

Licensing and Regulatory Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Plate Exemption Process for Private Hire Vehicles	
Report No:	LIC/SE/17/010	
Report to and date:	Licensing and Regulatory Committee	31 October 2017
Portfolio holder:	Councillor Alaric Pugh Portfolio Holder for Planning and Growth Tel: 07930460899 Email: alaric.pugh@stedsbc.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:	<p>It is <u>RECOMMENDED</u> that the Licensing and Regulatory Committee:</p> <p>Approve amendments to the proposed guidance and conditions attached at (Appendix 1) to Report No: LIC/SE/17/010.</p>	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
Consultation:	None required	
Alternative option(s):	Do nothing. Keep the conditions as they are which are over complicated for the trade.	

Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> • Within budget	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> • Planned work with current resources	
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 checked="" type="checkbox"/> No <input type="checkbox"/> • See body of report	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> • See body of report. See body of report	
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>		Current Handbook Current s75 guidance/conditions	
Documents attached:		Appendix 1 – Amended proposed conditions and guidance Appendix 2 – Previous committee report June 2017	

1. Key issues and reasons for recommendation

1.1 The Council licenses 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 St Edmundsbury Borough 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.

2. Background

2.1 On 20 June 2017, the Licensing and Regulatory Committee adopted a formal procedure for Private Hire Operators to apply for the s75 plate exemption, **see Appendix 2** (original committee report).

2.2 Since its adoption, feedback has been received on its processes from members of the trade via our driver's forum, members of customer services and testing station staff.

2.3 Proposed changes to the procedure of applying and having their application assessed have been made to the guidance notes in red (see **Appendix 1**). 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 to pass onto officers.
- 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, officers will then go on to make an appointment to inspect Operator's records to check that the prestige bookings meet the criteria.

2.4 To clarify, the criteria has not changed for the type of vehicles and 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 by officers shortly after the licence is granted and can take place as many times as officers deem suitable within the licenced 12 month period.

3. Recommendation

3.1 It is Officer's recommendation to make no changes to the current procedure based on trade feedback, simplifying the procedure but still keeping the criteria the same.