

# ADMINISTRATION COMMITTEE

11 February 2013

## AMENDMENT TO THREE YEAR LICENCE POLICY

### Report of the Head of Legal and Democratic Services

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#### RECOMMENDATION

**It is recommended that the Administration Committee allows new private hire and hackney carriage applicants to be invited to apply for a one year or three year licence on initial application.**

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#### Summary

This report advises members to amend the policy agreed on 9 February 2010 relating to three year drivers licences so that new private hire and hackney carriage applicants are invited to apply for a one year or a three year licence on initial application.

#### Statutory Powers

Local Government (Miscellaneous Provisions) Act 1976

#### Introduction

1. On the 9 February 2012 the Council agreed the policy in respect of three year licences. It was agreed that on the initial application a driver will only be entitled to a licence valid for one year as it would in effect provide a probationary period. This reports sets out to amend this section of the report to allow new applicants the opportunity to apply for a three year licence on the initial application.

#### Background

2. The introduction of three year licences was agreed by the Administration Committee on 9 February 2010. Since this time the uptake of the three year licence has been minimal, mainly due to drivers having to complete a new Disclosure and Barring Service (formally the Criminal Records Bureau) check and a new DVLA driving licence check at the time of applying for a three year licence.
3. Proposals to amend the section of the policy relating to new applicants were raised at the Licensed Transport Forum on 22 January 2013. The proposal from the trade was to allow new applicants the opportunity to apply for a three year licence on initial application.

4. Since this new policy was introduced in 2010 we have not had any instances of drivers not being allowed to renew for three years after the initial one year 'probationary' period.
5. This proposal will mean that the Disclosure and Barring Service check and the DVLA licence check will run in sync with each other. Previously new applicants who had been issued a one year licence initially would have to apply for a new Disclosure and Barring check and DVLA check on their next application if they wished to apply for a three year licence which involved an extra fee of £49 to be paid.
6. Any driver who is issued with a three year licence will still be required to produce his/her driving licence for inspection on the yearly anniversary of the issue of the 3 year licence, to check for any changes that may have occurred to their address and if any endorsement have been received and not reported.
7. If a driver does not wish to continue with his/her private hire or hackney carriage drivers licence within the three years then there will be no rebate of the three year licence fee that has been paid.

### **Risk Assessment**

8. There will be no risks arising from these changes.

### **Equality and Diversity Implications**

9. An equal opportunities assessment has not been carried out as the report contains no proposed significant changes to new or existing services, policies or strategies.

### **Financial Implications**

8. Amendments to this policy will save applicants £49 if they wish to take up the three year licence on the first application. This £49 is paid directly to the Disclosure and Barring and DVLA authorities so there would be no revenue lost to the Council.

### **Conclusion**

10. In conclusion I propose that the Administration Committee agree the proposal to amend the policy agreed on 9 February 2010 relating to 3 year drivers licences so that new private hire and hackney carriage applicants are invited to apply for a one year or a three year licence on initial application.

RICHARD WARD  
Head of Legal and Democratic Services

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Appendices Nil

**LOCAL GOVERNMENT ACT 1972 - SECTION 100D**

The following documents disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report:

List Background Papers - None