

AMENDED/ADDITIONAL ITEMS TO POLICY	COMMENTS
<p>Drivers</p> <p>2.10 Successful applicants will be notified in writing, and issued, with the appropriate licence. Those who are granted a driver's licence will be issued with a driver badge, which will remain the property of the council and must be surrendered when the licence is suspended, revoked or has expired.</p>	
<p>Knowledge Test</p> <p>2.15 You will need to pass the Council's Knowledge Test as part of the application process. The test will include multi-choice questions on Licensing Conditions, the Highway Code, knowledge of the area and literacy and numeracy and it will be conducted online at the Council offices.</p>	
<p>Refund of Licence Fees – (not applicable to Insurance/Lease vehicles)</p> <p>2.24 In the event that a driver, vehicle or operator licence is not granted then the Council will refund the licence application fee. This does not apply to the other fees e.g. knowledge test, medical and DBS disclosure application.</p> <p>2.25 Should a vehicle or operator licence be surrendered during the life of the licence then a pro-rata refund (less admin fee) will be given for the unexpired portion of the licence. The date will be calculated from the date the licence is returned to the Council. Refunds will not be given for licences that are suspended or revoked.</p>	

<p>Age Requirement</p> <p>3.9 All hackney carriage and private hire vehicles will not normally be considered for licensing unless they are under 10 years of age from date of first registration (date as shown on DVLA registration document). Vehicles presented for licensing that are less than 5 years of age will require an annual Vehicle Inspection Report to be completed by one of the nominated garages. Vehicles over 5 years will be required to have a Vehicle Inspection Report every 6 months:</p>	
<p>Vehicle Specifications</p> <p>3.16 The vehicle shall have side opening doors for each passenger (designed for the purpose of permitting persons' access to/from the interior) - any lift-up tailgate shall not be included; or a vehicle shall have three side opening doors (designed for the purpose of permitting persons' access to/from the interior) and two rear opening doors (designed for the purpose of permitting persons' access to/from the interior).</p> <p>3.24 Estate versions of saloon vehicles fitted with seats in the rear luggage compartment may be licensed for more than 4 passengers, but the operator/proprietor must inform the customer that the vehicle has seats in the rear luggage compartment at the time of booking.</p> <p>3.25 The vehicle shall have a sufficient engine capacity (usually considered as 1400cc). Any hybrid/LPG, electric or other alternatively powered vehicle must have an engine size that is sufficient for use at full capacity.</p>	

<p>Wheelchair Accessible Specifications</p> <p>3.28 If a mechanical hoist is fitted to the vehicle this will be required to be inspected annually by the manufacturer or his approved agent and a certificate produced to that effect.</p>	
<p>Lifts/Ramps</p> <p>3.29 Access to the vehicle must be possible from the road or pavement either by a lift or ramp. Any power-operated device must be capable of manual operation in the event of a power failure. The boarding device must have a safe working load of 300kg and operate under normal loading conditions without undue deflection.</p>	
<p>Ramps</p> <p>3.30 A ramp should be of slip resistance material and at least 750mm in width. The ramp should be capable of being deployed both onto the road and onto a 125mm high kerb. The ramp when deployed should be securely located at the point of entry to the vehicle. For side loading the ramp when deployed to the pavement should not exceed a slope of 1:4. For rear loading the ramp when deployed to the road should not exceed 1:4. When not in use the ramp should be securely stored in such a manner as not to block any of the vehicle doors and not to present a hazard to the vehicle occupants.</p>	
<p>Lifts</p> <p>3.31 The lift platform must be not less than 750mm in width and not less than 1200mm in length. The ramp should be equipped with a device to prevent the wheelchair rolling off and should operate at a vertical speed of less than 0.15m/s.</p>	

<p>Roof / Boot Racks & Bullbars</p> <p>3.32 No roof, boot racks or bullbars may be fitted to licensed vehicles during the currency of the licence.</p>	
<p>Carriage of Portable Oxygen Tanks</p> <p>3.33 Hackney carriage/private hire vehicle drivers will accept the carriage of portable oxygen tanks for passengers that require their usage for medical purposes.</p>	
<p>Vehicle Testing</p> <p>3.34 No vehicle shall be first licensed or re-licensed unless the vehicle has passed the vehicle inspection at one of the Council's approved and nominated testing stations. All hackney carriage and private hire vehicles after 5 years (date as shown on DVLA V5 registration document) shall have a vehicle compliance test at an approved Vehicle Testing Station every 6 months. In addition, an authorised officer of the Council may inspect a vehicle for first licensing and/or upon renewal.</p> <p>3.35 The Council will not consider a grant or renewal of a vehicle licence unless it has been examined in accordance with the Council's Hackney Carriage and Private Hire Vehicle Compliance Testing Standards.</p> <p>3.36 Costs of such testing is payable by the person wishing to licence the vehicle. In addition, the history of the vehicle may be taken into consideration when determining whether the vehicle should be licensed.</p> <p>3.37 The 6 monthly compliance test certificate required for vehicles over 5 years old (see 3.34 above) must be produced to the Council within 7 days of the date of the test. Tests can be carried out by an approved testing station up to one calendar month before the 6 monthly point of the licence.</p>	

<p>3.38 A vehicle which fails an inspection/safety check during the currency of a licence with the Council will have the fault(s) rectified and the vehicle re-inspected at the same testing station within 2 months of the original inspection – failure to do so will lead to the automatic revocation of the vehicle licence.</p> <p>3.39 A vehicle may be inspected by an authorised officer of the Council or a Police Officer, at any reasonable time. If the person inspecting the vehicle is not satisfied as to the fitness of the vehicle, he may give written notice to the proprietor/operator to make the vehicle available for further inspection and testing at such reasonable time and place as may be specified and the vehicle licence may be suspended until the authorised officer or police officer is so satisfied. If the authorised officer or police officer is not satisfied within two months of the initial inspection the Vehicle licence shall be deemed revoked. An authorised officer or police officer may permit other persons to examine the vehicle on their behalf (e.g. VOSA).</p>	
<p>Altered Vehicles</p> <p>3.40 Any vehicle which has been altered from the original manufacturers specification, re-registered or has been an insurance loss (categories C and D only) shall only be considered for licensing if the vehicle has been subjected to a satisfactory IVA or VIVA test (engineers report) from the Driver and Vehicle Standards Agency (DVSA).</p> <p>3.41 Vehicles without a DVSA engineers report will only be considered for licensing if they have been built to the manufacturers original specification.</p> <p>3.42 The IVA test is appropriate for vehicles not previously registered in the UK,</p>	

<p>and a VIVA for vehicles registered in the UK to prove compliance.</p> <p>3.43 Category A and B (as defined by the Code of Practice for the Disposal of Motor Vehicle Salvage) write offs will not be considered fit for licensing.</p>	
<p>CCTV Cameras</p> <p>3.57 Suitable internal and external equipment, capable of recording both audio and video, may be installed, subject to the written approval of the Council, in all licensed vehicles. If fitted the system must comply with the ICO code and General Data Protection Regulation requirements.</p>	
<p>Low Emission and Electric Vehicles</p> <p>3.67 The Council encourages the uptake of low mission and electric vehicles in the District. The authority will seek to examine the feasibility of introducing schemes which help improve the charging network and aid drivers in testing and purchasing electric vehicles.</p> <p>3.68 The Authority recognizes that low emission vehicles can have a positive impact on the environment and any application receives for other low and ultra-low emission vehicles will be considered on its own merits</p> <p>3.69 The Council will waive the initial vehicle licence application fee for any application to licence a fully Electric Vehicle (EV) received for one calendar year from the date this policy became effective.</p>	

External/Internal Advertising and Signs

3.77 The Council will allow advertisements to be placed upon a vehicle subject to the following:

- The proprietor of a licensed vehicle shall not display or permit to be displayed on the vehicle any sign or advertisement whatsoever unless written permission has been obtained from the Council.
- Advertising is to be limited to the back door panels of licensed vehicles only. Advertising on parts of the vehicle in addition to the back door panels may be considered but only after prior written approval of the Council has been given. However, no advertising will be permitted on the windows of the vehicle.
- All advertisements shall comply with the British Code of Advertising Practice and shall be in a form acceptable to the Advertising Standards Authority. The Council reserves the right to require the licensee to withdraw from display any advertisement which may be considered inaccurate, misleading, unlawful, defamatory, in bad taste or of an unacceptable standard.
- No advertisement will be permitted that relates to or advertises alcohol, nudity, gambling, smoking materials or others of a political nature.
- The same advertising must be displayed on the nearside and offside doors of vehicles.
- Any advertising may cover both back doors.
- Advertising may not be stuck over door trims. Door trims may not be removed to accommodate advertising.
- In the case of Private Hire Vehicles advertising is subject to the specific exclusion of the words "taxi" or "cab" the use of which will not be permitted.

<p>List of Drivers to be maintained</p> <p>3.84 The vehicle proprietor/licensee shall maintain a list of names and addresses of all persons that have use of that licensed vehicle. The list shall be made available to authorised officers upon request.</p>	
<p>Transfer of interest in the vehicle</p> <p>4.5 If a proprietor of a licensed hackney carriage vehicle transfers his interest, in whole or in part, in the vehicle to any other person not specified in the vehicle licence, he must notify the Council within 14 days using the appropriate form. The form must be accompanied by any fee and supporting documents.</p>	
<p>Special Event Vehicles (Entire Section is New) Section 6.1 – 6.17</p>	
<p>General Requirements</p> <p>7.7 When a licence expires, the Council will not permit any 'periods of grace' for the submission of a renewal application unless there is evidence of exceptional circumstances, accepted as satisfactory by the Council. Where the Council accepts there are exceptional circumstances it will notify the licence holder in writing and detail the period by which the renewal application must be received by the Council.</p>	
<p>Badges</p> <p>7.21 Where a licence has lapsed, been surrendered or revoked a new application must be submitted in accordance with the relevant new licence procedures before the Council will consider the application.</p> <p>7.22 In the event that a driver's licence has been revoked by due process, a new application to drive will not be</p>	

<p>accepted for a minimum of one calendar year following revocation.</p>	
<p>Lost Property</p> <p>7.32 If any property accidentally left in the vehicle by any person who may have conveyed therein is found by or handed to the driver, it shall be reported to the Police via telephoning 101 and obtaining a report number. It shall be taken as soon as possible and in any event within 72 hours (if not claimed by or on behalf of its owner) to a convenient police station and left in the custody of the officer in charge and a receipt obtained for it.</p>	
<p>Passenger Transport Badge Holders</p> <p>7.40 If a licensed driver holds a badge with Norfolk County Council to carry passengers on school or other contracts, and that badge is suspended or revoked by the County Council, the driver shall notify the Council, in writing, within 72 hours.</p>	
<p>Smoking and Electronic Cigarettes</p> <p>7.41 The driver must not smoke, or permit any passenger to smoke, in a licensed vehicle at any time. This includes the use of Electronic Cigarettes (e-cigs), Personal Vaporizers (PV) and Electronic Nicotine Delivery Systems (ENDS) which are also prohibited.</p>	
<p>Failure to provide Information</p> <p>7.42 It is the driver's responsibility to provide the following information throughout the term of their licence:</p> <ul style="list-style-type: none"> • DBS check every 3 years; • Annual DVLA check; • Medical Certificate in accordance with condition 2.13; <p>Failure to provide this information throughout the term of the licence may result in the suspension of the driver's licence by officers under delegated authority or referral to the Licensing</p>	

<p>Sub Committee for determination. Additionally, points may be applied to the driver's NNDC licence in accordance with the NNDC penalty points system.</p>	
<p>Safeguarding Training</p> <p>7.43 All existing licensed drivers and new combined driver applicants will be required to undertake Safeguarding Training as prescribed by the Council.</p>	