

List of changes made to Taxi Licensing Policy 2019

Page	Line	Type	What has been inserted or deleted	Author	Date
2	36	Deleted	Tunbridge Wells Borough Council Approved Taximeters and Vehicle Testing Stations	Sharon Degiorgio	01-28-2020
5	15	Deleted	introduced	Sharon Degiorgio	01-10-2020
5	15	Inserted	new and renewal	Sharon Degiorgio	01-10-2020
5	19	Deleted	that are made online	Sharon Degiorgio	01-10-2020
5	21	Inserted	On driver renewal applications applicants are required to sign up to the DBS update service.	Sharon Degiorgio	01-28-2020
6	17	Inserted	acceptable alternative	Sharon Degiorgio	02-06-2020
6	17	Deleted	EU	Sharon Degiorgio	02-06-2020
6	17	Inserted	(Gov website details)	Sharon Degiorgio	02-06-2020
6	20	Deleted	(para 5.5);	Sharon Degiorgio	02-12-2020
6	39	Inserted	provided by	Sharon Degiorgio	01-06-2020
6	39	Deleted	from	Sharon Degiorgio	01-06-2020
6	46	Inserted	Applicants must register their DBS certificate with the online checking service so that we can make annual and spot checks while they are licensed. Applicants can only register their DBS certificate with this service within 28 days of the date that their certificate was issued. https://www.gov.uk/dbs-update-service . Evidence of this (unique reference number) MUST be provided to the Authority within 7 days of receipt	Sharon Degiorgio	01-10-2020
7	5	Inserted	– UK-	Sharon Degiorgio	02-06-2020

Page	Line	Type	What has been inserted or deleted	Author	Date
7	5	Deleted	n EU	Sharon Degiorgio	02-06-2020
7	18	Inserted	for new applicants	Sharon Degiorgio	01-06-2020
7	20	Inserted	Additional EQUO online test for new drivers in safeguarding awareness, disability awareness and County Lines awareness training	Sharon Degiorgio	01-10-2020
7	24	Inserted	All existing drivers will be required to undertake the training identified in 6.6 above prior to the next renewal of their driving licence. Once passed this does not apply to future renewals. The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire drivers licence revoked, or an application for one refused – see Appendix XX	Sharon Degiorgio	01-28-2020
7	43	Deleted	No refunds are payable where applications are not pursued or completed or where applications are refused, e.g., as a result of criminal records, where relevant information has been withheld or where applicants fail to meet application requirements. Licensing Officers can advise individual applicants who have queries in relation to this issue and any such information is treated strictly confidential.	Sharon Degiorgio	02-12-2020
8	24	Inserted	All	Sharon Degiorgio	01-28-2020
8	25	Inserted	Applicants will need to provide their own vehicle capable of undertaking a wheelchair exercise.	Sharon Degiorgio	01-06-2020
8	30	Deleted	Driver Standards	Sharon Degiorgio	02-12-2020
8	30	Deleted	Assessment test can be undertaken with the Council's nominated providers (see 5.5 above)	Sharon Degiorgio	02-12-2020
8	46	Inserted	completed.	Sharon Degiorgio	01-28-2020
8	47	Deleted	made	Sharon Degiorgio	01-28-2020
8	47	Deleted	(5.5).	Sharon Degiorgio	02-12-2020
9	31	Inserted	on the anniversary of the grant of the licence	Sharon Degiorgio	01-10-2020

Page	Line	Type	What has been inserted or deleted	Author	Date
9	43	Inserted	If a driver suffers from a medical condition or injury it could affect their ability to drive. The DVLA publishes a full A-Z online so drivers can check which conditions need to be reported. https://www.gov.uk/health-conditions-and-driving Notifiable medical conditions include those which sometimes may be 'invisible' at first, such as anxiety, depression and post-traumatic stress disorder	Sharon Degiorgio	01-10-2020
10	8	Inserted	until such time as	Sharon Degiorgio	01-28-2020
10	8	Deleted	unless	Sharon Degiorgio	01-28-2020
10	10	Deleted	All applicants are advised to sign up to the DBS online checking service; the certificate is portable and may be taken to another licensing authority. The licence holder will be responsible for paying the relevant fee.	Sharon Degiorgio	01-28-2020
10	12	Inserted	The Council reserves the right to require the production of a new Enhanced Disclosure Certificate in cases where evidence indicates that the driver may have received a Caution or been convicted of an offence in the interim period.	Sharon Degiorgio	01-28-2020
11	16	Inserted	and Equality Online (EQUO)	Sharon Degiorgio	02-12-2020
11	23	Deleted	and is not renewed within 1 month following expiry	Sharon Degiorgio	01-06-2020
11	39	Inserted	four	Sharon Degiorgio	01-10-2020
11	39	Deleted	six	Sharon Degiorgio	01-10-2020
11	42	Inserted	Online test for existing drivers relating to safeguarding and disability awareness as stated at 6.6 above.	Sharon Degiorgio	01-10-2020
11	48	Inserted	application drivers must produce the following:	Sharon Degiorgio	01-10-2020
11	50	Deleted	a current up to date driving licence, DBS enhanced check, Medical and	Sharon Degiorgio	01-10-2020
11	50	Inserted	A	Sharon Degiorgio	01-28-2020
12	52	Inserted	Medical from drivers own GP (the licence can be issued subject to a satisfactory medical being received) Code for DBS or complete a new application for an Enhanced Disclosure.	Sharon Degiorgio	01-10-2020
13	26	Inserted	19	Sharon Degiorgio	01-09-2020

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13	26	Deleted	16/17	Sharon Degiorgio	01-09-2020
13	54	Inserted	, t	Sharon Degiorgio	01-09-2020
13	54	Deleted	T	Sharon Degiorgio	01-09-2020
14	19	Inserted	This Authority encourages the use of electric vehicles – a double rapid charger will be located at Mount Pleasant Road	Sharon Degiorgio	01-09-2020
14	31	Inserted	Measuring Instruments Regulations 2016 or subsequent	Sharon Degiorgio	01-28-2020
14	32	Deleted	EU	Sharon Degiorgio	01-28-2020
14	32	Inserted	legislation	Sharon Degiorgio	01-28-2020
14	32	Deleted	, see Appendix 14	Sharon Degiorgio	01-28-2020
15	5	Inserted	intended new	Sharon Degiorgio	02-12-2020
15	41	Inserted	In the event of the vehicle is no longer fit for use and a second test is not undertaken, the appropriate portion of the fee may be refunded.	Sharon Degiorgio	01-09-2020
15	48	Inserted	or private	Sharon Degiorgio	01-28-2020
15	49	Inserted	be fully comprehensive	Sharon Degiorgio	01-28-2020
15	49	Deleted	provide	Sharon Degiorgio	01-28-2020
15	49	Deleted	for fully comprehensive.	Sharon Degiorgio	01-28-2020
18	21	Deleted	In order to facilitate the licensing of a wide variety of vehicle types and to encourage more environmentally friendly vehicles, the Council has not set a limit on the minimum number of seats, but instead requires a minimum space standard per passenger as detailed at Appendix 1;	Sharon Degiorgio	02-06-2020
19	48	Inserted	19	Sharon Degiorgio	01-10-2020
19	48	Deleted	16	Sharon Degiorgio	01-09-2020
20	44	Inserted	(note: update service cannot be used for a basic check)	Sharon Degiorgio	01-28-2020
21	1	Inserted	continue, prior to the lapse of the licence to	Sharon Degiorgio	01-28-2020
21	2	Inserted	Proof of Right to Work in the UK from the list of acceptable documents – insert .Gov link	Sharon Degiorgio	01-09-2020
22	44	Deleted	who have been	Sharon Degiorgio	01-28-2020
22	45	Inserted	the previous addition of this policy	Sharon Degiorgio	01-28-2020
22	45	Deleted	this policy (2016/17)	Sharon Degiorgio	01-28-2020

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22	49	Inserted	B	Sharon Degiorgio	01-28-2020
22	49	Deleted	b	Sharon Degiorgio	01-28-2020
25	4	Inserted	Head of Housing, Health and Environment, in conjunction with the Chair of the Licensing Committee and the Council's Legal Officer.	Sharon Degiorgio	01-28-2020
25	5	Deleted	Licensing Committee.	Sharon Degiorgio	01-28-2020
25	10	Inserted	Major	Sharon Degiorgio	01-09-2020
25	10	Deleted	All	Sharon Degiorgio	01-09-2020
25	10	Deleted	only.	Sharon Degiorgio	01-09-2020
25	10	Inserted	Minor amendments/clarifications to the Policy can be made by the Head of Housing, Health and Environment in consultation with the Chair of the Licensing Committee and the Council's Legal Officer.	Sharon Degiorgio	01-09-2020
35	20	Inserted	<p>National Register of Taxi Licence Refusals and Revocations (NR3)</p> <p>The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire drivers licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage/ PHV drivers licence. This authority issues Dual driver licences</p> <p>On this basis :</p> <p>Where a hackney carriage/ PH drivers licence is revoked, or an application for one refused, the authority will record this decision on NR3.</p> <p>All applications for a new licence or licence renewal will be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the</p>	Sharon Degiorgio	01-10-2020

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			<p>entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application. Information will be retained on NR3 for a period of 25 years. This is a mandatory part of applying for/being granted, a hackney carriage / PHV driver licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. Read the policy at insert link.</p> <p>Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR) or any subsequent legislation. Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.</p> <p>If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer. Find out more on the data protection page, which includes submitting a subject access request</p>		
36	51	Deleted	and	Sharon Degiorgio	02-06-2020
37	52	Inserted	Tunbridge Wells Borough Council will not licence any vehicle that has been classed as an insurance write off.	Sharon Degiorgio	02-06-2020
37	1	Deleted	must not have been written off for insurance purposes at any time.	Sharon Degiorgio	02-06-2020
37	14	Deleted	Tunbridge Wells Borough Council will not licence any vehicle that is classed as a Category C insurance write off.	Sharon Degiorgio	01-28-2020
39	35	Deleted	Seating Dimensions	Sharon Degiorgio	01-28-2020

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39	37	Deleted	Passenger seats must be at least forty one centimetres wide for each passenger measured along the front of each seat. This criteria also applies where there are folding arms. The front seat of the vehicle next to the driver will be regarded as a seat for one passenger only. See Appendix 2.	Sharon Degiorgio	01-28-2020
44	29	Inserted	Pay by card adverts are permitted.	Sharon Degiorgio	01-28-2020
45	32	Inserted	(Taximeters) Regulations 2006	Sharon Degiorgio	01-28-2020
45	32	Deleted	(Taximeters) Regulations 2006,	Sharon Degiorgio	01-28-2020
48	8	Inserted	(Fully Comprehensive)	Sharon Degiorgio	01-09-2020
48	12	Inserted	may	Sharon Degiorgio	01-28-2020
48	12	Deleted	will automatically	Sharon Degiorgio	01-28-2020
50	5	Inserted	a	Sharon Degiorgio	01-10-2020
50	5	Deleted	e	Sharon Degiorgio	01-10-2020
50	10	Inserted	The Licence of any vehicle discovered licensed by another local authority will be revoked with immediate effect.	Sharon Degiorgio	01-10-2020
54	20	Inserted	The application form and payment can be completed online or sent together with original documents to Sevenoaks District Council.	Sharon Degiorgio	02-12-2020
54	21	Deleted	The application form, fee and original documentation must be provided to the Council either by post, or by hand delivery to the offices of 'Gateway' 8 Grosvenor Road, Royal Tunbridge Wells, Kent TN1 2AB.	Sharon Degiorgio	02-12-2020
54	26	Deleted	Appointments with a Licensing Administration Officer for checking of documentation and knowledge test arrangements will be sent to the applicant and are normally scheduled for a Tuesday, Wednesday or Thursday between the hours of 10:00	Sharon Degiorgio	02-12-2020
54	46	Inserted	online or	Sharon Degiorgio	02-12-2020
55	1	Deleted	, which is non refundable in the event of refusal of the licence.	Sharon Degiorgio	02-12-2020
55	9	Inserted	Eight Digit Code supplied by the DVLA Disclosure and Barring Enhanced Certificate	Sharon Degiorgio	02-12-2020
55	33	Inserted	Applicants who fail to do so will not be permitted to sit the test	Sharon Degiorgio	01-09-2020
55	36	Inserted	in the Policy and Law pdf document on the website	Sharon Degiorgio	01-09-2020

Page	Line	Type	What has been inserted or deleted	Author	Date
55	37	Deleted	at	Sharon Degiorgio	01-09-2020
55	40	Inserted	No refund will be payable for missed knowledge tests unless mitigating circumstances are provided to officers. Each case will be considered on its own merits.	Sharon Degiorgio	01-10-2020
55	52	Inserted	and	Sharon Degiorgio	02-06-2020
55	53	Deleted	Safeguarding Awareness; and	Sharon Degiorgio	02-06-2020
56	7	Inserted	Equality Online (EQUO) Safeguarding/Disability Awareness/County Lines Test Composition – a breakdown of what is included can be viewed on the Council's webpage	Sharon Degiorgio	02-06-2020
69	38	Inserted	revocation of	Sharon Degiorgio	02-06-2020
69	38	Deleted	holder being required to surrender their licence.	Sharon Degiorgio	01-10-2020
71	31	Inserted	A register of staff that will take bookings or dispatch vehicles must be kept and the Operator is required to evidence, if required, to an Authorised Officer that they have had sight of a basic DBS check on all individuals listed therein.	Sharon Degiorgio	02-09-2020
84	39	Deleted	Environment and Street Scene	Sharon Degiorgio	01-28-2020
84	39	Inserted	Head of Housing, Health and Environment	Sharon Degiorgio	01-28-2020
86	7	Inserted	Head of Housing, Health and Environment	Sharon Degiorgio	01-28-2020
86	8	Deleted	Head of Housing, Environment Environment and Street Scene	Sharon Degiorgio	01-28-2020
86	11	Inserted	Head of Housing, Health and Environment	Sharon Degiorgio	01-28-2020
86	11	Deleted	Head of Housing, Environment and Street Scene	Sharon Degiorgio	01-28-2020
88	44	Inserted	Head of Housing, Health and Environment	Sharon Degiorgio	01-28-2020
88	45	Deleted	Environment and Street Scene	Sharon Degiorgio	01-28-2020
91	27	Inserted	i.e.	Sharon Degiorgio	01-28-2020
91	27	Deleted	e.g.	Sharon Degiorgio	01-28-2020
91	27	Inserted	with terms of business, to include dates, times, terms and conditions, prices etc	Sharon Degiorgio	01-28-2020
91	29	Inserted	The vehicle is solely used for 'Contract' work.	Sharon Degiorgio	01-28-2020
92	13	Deleted	Aquilla	Sharon Degiorgio	01-09-2020
92	13	Deleted	AQ2000	Sharon Degiorgio	01-09-2020

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			T2		
92	13	Deleted	LTI/Cygnus Cygnus MR200 Cygnus MR300 Cygnus MR320 Cygnus MR400 LTI 300 LTI 400	Sharon Degiorgio	01-09-2020
92	13	Deleted	Taxitronic Taxitronic TX28 Taxitronic TX30	Sharon Degiorgio	01-09-2020
92	19	Deleted	Halda Halda 12	Sharon Degiorgio	01-09-2020
92	19	Deleted	Lucas Lucas 1145 Lucas 1150/1150.1	Sharon Degiorgio	01-09-2020
92	19	Deleted	HAC Elite/Classic	Sharon Degiorgio	01-09-2020
92	22	Deleted	Rem REM 3 REM 4	Sharon Degiorgio	01-09-2020
92	22	Deleted	Mattig Drive 2	Sharon Degiorgio	01-09-2020
92	22	Deleted	Digitax Digitax F1 F2 (was 806)	Sharon Degiorgio	01-09-2020
92	27	Deleted	Viking/Euro Taximeters in Hackney carriages for which licence renewals are sought after 1 January 2006 must have one of the above make/types fitted or any other that is specifically approved by the Authority	Sharon Degiorgio	01-09-2020