

Section	Change	Comments
Hackney carriage and private hire policy statement	<ul style="list-style-type: none"> Policy statement added overarching all the relevant appendices for hackney, private hire and operator conditions and policies. 	<ul style="list-style-type: none"> This whole document is newly drafted to cover all the relevant policies.
1. Hackney carriage licence policy and conditions from XXXXXX		
Applications	<ul style="list-style-type: none"> This is a new document setting out the application process in detail. Details regarding what a proprietor of a hackney carriage must do before they are granted a licence. Included para 1.2 stating that each person must supply either an enhanced or standard DBS check that is dated no more than 6 months old at the time of application. Included para 1.3 stating each person named in the requisition shall satisfy the council they are a safe and suitable person in accordance with the council's policy for determining the suitability to hold such a licence. 	<ul style="list-style-type: none"> Update in line with the new DfT standard for DBS checks and ensuring driver is safe and suitable person.
General	<ul style="list-style-type: none"> Added Para 2.2 stating dual licences will not be accepted. The proprietor must ensure the vehicle is always maintained to an acceptable standard. Para 24 requirement if CCTV is fitted to a licensed vehicle 	
Type of Vehicle	<ul style="list-style-type: none"> Para 3. clarification of seat sizes, number of doors, engine size and type of vehicle. Para 3.3.2 no diesel vehicle with an emission of level 5 (Euro 5) or lower will be licensed as a new vehicle. 	
Licence Plates	<ul style="list-style-type: none"> Para 9.2 requirement of paper licence plate securely fixed in the windscreen of vehicle Para 10.1 clarification that licence plates remain the property of the council and shall be returned within 7 days on service of an appropriate notice or when the licence expires 	Added safety for the public to identify vehicle
Inspection of vehicle	<ul style="list-style-type: none"> Para 12 sets out when and how a vehicle is to be tested for compliance and safety purposes. 	
Production of documents	<ul style="list-style-type: none"> Inclusion of para 15 stating the proprietor shall on being so required by an authorised officer, produce for inspection the licence and/or the certificate of insurance in relation to the use of the vehicle as a hackney carriage. Provided that, if the proprietor fails to produce such licence and/or certificate of insurance on request, he shall produce it within five days of such request to an authorised officer at the licensing office. 	
Convictions	<ul style="list-style-type: none"> Section 25 updated to include that persons with an interest in the licence must notify the licencing authority of any convictions. 	Update in line with the new DfT standards for DBS checks and ensuring proprietor is safe and suitable person.
Smoking	<ul style="list-style-type: none"> Section 26 to include rules on non-smoking in vehicle. Clarification that E-cigarettes are not permitted for use in a licensed vehicle 	
2. Hackney carriage drivers licence policy from XXXXXX		
General	<ul style="list-style-type: none"> General amendments to bring this in line with the DfT standard such as the driver must be fit and proper. Para 1.4 undergo relevant 6 monthly DBS checks. Drivers licences will be issued for 3 years but back to the end of the previous month for ease of administration. Para 1.5 be the subject of a check with the National Anti-Fraud Network database on refusals and revocations of hackney carriage & private hire licences. Para 1.7 new applicants must undergo and pass an approved inhouse basic skills assessment in oral and written English. Para 1.9 before a licence is granted, applicants shall demonstrate they have enrolled onto a BTech qualification for transporting passengers. A 1-year licence will be granted and on production of the obtained qualification, the licence expiry will be extended to the full 3 years but back to the last day of the month but no more than 36 months since the original grant. Para 1.10 applicants will have successfully completed safeguarding approved by Eastleigh Borough Council within the 3 years preceding the application. 	<ul style="list-style-type: none"> in line with the new DfT standards This is to overcome issues with licence holders forgetting to complete the course within the initial 3 year licence. in line with the new DfT standards
3. Private hire vehicle licence policy and conditions from XXXXXX		
Applications	<ul style="list-style-type: none"> Updated para 1.1 regarding what a proprietor of a private hire vehicle must do before they are granted a licence. Included para 1.2 stating that each person must supply either an enhanced or standard DBS check that is dated no more than 6 months old at the time of application. 	<ul style="list-style-type: none"> Update in line with the new DfT standard for DBS checks and ensuring driver is safe and suitable person.

	<ul style="list-style-type: none"> • Included para 1.3 stating each person named in the requisition shall satisfy the council they are a safe and suitable person in accordance with the council’s policy for determining the suitability to hold such a licence. 	
General	<ul style="list-style-type: none"> • Added Para 2.2 stating dual licences will not be accepted. • Para 2.3 The proprietor must ensure the vehicle is always maintained to an acceptable standard. • Para 24 requirement if CCTV is fitted to a licensed vehicle 	
Type of Vehicle	<ul style="list-style-type: none"> • Para 3. clarification of seat sizes, number of doors, engine size and type of vehicle. • Para 3.3.2 no diesel vehicle with an emission of level 5 (Euro 5) or lower will be licensed as a new vehicle. 	
Identification	<ul style="list-style-type: none"> • Para 8 provides information on approved identification stickers to be placed on both sides of the vehicle. Two options are suggested. These are set out on page 12 & 13 of the document. 	Option one provides extra safety for the public that the vehicle they are travelling in is licensed and easily identifiable. Option two allows the operator to display their name/details if they require.
Licence Plates	<ul style="list-style-type: none"> • Para 9.2 requirement of paper licence plate securely fixed in the windscreen of vehicle • Para 10.1 clarification that licence plates remain the property of the council and shall be returned within 7 days on service of an appropriate notice or when the licence expires 	Added safety for the public to identify vehicle
Inspection of vehicle	<ul style="list-style-type: none"> • Para 11 sets out when and how a vehicle is to be tested for compliance and safety purposes. 	
Production of documents	<ul style="list-style-type: none"> • Inclusion of para 14 stating the proprietor shall on being so required by an authorised officer, produce for inspection the licence and/or the certificate of insurance in relation to the use of the vehicle as a hackney carriage. Provided that, if the proprietor fails to produce such licence and/or certificate of insurance on request, he shall produce it within five days of such request to an authorised officer at the licensing office. 	
Taxi meter	<ul style="list-style-type: none"> • Para 17 included stating any tariff set in the meter must correspond to the tariff approved by the operator the vehicle is licensed with. 	
Specialist vehicles	<ul style="list-style-type: none"> • Para 21 details information on specialist vehicles 	
Convictions	<ul style="list-style-type: none"> • Section 25 updated to include that persons with an interest in the licence must notify the licencing authority of any convictions. 	
Smoking	<ul style="list-style-type: none"> • Section 26 to include rules on non-smoking in vehicle. • Clarification that E-cigarettes are not permitted for use in a licensed vehicle 	
4. Private hire vehicle drivers licence policy and conditions from XXXXXXXX		
General	<ul style="list-style-type: none"> • General amendments to bring this in line with the DfT standard such as the driver must be fit and proper. • Para 1.4 undergo relevant 6 monthly DBS checks. • Drivers licences will be issued for 3 years but back to the end of the previous month for ease of administration. • Para 1.5 be the subject of a check with the National Anti-Fraud Network database on refusals and revocations of hackney carriage & private hire licences. • Para 1.7 new applicants must undergo and pass an approved inhouse basic skills assessment in oral and written English. • Para 1.9 before a licence is granted, applicants shall demonstrate they have enrolled onto a BTech qualification for transporting passengers. A 1-year licence will be granted and on production of the obtained qualification, the licence expiry will be extended to the full 3 years but back to the last day of the month but no more than 36 months since the original grant. • Para 1.10 applicants will have successfully completed safeguarding approved by Eastleigh Borough Council within the 3 years preceding the application. 	<ul style="list-style-type: none"> • in line with the new DfT standards • This is to overcome issues with licence holders forgetting to complete the course within the initial 3 year licence. • in line with the new DfT standards
5. Private hire vehicle operator licence policy and conditions from xxxxxxxx		
Private hire operator licence policy	<ul style="list-style-type: none"> • Para 1.3 included stating applicants will be required to provide a DBS certificate no more than 6 months old to assist with this. • Sets out what an applicant must complete before a licence is granted 	<ul style="list-style-type: none"> • In line with the new DfT standards

General	<ul style="list-style-type: none"> Section updated to include that operators must be compliant with all other legislation relating to the operation. 	
Interpretation	<ul style="list-style-type: none"> Strengthened wording re the definition of “authorised officer”. 	
Records of bookings	<ul style="list-style-type: none"> Para 4. – added legislation from the Local Government Act providing more information on duty re record bookings. 	
Employment of driver and operation of vehicles	<ul style="list-style-type: none"> Para 6. Clarification that the operator shall notify the licensing authority in writing of the commencement or termination of any driver, owner driver or any vehicles operated by them. 	
Staff with access to customer data	<ul style="list-style-type: none"> Section 7 Staff with access to customer data are required to obtain a basic DBS certificate dated no less than 6 months from the start of employment and at least every 3 years thereafter. 	In line with the new DfT standards
Carrying of disabled persons	<ul style="list-style-type: none"> Section 8. Confirmation of responsibilities regarding carrying disabled persons 	
Convictions	<ul style="list-style-type: none"> Section 11. Added that the operator shall within 2 working days, disclose to the licensing team in writing details of any conviction imposed on them. 	
6. An agreement on working together		
New document	A new separate document setting out how we can best work together, responsibilities of all parties & trade representative elections.	
7. Guidance on determining the suitability of applicants in the hackney carriage and private hire trades		
New document	<ul style="list-style-type: none"> This is a new document listing in detail guidance on how a determination of the suitability of applicants will be made. 	
Pre-application requirements	<ul style="list-style-type: none"> Para 5. Sets out a list of pre-application requirements depending on the type of licence in question 	
Motoring convictions	<ul style="list-style-type: none"> Tightening of wording around convictions following the DfT standard. 	In line with the new DfT standards
Drink driving/driving under the influence of drugs/using a hand-held telephone or handheld device whilst driving	<ul style="list-style-type: none"> Tightening of wording around convictions following the DfT standard. 	In line with the new DfT standards
8. Medical Standards for Hackney Carriage or Private Hire Drivers		
New document	<ul style="list-style-type: none"> This is a new document detailing our medical policy for both hackney carriage & private hire drivers. No change to current process. 	
9. Hackney carriage and private hire driver’s code of conduct		
New document	<ul style="list-style-type: none"> New document introduced to provide clear guidance on expectations of drivers. (Hackney carriage drivers cannot have conditions applied to their licences, but we can consider if the person is “a fit and proper person” if they refuse to follow what is expected of them as a professional driver) 	
10. Medical exemption policy for hackney carriage and private hire drivers under the equality act 2010		
General	No changes.	