

POLICY GUIDELINES FOR HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES

1. Every application will be considered on its merits.
2. When submitting an application for a driver's licence, the applicant must:-
 - **disclose all previous convictions, including those considered spent.**
 - **disclose all penalty points endorsed on a D.V.L.A. driving licence.**

Failure to do so will render the application invalid, until the circumstances of the matter have been fully investigated.

3. Applicants for the grant, renewal or continuation of a driver or vehicle licence will be required to wait until all necessary enquiry processes have been satisfactorily completed. All documentation produced by the applicant in respect of this process, must be in the original format (unless previously agreed) and accurately reflect the personal details of the applicant. Should this not be the case, the process may be suspended or the application refused.
4. Licences of existing drivers, will be renewed on the understanding that should it subsequently be discovered that such renewal was enabled, due to some failure / omission or deception on the part of the applicant, the licence may be subject to immediate suspension, pending a full investigation of those circumstances.
5. Where an applicant has had a licence previously refused or revoked by any authority, a Committee of this Authority shall determine the application.
6. An applicant with a previous conviction for any offence involving indecency should be refused and not considered until fully rehabilitated in line with existing legislation and until at least 3 years has elapsed free of such conviction, not including any period spent whilst in custody.
7. An existing driver convicted of any offence involving indecency should normally have his licence revoked by a Committee of this Authority.
8. An applicant with more than one conviction for indecency should be refused and not considered until fully rehabilitated in line with existing legislation and until at least 5 years has elapsed free of such conviction, not including any period spent whilst in custody.
9. An applicant or driver with a previous conviction for a drugs related offence should be refused until fully rehabilitated in line with existing legislation and until at least 3 years has elapsed free of such conviction, not including any period spent whilst in custody.

10. In the case of a driver found guilty of Plying for Hire or accepting an Home Office Caution for such an offence, a Committee of this Authority shall consider the matter. The driver should normally be subject to suspension for a minimum period of 28 days for the first offence. Second or subsequent offences should attract a far greater period of suspension, with the ultimate sanction being revocation of that driver's licence.
11. An applicant or driver who has been disqualified from driving by the courts for any period, must serve a period of rehabilitation before a licence can be granted or renewed, equal to that period of mandatory disqualification imposed and commencing from the date that the applicant's D.V.L.A. drivers licence is reinstated.
12. An applicant or driver with a number of previous convictions involving alcohol abuse, will be required to take to a special medical examination at their own expense, with an approved Medical Practitioner, following which a Committee of this Authority, will consider the matter.
13. If there is any suggestion that an applicant or driver is an alcoholic, a period of at least 5 years should elapse after treatment has been completed, before a further licence application is considered. The applicant or driver will be required to take a special medical examination at their own expense, following which a Committee of this Authority will consider the matter.
14. An applicant with a previous conviction for grievous bodily harm, wounding, assault, harassment or other forms of violence or disorder, should be refused and not considered until fully rehabilitated in line with existing legislation and until at least 3 years has elapsed free of such convictions, not including any period spent whilst in custody.
15. An existing driver convicted of grievous bodily harm, wounding, assault, harassment or other forms of violence or disorder, whilst acting in a licensed capacity, should normally have his licence revoked by a Committee of this Authority. All other circumstances will be considered on their merits.
16. An applicant with a previous conviction involving dishonesty should be refused and not considered until fully rehabilitated in line with existing legislation and until at least 3 years has elapsed free of such conviction, not including any period spent whilst in custody.
17. An existing driver convicted of an offence involving dishonesty, whilst acting in a licensed capacity, should normally have his licence revoked by a Committee of this Authority. All other circumstances will be considered on their merits.
18. An applicant with 9 or more current penalty points endorsed on their D.V.L.A. driving licence should be brought before a Committee of this Authority. If the application is granted, a strict warning as to future driving standards should be administered.
19. Existing drivers, with 9 or more current penalty points endorsed on their D.V.L.A. driving licence, should be brought before a Committee of this Authority. All relevant circumstances will be considered and the driver may be issued with a strict warning as to future driving standards, or subject to suspension or revocation of their driver's licence.

20. An applicant or driver with less than 9 current penalty points endorsed on their D.V.L.A. driving licence, will be required to sign a notice, before the issue of any licence, warning them as to their future driving standards. Such notice will be retained on the appropriate file for future reference.
21. Where an applicant has been convicted of an offence of reckless driving: **or** failing to stop after an accident; **or** failing to give required particulars at the scene of an accident; **or** failing to report an accident within 24 hours and an endorsement for such offence is still current, the applicant shall be brought before a Committee of this Authority. More than one similar conviction during the preceding 3 years should normally merit refusal of the application and no further application should be considered until a period of at least 2 years has elapsed free of such convictions, not including any period spent whilst in custody.
22. Existing drivers, convicted of an offence of reckless driving: **or** failing to stop after an accident; **or** failing to give required particulars at the scene of an accident; **or** failing to report an accident within 24 hours, should be brought before a Committee of this Authority. If the licence is not suspended or revoked, then a strict warning as to future driving standards should be administered.
23. An applicant or driver for the grant of a licence shall, when required, undergo a medical examination, to be conducted by an approved Medical Practitioner, as to their fitness to drive. The examination will be based on the appropriate guidance contained within the document issued by the D.V.L.A. and entitled, '*Medical Aspects of Fitness to drive for Vocational Drivers*', or any subsequent publication which amends that document.
24. An applicant or existing driver who fails to obtain a Medical Certificate issued by the approved Medical Practitioner, due to traces of banned or illegal substances being found in their system, will be refused a licence and may not re-apply for such a licence with this Authority, until a period of at least 6 months has elapsed.
25. An applicant who is subsequently granted a licence, after waiting a period of 6 months, due to banned or illegal substances having previously been found in their system, will be required to participate in a drugs testing programme conducted by the approved Medical Practitioner. The programme will require the applicant to take a drug test each year, for the first 3 years that a licence is held with this Authority. Such tests will be at the expense of the individual and at a time and date arranged by the Medical Practitioner. After a period of 3 years has elapsed, the normal drugs testing procedures will be invoked.
26. All existing drivers up to the age of 60 years will be required to take a medical examination and drugs test every three years, conducted by the approved Medical Practitioner.
27. An applicant or driver aged 60 years and over, will be required to take an annual medical examination and drugs test, conducted by the approved Medical Practitioner.

28. Failure to keep an appointment made with the Medical Practitioner in respect of a required medical examination or drug test, without good reason or prior notification, will result in the immediate suspension of that driver's licence, until such time as the matter is resolved, or considered by a Committee of this Authority.
29. Failure of any medical examination or drugs test will result in the immediate suspension of that driver's licence, until such time as the matter is resolved, or considered by a Committee of this Authority.
30. The holder of a Hackney Carriage or Private Hire Drivers Licence may at any time be required to take a medical examination and / or drug test. Failure to comply with this requirement without good reason will result in the immediate suspension of that driver's licence, until such time as the matter is resolved, or considered by a Committee of this Authority.
31. All applicants for the grant of a driver's licence shall undergo a driving assessment, as required by this Authority, to ascertain that person's ability to drive a vehicle. Existing drivers may at any time be required to undergo such an assessment, if concerns are raised in respect of their driving ability. Failure to take such a driving assessment without good reason, will result in the immediate suspension of that driver's licence, until such time as the matter is resolved, or considered by a Committee of this Authority.
32. Existing drivers who fail without good reason and / or prior notification, to present their licensed vehicle for inspection, when required to do so, will result in that vehicle licence being immediately suspended until such time as the matter is resolved or considered by a Committee of this Authority.