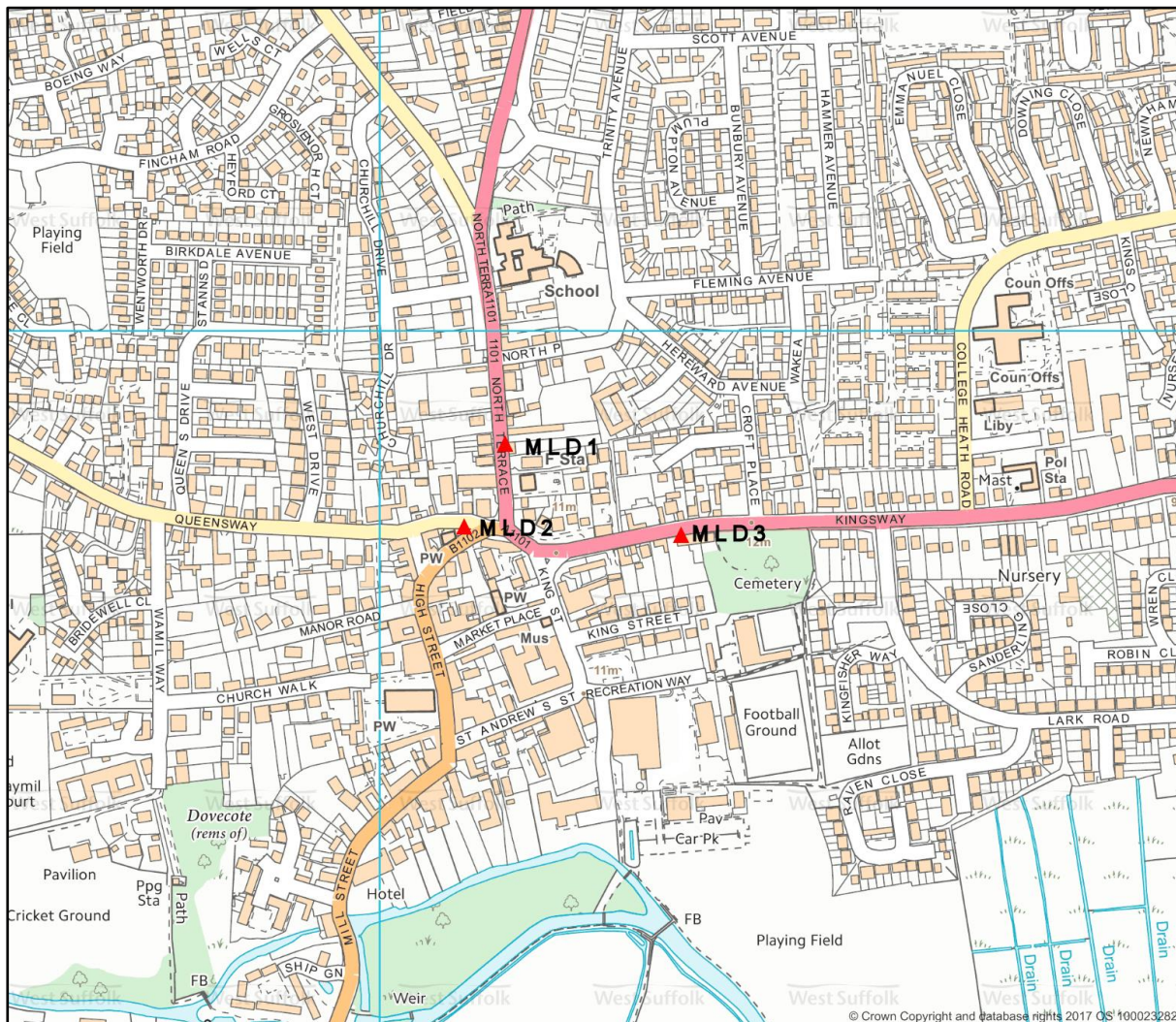
Brandon Diffusion Tube Locations



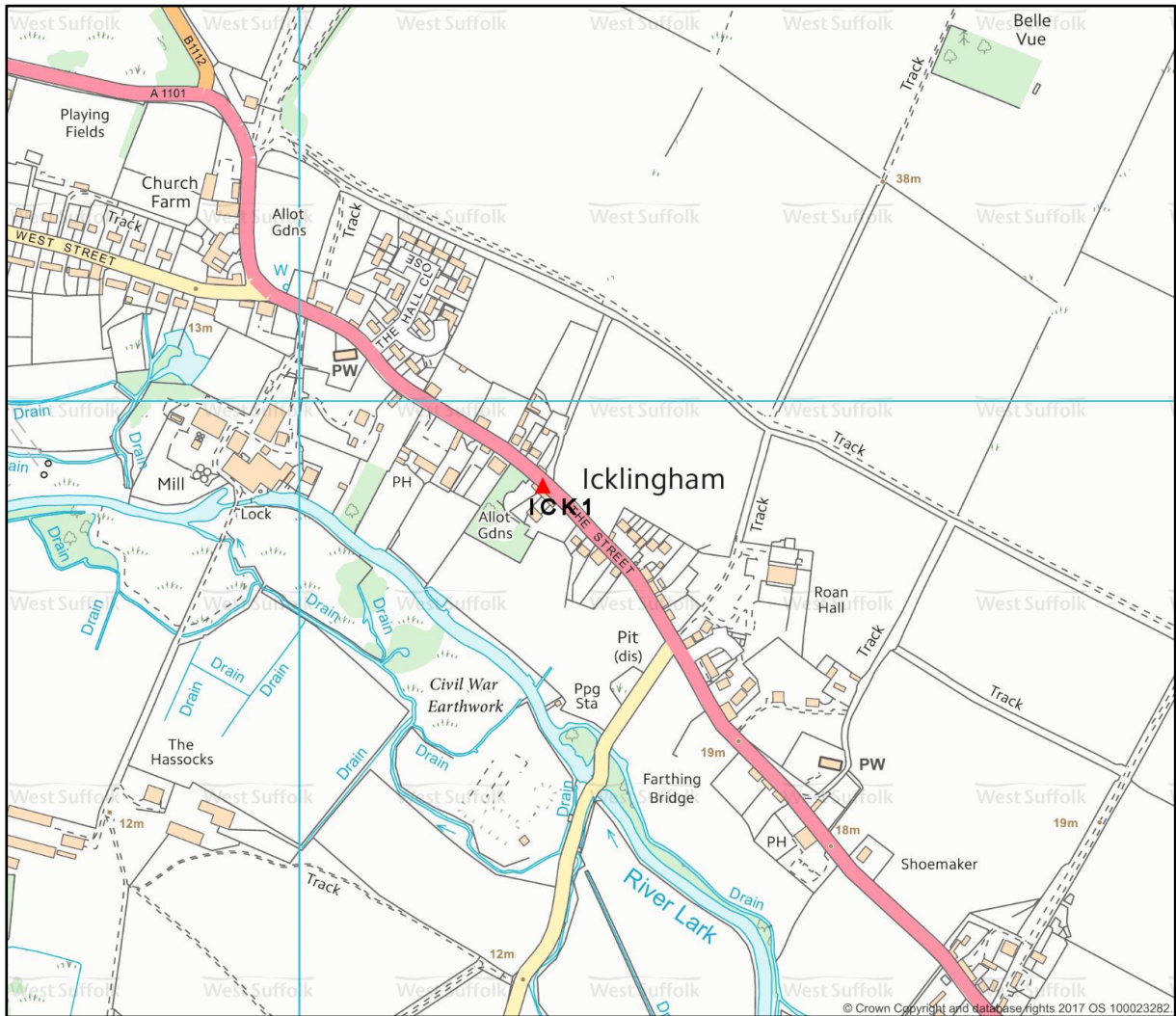
Lakenheath Diffusion Tube Locations



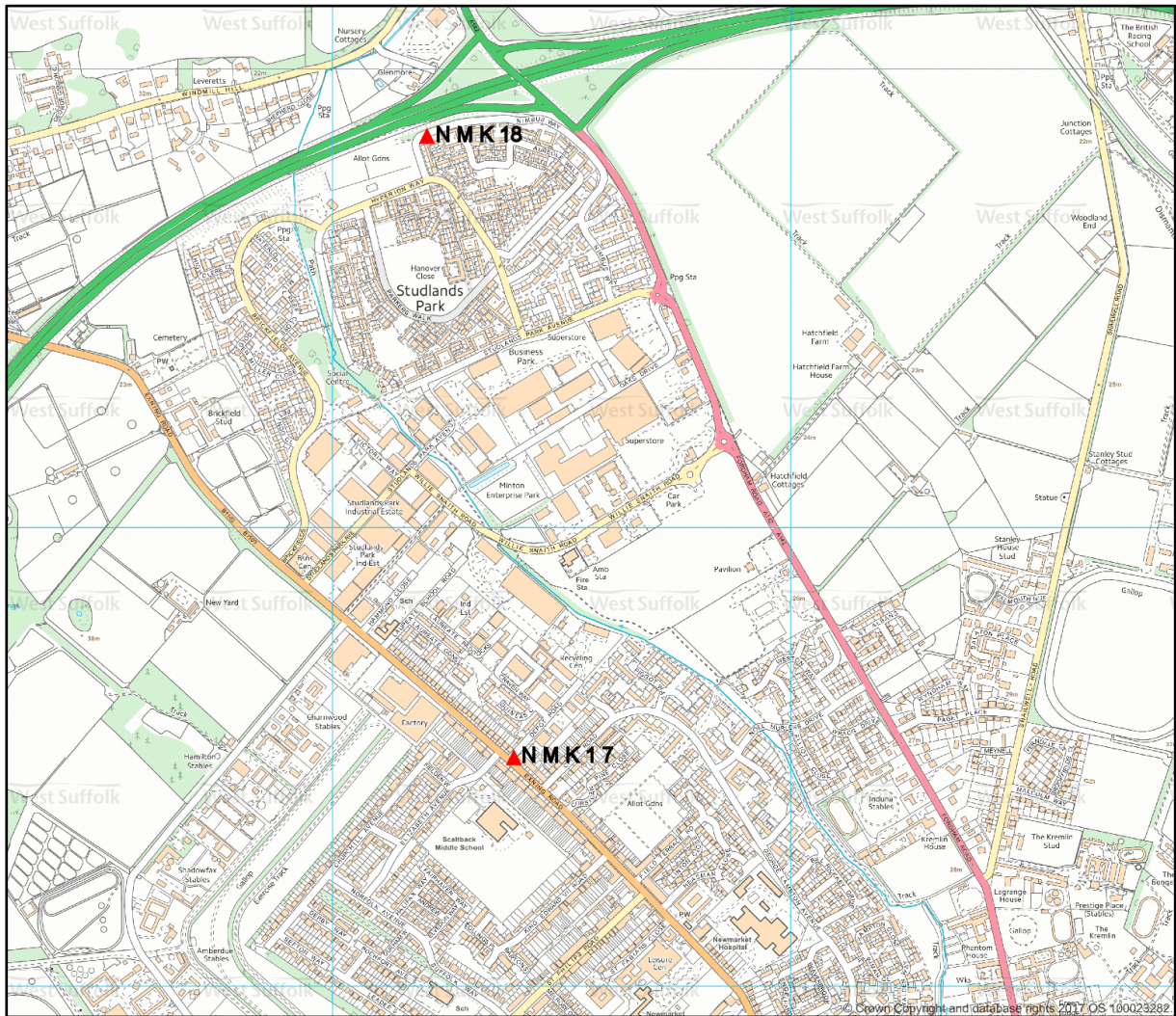
Mildenhall Diffusion Tube Locations



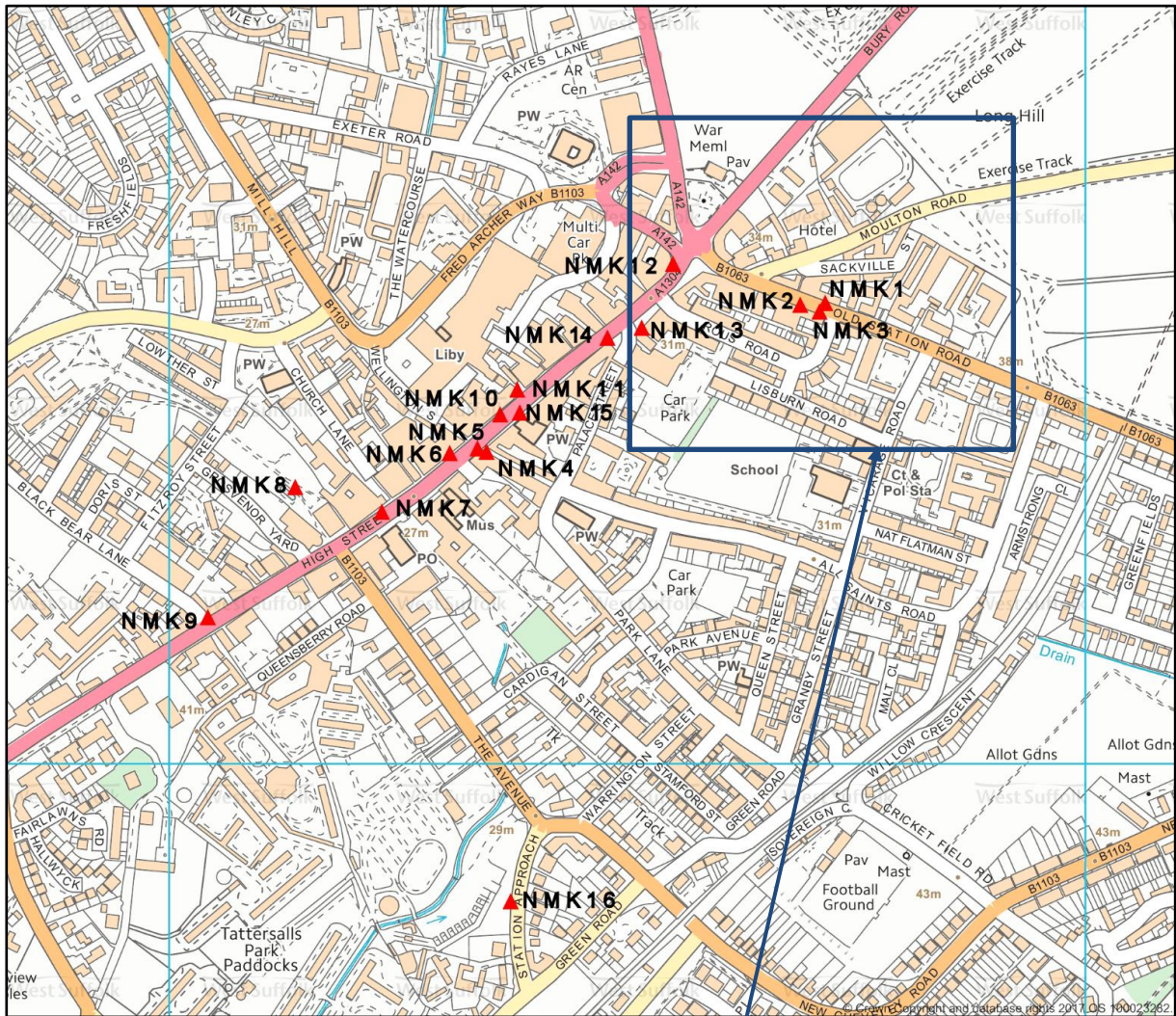
Icklingham Diffusion Tube Location



Newmarket (north) Diffusion Tube Locations

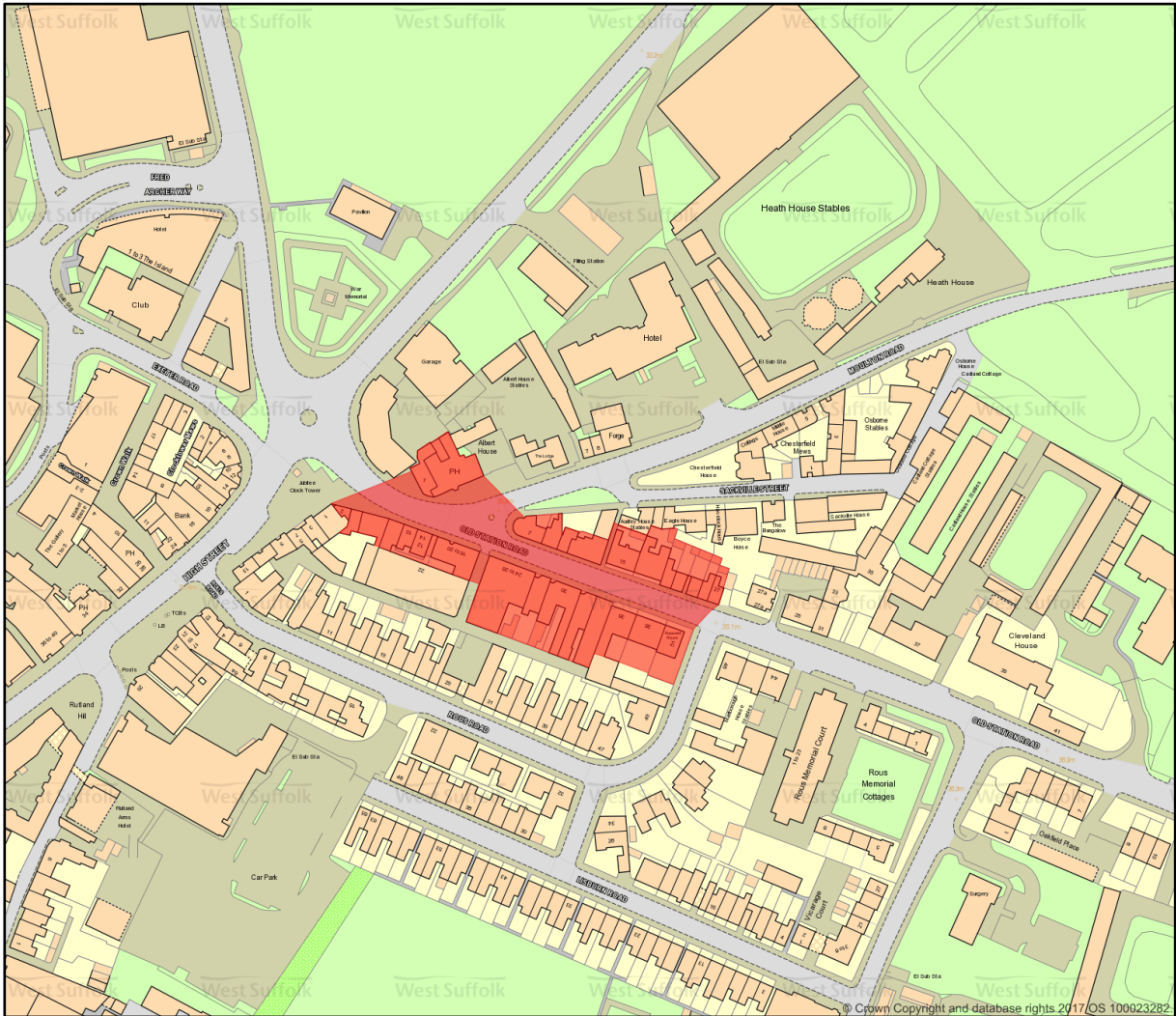


Newmarket (centre) Diffusion Tube Locations

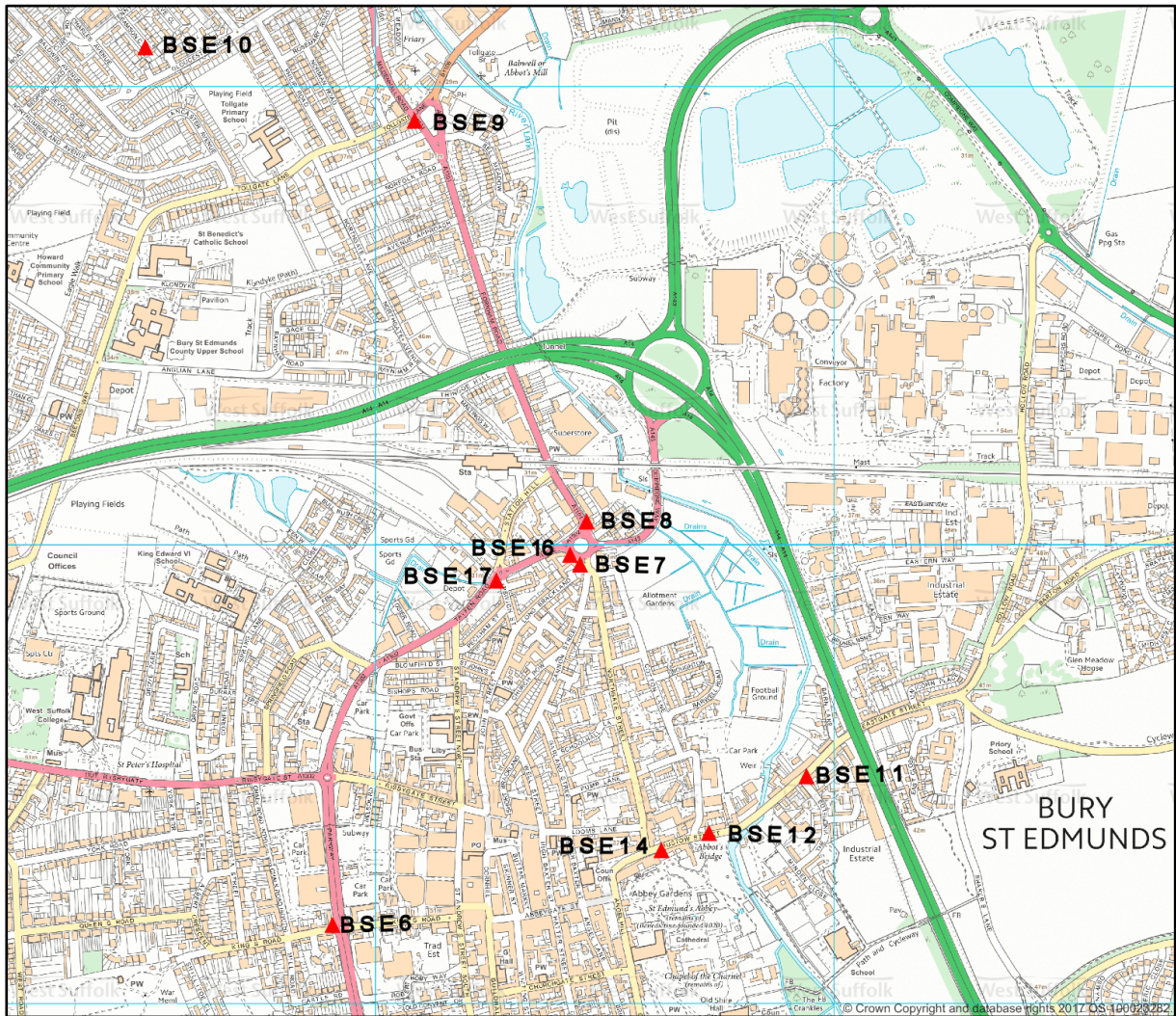


See Newmarket AQMA Location Plan (below)

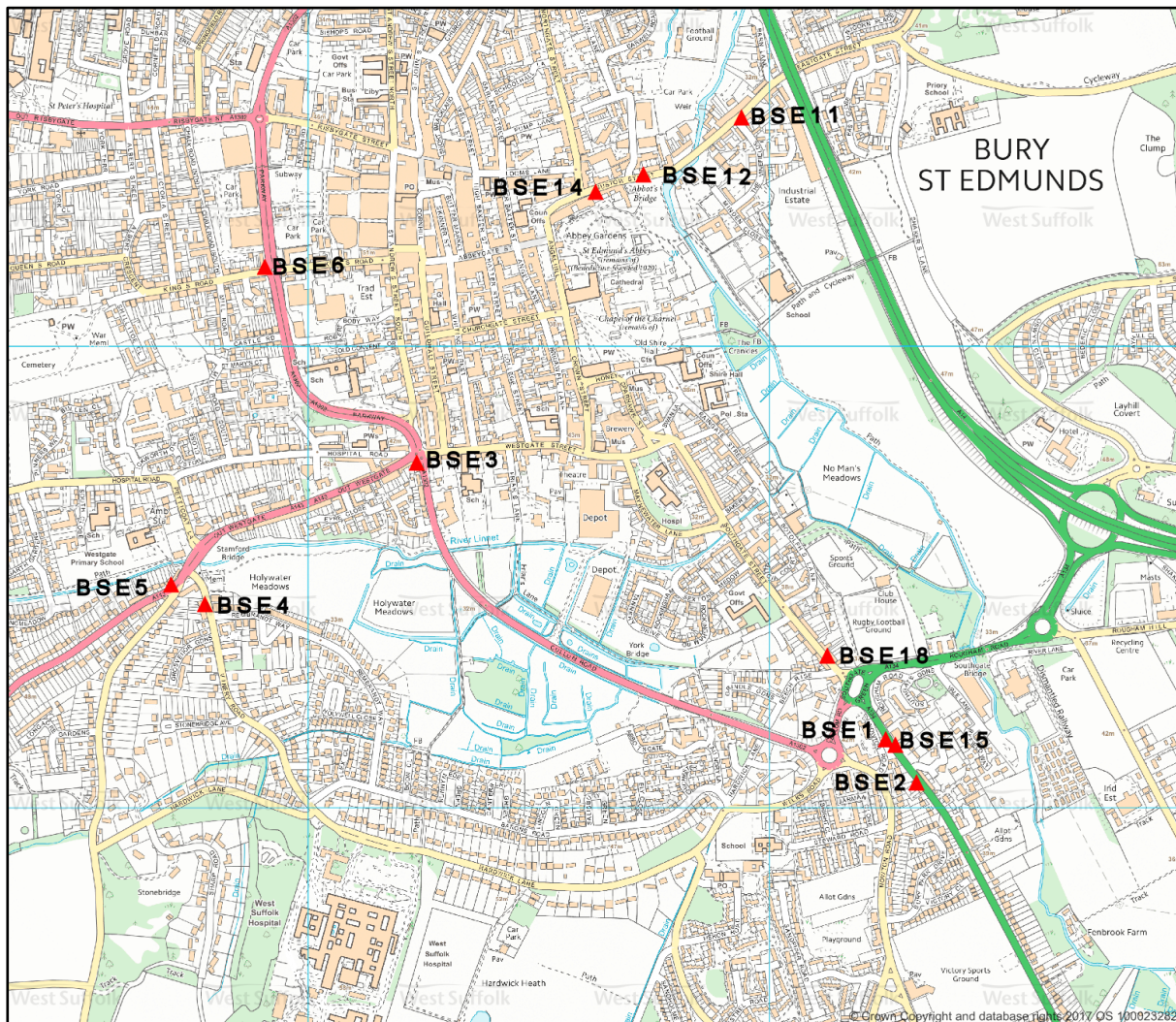
Newmarket AQMA Location



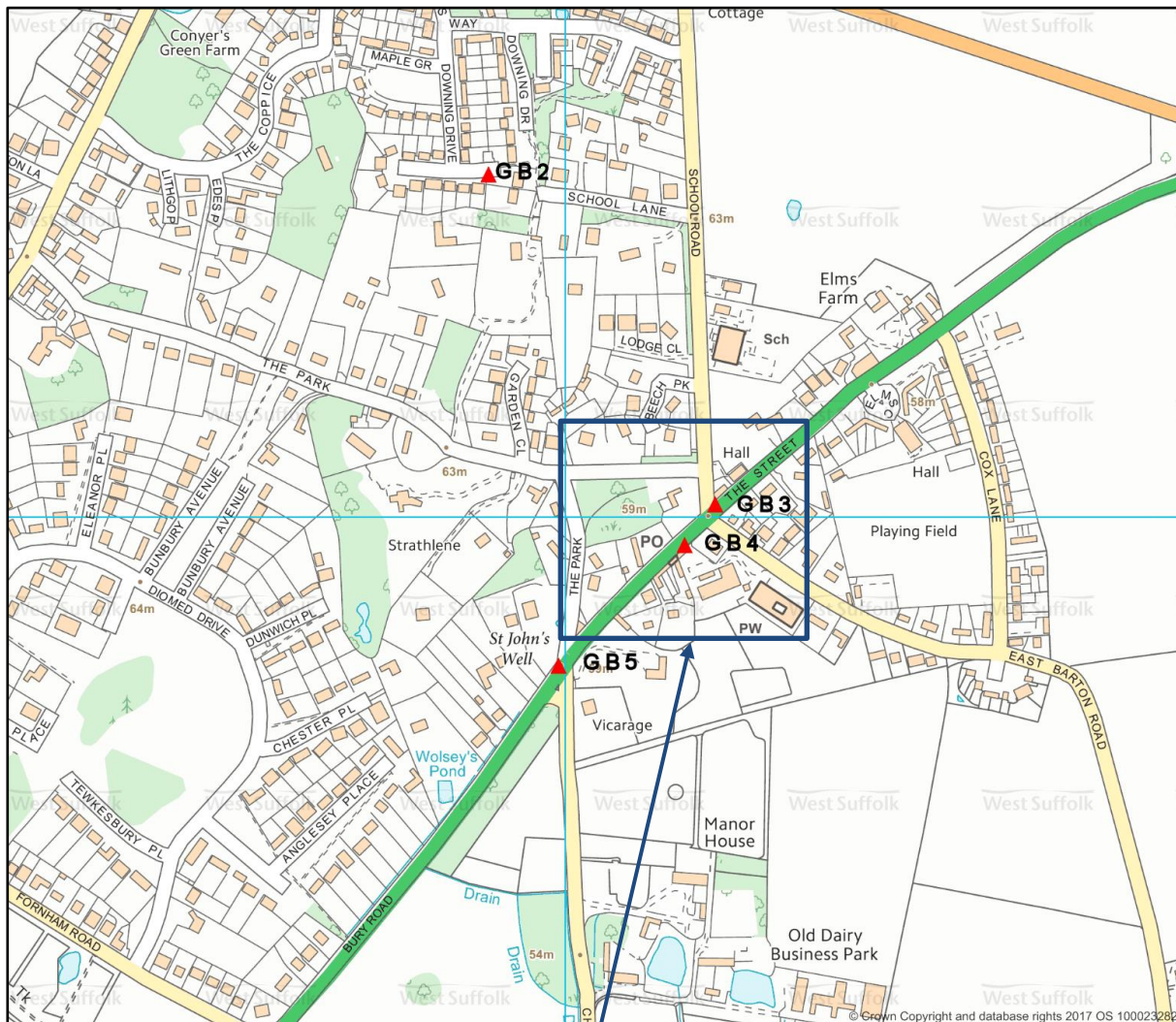
Bury St Edmunds (north) Diffusion Tube Locations



Bury St Edmunds (south) Diffusion Tube Locations



Great Barton Diffusion Tube Locations



See Great Barton AQMA Location Plan (below)

Great Barton AQMA Location



Haverhill Diffusion Tube Locations



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective ⁴	
	Concentration	Measured as
Nitrogen Dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

⁴ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
EU	European Union
FHDC	Forest Heath District Council
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SEBC	St Edmundsbury Borough Council
SO ₂	Sulphur Dioxide

Licensing and Regulatory Committee



Forest Heath
District Council

Title of Report:	Work Programme Update	
Report No:	LIC/FH/17/012	
Report to and date:	Licensing & Regulatory Committee	30 October 2017
Chairman of the Committee:	Councillor Brian Harvey Chairman of the FHDC Licensing & Regulatory Committee Tel: 07801 472461 Email: brian.harvey@forest-heath.gov.uk	
Lead officer:	Peter Gudde Service Manager – Environmental Health Services Tel: 01284 757042 Email: peter.gudde@westsuffolk.gov.uk	
Purpose of report:	To update the Committee on the current status of its work programme of items for consideration (set out in Appendix 1).	
Recommendation:	It is recommend that Member <u>note</u> the current status of the work programme and the items expected to be brought to the Committee and <u>agree</u> an allocation of Committee Members to participate in the development of policies in the work programme.	
Key Decision:	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Documents attached:	Appendix 1 – Work Programme	

1. Key issues and reasons for recommendations

1.1 Work Programme

- 1.1.1 As agreed by the Committee in June 2017 (Report LIC/FH/17/007refers), the rolling work programme, whereby the planned work for the Committee is set out and members are asked to support and to participate, is attached at Appendix 1 for information. Options for support and participation include commenting on proposals as they are being developed, sitting on task and finish groups and debating draft proposals and then making recommendations for consideration by the appropriate decision-making committee.
- 1.1.2 Changes to update the Work Programme reflect broader developments across the Council including the potential impact of Single Council on the Licensing Authority.
- 1.1.3 The work programme leaves space for areas for new work to be added during the year following approval by the Chair of the Committee in consultation with the Portfolio Holder for Planning and Regulatory Services.
- 1.1.4 Members are asked to note the current content of the work programme for and are invited to participate in specifically tabled activities.

Licensing and Regulatory Committee Work Programme (Forest Heath District Council)

The Committee has a work programme set out below, whereby the planned work for the Committee is set out and members are asked to support and to participate.

The work programme leaves space for areas for new work to be added following approval by the Chair of the Committee in consultation with the Portfolio Holder for Planning and Regulatory Services.

Description	Lead Member	Details
January 2018		
Street vending and trading policy	Portfolio Holder for Planning & Regulatory Services	To set out the preparatory arrangements for developing the development of a West Suffolk policy for regulating street vending and trading.
Proposals for Hackney fees	Portfolio Holder for Planning & Regulatory Services	To consider options for Hackney fees in order to approve preferred proposals for stakeholder consultation.
West Suffolk Licensing Policy Framework: Joint Policies and Strategies on Licensing and Regulatory Responsibilities and Functions	Portfolio Holder for Planning & Regulatory Services	To set out the preparatory arrangements for developing an overarching framework for licensing policies.
Proposals for charging for food re-inspections	Portfolio Holder for Planning & Regulatory Services	To set out the legal flexibilities and proposals for the Council to be able to charge for follow-up inspections for food hygiene
Work Programme Update	Chairman of Overview and Scrutiny	To receive updates for work to be included on the Work Programme and receive requests for items to be considered for future inclusion subject to approval by the Committee Chair in consultation with the Portfolio Holder of Planning & Regulatory Services. To appoint membership of task and finish groups, as appropriate.

Description	Lead Member	Details
April 2018		
Street vending and trading policy	Portfolio Holder for Planning & Regulatory Services	To consider the findings of the consultation on proposals to revise the street vending and trading policy and make recommendations to Cabinet.
Proposals for Hackney fees	Portfolio Holder for Planning & Regulatory Services	To approve Hackney fees following stakeholder consultation.
West Suffolk Licensing Policy Framework: Joint Policies and Strategies on Licensing and Regulatory Responsibilities and Functions	Portfolio Holder for Planning & Regulatory Services	To consider progress on proposals for an overarching framework for licensing policies.
Work Programme Update	Chairman of Overview and Scrutiny	To receive updates for work to be included on the Work Programme and receive requests for items to be considered for future inclusion subject to approval by the Committee Chair in consultation with the Portfolio Holder of Planning & Regulatory Services. To appoint membership of task and finish groups, as appropriate.