

LICENSING COMMITTEE

THURSDAY 13 FEBRUARY 2020
7.00 PM

Bourges/Viersen Rooms - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Solicitor to the Council.

Members must also declare if they are subject to their party group whip in relation to any items under consideration.

3. Minutes of the Meeting Held on 1 October 2019

3 - 6

To approve the minutes of the meeting held on 1 October 2019

4. Licensing Services Annual Update and Variation to Taxi Policy

7 - 18

5. Licensing Committee Meeting Start Time 2020-2021

19 - 20



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<http://democracy.peterborough.gov.uk/documents/s21850/Protocol%20on%20the%20use%20of%20Recording.pdf>

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Committee Members:

Councillors: A Iqbal (Chair), Ayres (Vice Chairman), Allen, Coles, P Hiller, Joseph, Hussain, Ellis, Wiggin, Hogg and J R Fox

Substitutes: Councillors: Dowson, R Brown, Bond and M Jamil

Further information about this meeting can be obtained from Karen Dunleavy on telephone 01733 452233 or by email – karen.dunleavy@peterborough.gov.uk

**MINUTES OF THE LICENSING COMMITTEE MEETING
HELD AT 5.00PM, ON
1 OCTOBER 2019
ROOM, TOWN HALL, PETERBOROUGH**

Committee Members Present: Azher Iqbal (Chairman), Ayres (Vice Chairman), Brown, Dowson, Farooq, John Fox, Hiller, Hogg, Hussain, Joseph and Wiggin.

Officers Present:

Terri Martin,	Regulatory Officer
Kerry Leishman,	Licensing & Business Manager
Colin Miles,	Litigation Lawyer
Karen S Dunleavy,	Democratic Services Officer

Also in Attendance: David Keetley Director, Angels - Applicant

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Allen, A Coles and Ellis. Councillor Brown was in attendance for Councillor Allen, Councillor Farooq was in attendance for Councillor Coles and Councillor Dowson was in attendance for Councillor Ellis.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETING:

3.1 Licensing Committee - 18 October 2018

The minutes of the meeting held on 18 October 2018 were agreed as a true and accurate record.

3.2 Licensing Act 2003 Sub-Committee - 2 November 2018

The minutes of the meeting held on 2 November 2018 were agreed as a true and accurate record.

3.3 Licensing Act 2003 Sub-Committee -22 November 2018

The minutes of the meeting held on 22 November 2018 were agreed as a true and accurate record.

3.4 Licensing Act 2003 Sub-Committee - 18 January 2019

The minutes of the meeting held on 18 January 2019 were agreed as a true and accurate record.

3.5 Licensing Act 2003 Sub-Committee - 31 January 2019

The minutes of the meeting held on 31 January 2019 were agreed as a true and accurate record.

3.6 Licensing Act 2003 Sub-Committee - 4 April 2019

The minutes of the meeting held on 4 April 2019 were agreed as a true and accurate record.

3.7 Licensing Act 2003 Sub-Committee - 20 June 2019

The minutes of the meeting held on 20 June 2019 were agreed as a true and accurate record.

4. Sexual Entertainment Venue (SEV) Licence Application

The Licensing Committee received a new application for a Sexual Entertainment Venue licence.

The purpose of the report was to request the Committee consider the new application made by Angels 2004 Ltd, for a Sexual Entertainment Venue (SEV) licence for Angels, Earlham House, Brook Street, Peterborough, PE1 1FQ.

The Regulatory Officer introduced the report and provided Members with an overview of the circumstances behind the new grant application in that the previous licence period had lapsed and therefore, a new licence application had to be presented to Committee. In addition, Members were advised that a consultation period had been conducted between 30 August to 27 September 2019 and that no responses either positive or negative had been received.

The Licensing Committee debated the report and in summary, key points and responses to questions included:

- The Applicant advised Members that the Angels establishment had traded since 2005 and the licence had lapsed due to an oversight in their administration procedures.
- The Applicant, advised Members that Angels had an excellent business relationship with all the authorities and the police and that there had been no issues during the period of their operation.
- The SEV licence for Angels ceased on 13 August 2019, however, once the Applicant had realised on 27 August 2019, that the licence had lapsed he stopped the sexual entertainment element of the business.
- The solicitor appointed to the Angels establishment had retired and this was also part of the reason why the SEV licence had lapsed.
- The Regulatory Officer confirmed that she had become aware that the licence had lapsed on 27 August 2019, however, there was no legislative duty upon the Authority to remind the Applicant of the renewal date. Members were also informed that the premises was able to trade under its Premises Licence.

- Members were advised that a renewal of SEV licence could only be applied whilst it was in operation and should be done on an annual basis.
- Members were advised that the first application submitted was rejected because the applicant had inadvertently omitted global bars as a subsidiary company on the form, subsequently a new grant licence application was submitted by the applicant on 27 August 2019.
- Members were advised that the Angels business was a viable one, even with the current economic climate and had 30 staff in employment.
- Members commented that it appeared there were errors on the application, and they sought assurances that the performers were being treated in the correct and proper manner. Members were advised by the Applicant that there were proper processes and paperwork in place to ensure that the performers were safeguarded against sexual exploitation and trafficking, including the requirement to hold permissions to work in the United Kingdom. The applicant also advised that they had also worked closely with the Department of Work and Pensions.
- Members commented that there could have been serious consequences if an issue had arisen during the time of the SEV licence lapse. The Applicant assured Members that there was a Premises Licence in place at the time of the SEV licence lapse. However, the applicant assured Members that there would be measures put in place to ensure that an appropriate reminder system was implemented for licence renewal going forward.
- Members were advised that a 24 hour licence was required in order to provide flexibility to hold events such as televised sports events.
- Members were advised here had been no substantiated complaints in relation to the premises operation and that it had always been compliant with regards to the Local Authority's processes.
- Members were advised that under section 6.1 sub section 3 of the report, a licence cannot be refused on the grounds of moral reasons.

RESOLVED:

The Licensing Committee considered the report and representation. A motion was proposed and seconded to **GRANT** the application as applied for. The Committee **RESOLVED** (10 in favour, 1 abstention) to **GRANT** the Sexual Entertainment Venue Licence as applied for.

REASONS FOR THE DECISION

The Committee were satisfied that:

- The Angels establishment was an efficiently operated business;
- There had been no substantiated complaints in regards to its operation;
- The Police and other Authorities were satisfied with how the business was operated;
- The business had the proper processes and procedures in place in order to safeguard its employees;
- There were no reasons to refuse the application on the grounds specified under paragraph 12 of Schedule 3 of the Control of Sex Establishments to the Local Government (Miscellaneous Provisions) Act 1982.

Chairman
5.00pm – 5.20pm

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LICENSING COMMITTEE	AGENDA ITEM No. 4
13 FEBRUARY 2020	PUBLIC REPORT

Report of:	Adrian Chapman, Service Director for Communities & Safety	
Cabinet Member(s) responsible:	Cllr Irene Walsh, Cabinet Member for Communities	
Contact Officer(s):	Kerry Leishman, Licensing & Business Manager	Tel. 01733 453502

LICENSING SERVICE ANNUAL UPDATE

R E C O M M E N D A T I O N S	
FROM: Director	Deadline date: N/A
<p>It is recommended that the Licensing Committee:</p> <ol style="list-style-type: none"> 1. Note the contents of the report, intended to provide Members with an annual update of the Licensing Service and its activities. 2. Approve an amendment to the Taxi and Private Hire Licensing Policy to remove the requirement for Hackney Carriages to be fitted with a swivel seat (retrospectively or otherwise) - with immediate effect. 	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Licensing Committee for information purposes and for consideration of the recommendation following a service review.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to provide Members with an annual review of the Licensing Service and its activities and to ask Members to approve an amendment to the Taxi and Private Hire Licensing Policy to remove the requirement for Hackney Carriages to be fitted (retrospectively or otherwise) with a swivel seat.
- 2.2 This report is for the licensing committee to consider under its Terms of Reference No. Part 3, Delegations Section 2 – Regulatory Committee Functions:
2.5.2.6 To approve (and periodically review) the standard conditions to be attached to any licence/permit/consent issued by the Council.
2.5.2.8 On recommendation by the Licensing Committee all non-statutory policies must be submitted either to Full Council or Cabinet for formal adoption. Thereafter, any minor amendments or modifications, can be adopted by the Licensing Committee.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

4.1 Annual Service Update

Looking back on the last 12 months, there have been a number of successes for the service, some of which are listed below;

- the successful implementation of the Animal Welfare (Licensing of Activities Involving Animals) England Regulations 2018. The Regulations which came into force changed the previous licensing regime for businesses involved in dog breeding, dog and cat boarding including home boarding, dog day care, the selling and exhibiting of animals and hiring out of horses.
- The first renewal period of the three-year taxi and private hire driver licences since its introduction – the service has processed over 900 driver applications so far, with the renewal period running up to end of March.
- The successful migration of Rutland County Council’s back office system into that which is hosted by Peterborough. The Licensing service led on the migration, providing technical expertise from their extensive use of the platform so that maximum efficiencies could be realised by aligning processes where possible.
- The introduction of the Taxi Marshalling Scheme, which was introduced in April 19, and is wholly funded by licence fee income. Its introduction was in response to requests from the trade for more late-night enforcement. The Marshal’s primary role was to ensure revellers of the night time economy could get to their chosen method of transport quickly and safely, assisting the Police with clearing the City Centre in a timely manner. The Scheme was considered a huge success by all major stakeholders and as such negotiations are taking place to renew the agreement.

4.2 In addition to the above, the Licensing Service is responsible for accepting and processing a wide range of applications for licensable activities each year with the below demonstrating just some of the key areas and volumes from the last 12 months:

- Over 350 Temporary Event Notices
- 117 Personal Licences
- Over 200 transfers and DPS variations
- 25 new premises licences
- 300 street trading consents
- 800 taxi and private vehicle licences
- 226 premises inspections to ensure compliance with conditions

4.3 As well as having responsibility for issuing licences and enforcing against breaches, the service also carries out its own debt recovery. In practice this means, where a licence is subject to an annual fee and has been invoiced, should the licence holder fail to make the payment terms, officers have a statutory duty to issue suspension notices where all licensable activity must cease until the payment has been made. In the last 12 months 80 suspension notices were issued for non-payment of fees.

4.4 The Licensing Service has operated successfully under extreme pressure due to high service demands but also as a result of pressure relating to resources. Since May 19 the team has been carrying an enforcement vacancy with two unsuccessful recruitment attempts. In response to the failed attempts the role was modified to offer a development opportunity and is currently out to advert at the time of writing this report.

4.5 Amendment to the Taxi and Private Hire Licensing Policy

Officers are requesting an amendment to remove the current requirement that Hackney Carriages be fitted with a swivel seat (retrofitted or otherwise).

4.6 It is proposed to remove section 13.3 of Appendix A (Peterborough Conditions of Fitness for Hackney Carriage Vehicles) of the Taxi and Private Hire Licensing Policy which states: “*The near-*

side occasional seat must be of swivel type in order to accommodate the needs of passengers with physical disabilities, unless; a. the vehicle was licensed prior to these Conditions of Fitness being adopted and this facility was not installed, or b. the vehicle is newly presented for licensing, in which case this condition will not apply until 15 November 2014 to allow manufacturers / suppliers time to comply with this requirement. From the 15 November 2014 all newly presented vehicles for licensing will be required to have the swivel seat fitted”.

4.7 The reason for the requested amendment is in response to changes within the licensed trade and its suppliers of vehicles resulting in the seat no longer being retrofitted due to serious safety concerns that the retrofit damages the structural integrity of the vehicle and is not type approved.

4.8 The proposal to remove the swivel seat has been discussed with representatives of Disability Peterborough who are in favour of its removal.

4.9 It is not proposed to carry out a public consultation for the removal of the swivel seat fundamentally due to the safety risks surrounding its fitting.

5. CONSULTATION

5.1 None proposed

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 Amendment to the Taxi and Private Hire Licensing Policy to remove the requirement for Hackney Carriages to be fitted with an occasional swivel seat.

7. REASON FOR THE RECOMMENDATION

7.1 The reason for the recommendation is to address the safety risks associated with the retrofitting of the occasional swivel seat.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 Status Quo – not recommended for the reason outlined in Reason for Recommendation.

9. IMPLICATIONS

Financial Implications

9.1 No financial implications identified

Legal Implications

9.2 Legal Services will be required to issue advice on the amendment to the Taxi and Private Hire Licensing Policy.

Equalities Implications

9.3 The proposals contained in this report do not seek to discriminate against any particular group.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

10.1 Peterborough City Council's Taxi and Private Hire Licensing Policy

11. APPENDICES

11.1 Appendix A - Peterborough City Council's Taxi and Private Hire Licensing Policy

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PETERBOROUGH CONDITIONS OF FITNESS FOR HACKNEY CARRIAGE VEHICLES

Hackney Carriage Vehicle Specification and Type Approval

SECTION 1. APPROVED VEHICLES

1.1 The following vehicles are approved by Peterborough City Council (the Licensing Authority) to be licensed as Hackney Carriage Vehicles: LTI TX1, TX2, TX4, Metro Triple T, Mercedes-Benz Vito, and the Peugeot E7 SE and XS short wheelbase models.

SECTION 2. VEHICLE APPROVAL

2.1 No vehicle will be authorised as a Hackney Carriage Vehicle unless it conforms with the requirements as set out within this document unless; where justifiable reasons exist the committee may decide to approve the vehicle.

2.2 A vehicle must be new or under 3 years old (36 months) at the time it is first licensed and may be licensed up to 15 years of age; calculated from the date on which the vehicle was first registered under the Vehicle and Excise Registration Act 1994. The operating period being subject to compliance with the council's standard of fitness.

2.3 Vehicles more than 6 years of age will be subject to 6 monthly inspections at a time and place to be notified by the authorised officer of the council.

2.4 An application for the approval of a new type of Hackney Carriage vehicle must be made in writing to the Licensing Authority.

2.5 The applicant must study the Conditions of Fitness set out in Section 3 of this document and provide detailed specifications of the proposed vehicle, or vehicle conversion demonstrating that the vehicle meets the requirements of the Conditions of Fitness. It will also be necessary to arrange a preliminary inspection of the vehicle.

2.6 The applicant should address any current guidance issued by the Department for Transport (DfT) [or any replacement body if this should change] for the design of Hackney Carriage Vehicles and indicate to the Licensing Authority the extent to which those guidelines have been accommodated. In particular, applicants should demonstrate that they have taken account of current DfT guidance as regards ergonomic requirements for accessible taxis.

2.7 There shall be provided and maintained in the vehicle at all times a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances. Such equipment must be in date and carried in such a position in the vehicle as to be readily available for immediate use in an emergency.

2.8 Arrangements must then be made to present the completed vehicle for inspection by the Licensing Authority. When presented, all associated equipment must be present for the inspection and testing of the vehicle; i.e. wheelchair ramps, straps, safety equipment etc. A declaration must be provided by the manufacturer or authorised person that the vehicle conforms to the law and is safe for use as a public carriage, together with a certificate of registration and summarised documentary evidence that the vehicle meets the Conditions of Fitness as stated in Section 3 of this document.

2.9 Any proposed structural alterations to the original specification must be submitted to the Licensing Authority for approval.

2.10 The approval of the vehicle will be determined by the Licensing Committee who will consider each application under its own merits. Although a vehicle may meet the criteria as set out by the Conditions of Fitness, where justifiable reasons exist the committee may decide after consideration not to approve the vehicle. Where a vehicle does not completely comply with the Conditions of Fitness, however justifiable reasons exist the committee may decide after consideration to approve the vehicle.

SECTION 3. CONDITIONS OF FITNESS

3. General Construction

3.1 Every new type of Hackney Carriage Vehicle must comply with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of approval including the Motor Vehicle (Type Approval) Regulations 1980, and the Motor Vehicles (Construction and Use) Regulations 1984.

3.2 Every new type of Hackney Carriage Vehicle offered for approval must comply in all respects with British and European vehicle regulations and be “type approved” to the requirements of the M1 category of European Whole Type Approval Directive 70/156/EEC as amended. Those Hackney Carriage Vehicles which have not been “type approved” to the M1 category (e.g. conversions) must be presented with approved certification that the specific vehicle meets the requirements of those categories.

3.3 Vehicles offered for Hackney Carriage approval must be constructed in a way as to allow the carriage of disabled persons and must accommodate as a minimum a disabled person in a Department of Transport reference wheelchair in the passenger compartment.

3.4 No equipment and/or fittings, other than those approved by the Local Authority may be attached to, or carried on the inside or outside of the vehicle.

3.5 No modification may be carried out to a Hackney Carriage Vehicle without prior approval from the Licensing Authority.

3.6 Before considering any modification to a Hackney Carriage Vehicle, approval must be sought from the Licensing Authority.

4. Steering

4.1 The steering wheel must be on the offside of the vehicle.

5. Tyres

5.1 All tyres must comply with the relevant legislation and be marked accordingly.

5.2 Tyres must be of the designated size, speed and weight rating for that make and model of vehicle as prescribed by the vehicle manufacturer.

6. Brakes

6.1 An anti-lock braking system is to be fitted.

7. Interior lighting

7.1 Adequate lighting must be provided for the driver and passengers.

7.2 Separate lighting controls for both passenger and driver must be provided. In the case of the passenger compartment, an illuminated control switch must be fitted in an approved position. This must be within reach of wheelchair passengers. Lighting must also be provided at floor level to each passenger door and be activated by the opening of the doors.

8. Electrical Equipment

8.1 Any additional electrical installation and/or aftermarket components to be used within the taxi must meet the requirements of the relevant Automotive Electromagnetic Compatibility (EMC) Directive, as amended, and be marked accordingly.

9. Fuel Systems

9.1 Any engine powered by liquid petroleum gas (LPG), compressed natural gas (CNG), liquid natural gas (LNG), petrol or any combination of these fuels must be fitted with an automatic inertia fuel cut off device.

10. Exhaust emissions standards

10.1 New taxi models must meet the current and relevant EC Directive for exhaust emissions, i.e. the respective Euro standard. Current, approved, taxi models must meet prescribed emissions standards.

11. Body

11.1 The body must be of the fixed head type with a partially glazed partition separating the passenger from the driver.

11.2 The overall length must not exceed 5 metres. This is essential for determining the size of taxi ranks, other pick-up points in Peterborough's city centre.

12. Facilities for the disabled

12.1 Every taxi must be equipped to approved standards in order that wheelchair passengers may be carried.

12.2 Approved anchorages must be provided for wheelchair tie downs and the wheelchair passenger restraint. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and occupant must be independent of each other.

12.3 Anchorages must also be provided for the safe stowage of a wheelchair when not in use, whether folded or otherwise, if carried within the passenger compartment. All anchorages and restraints must be so designed that they do not cause any danger to other passengers.

12.4 The door and doorway must be so constructed as to permit an unrestricted opening across the doorway of at least 75cm. The minimum angle of a hinged door when opened must be 90 degrees.

12.5 The clear height of the doorway must be not less than 1.2 metres.

12.6 Grab handles must be placed at door entrances to assist the elderly and disabled. All grab handles must be in a contrasting colour.

12.7 The top of the tread for any entrance should normally be at floor level of the passenger compartment and comply with the following requirements:

a. be not more than 380 mm from the ground, (measured at the centre of the tread width);

- b. the surface shall be covered in a slip-resistant material;
- c. have a band of colour across the entire width of the edge which shall contrast with the remainder of the tread and floor covering.

Should any entrance be more than 380 mm from the ground, an external interim step must be made available when the associated passenger door is opened and comply with the following requirements

- a. not be more than 380 mm in height from the ground, (measured at the centre of the step width;
- b. not be less than 250 mm deep;
- c. the surface shall be covered in a slip-resistant material;
- d. have a band of colour across its leading edge which shall contrast with the remainder of the step and floor covering;
- e. not be capable of operation whilst the vehicle is in motion;
- f. if automatic or powered, be fitted with a safety device which stops the motion of the step if the step is subject to a reactive force not exceeding 150N in any direction and if that motion could cause injury to the passenger;
- g. can fold or retract so that it does not project beyond the side face of the vehicle and the vehicle is not capable of being driven away unless the step is so folded or retracted.

12.8 The vertical distance between the highest part of the floor and the roof in the passenger compartment must not be less than 1.3 metres.

12.9 Where seats are placed facing each other, there must be a minimum space of 350mm between any part of the front of a seat and any part of any other seat which faces it, provided adequate foot room is maintained at floor level.

12.10 Where all seats are placed facing to the front of the vehicle, there must be clear space of at least 66cm in front of every part of each seat squab, measured along a horizontal plane at the centre of the cushion.

12.11 A ramp for the loading of a wheelchair and occupant must be available at all times for use, as a minimum, at the nearside passenger door on all new vehicles presented for licensing. The ramp must be 70cm wide, as a minimum, and comprise a single non-slip surface. It is desirable for this facility to be available at the offside passenger door also. An adequate locking device must be fitted to ensure that the ramp does not slip or tilt when in use. Provision must be made for the ramp to be stowed safely when not in use.

13. Passenger compartment

13.1 Occasional seats must be at least 40cm in width and the distance from the back of the upholstery to the front edge of the seat must be not less than 35.5cm.

13.2 Occasional seats must be so arranged as to rise automatically when not in use. When not in use, they must not obstruct doorways.

~~13.3 The near side occasional seat must be of swivel type in order to accommodate the needs of passengers with physical disabilities, unless;~~

~~a. the vehicle was licensed prior to these Conditions of Fitness being adopted and this facility was not installed, or~~

~~b. the vehicle is newly presented for licensing, in which case this condition will not apply until 15 November 2014 to allow manufacturers / suppliers time to comply with this requirement. From the 15 November 2014 all newly presented vehicles for licensing will be required to have the swivel seat fitted.~~

13.4 The rear seat dimensions must be adequate to carry the appropriate number of adult passengers comfortably.

13.5 Suitable means must be provided to assist persons to rise from the rear seat with particular attention to the needs of the elderly and disabled.

13.6 Lap and diagonal seatbelts must be fitted on all seats (including rear facing seats).

13.7 Colour contrasting sight patches are required on all passenger seats.

13.8 Head restraints must be fitted for all (forward and rear facing) seats. The design of headrests should maximise rear sightlines for the driver when any of the passenger seats are not occupied.

13.9 An induction loop system (or equivalent) must be fitted.

14. Driver's compartment

14.1 The driver's compartment must be so designed that the driver has adequate room, can easily reach, and quickly operate, the controls.

14.2 The controls must be so placed as to allow reasonable access to the driver's seat and, when centrally placed, controls must be properly protected from contact with luggage.

14.3 Every vehicle must be provided with an approved means of communication between the passenger and the driver. If a sliding window is fitted on the glazed partition, the maximum width of the opening must not exceed 11.5cm.

14.4 Where a single-piece glazed partition is fitted, a facility must be provided for making payment to the driver.

15. Visibility – Driver

15.1 A single-piece, full width rear window must be fitted. The design of headrests should maximise rear sightlines for the driver when any of the passenger seats are not occupied.

16. Visibility – Passenger

16.1 The windows should maximise passenger visibility into and out of the vehicle. The top of the window line for front and side windows, when measured vertically to the top of the visible portion of the glass, must not be less than 750mm on any glass panel forward of or beside the seated passenger. The vertical distance is to be measured from the top of the uncompressed rear forward-facing passenger seat cushion to the first point of totally obscured glass.

16.2 The bottom of the window line for front and side windows must be low enough to afford passengers adequate visibility out of the vehicle.

16.3 A proportion of the window area in the passenger compartment must be available for opening by the seated passenger.

16.4 Windows must permit maximum visibility into, and out of, the vehicle. They must have no more than 25% tint value.

16.5 Passenger windows must be capable of being opened easily by passengers, including those in wheelchairs, when seated. The control for opening a window must be clearly identified to prevent it being mistaken for any other control.

17. Heating and ventilation

17.1 An adequate heating and ventilation system must be provided for the driver and passengers and means provided for independent control by the driver and the passengers. All switches must be within easy reach of seated passengers, including those in wheelchairs.

18. Door fittings

18.1 An approved type of automatic door securing device must be fitted to passenger doors to prevent them being opened when the vehicle is in motion.

18.2 When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and outside of the vehicle by one operation of the latch mechanism.

18.3 The door must not open from the inside if the driver has the foot brake depressed.

18.4 The interior door handle must be clearly identified to prevent it being mistaken for any other control.

19. Fare table and number plate

19.1 A frame must be provided for the fare table and fixed in an approved place. A position for an interior number plate is to be provided with the words "The number of this taxi is..." Shown immediately above the position of the plate.

20. Floor covering

20.1 The flooring of the passenger compartment must be covered with a slip resistant material, which can be easily cleaned.

20.2 The floor covering must not impede the movement of wheelchairs. The colour of the floor covering must contrast with any up-stand areas around it and with the colour of the seats.

21. Luggage

21.1 Suitable dedicated provision for the secure carriage of luggage must be made, separated from the passenger compartment and proportionate in size to the number of passengers carried.

22. Taximeter

The vehicle shall be provided with a taximeter which must be so constructed, attached and maintained as to comply with the requirements of the Council:-

- a. all taximeters must be calendar controlled, approved and sealed by the City Council Taxi Enforcement Section.
- b. the taximeter shall be fitted with a key, flag, or other device, the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter and cancel any external "For Hire" sign;
- c. such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
- d. when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or

- driver is entitled to demand and take for the hire of the vehicle by distance/time;
- e. the word “FARE” shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
- f. the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the vehicle and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring;
- g. the taximeter and all the fittings thereof shall be so affixed to the vehicle with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances;
- h. the taximeter affixed to the vehicle shall be appropriately set to ensure that the Council’s hackney carriage fare scale currently in force in the City is recorded thereon.

23. Taxi Roof Sign

23.1 A “Taxi” roof sign approved by the council must be fitted and be clearly visible daytime and nighttime when the taxi is available for hire.

24. Radio Equipment

24.1 Where equipment for the operation of a two-way radio system is fitted to a taxi, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if LPG tanks or equipment are situated therein.

24.2 Any other radio equipment, either in the passenger or driver compartment, must be approved by the council.

25. Electrical Equipment

25.1 Any additional or non-standard electrical installation to the original vehicle must be installed and tested by a professional installer and be protected by a suitably rated fuse. Any additional installation must comply with all relevant regulations.

25.2 Approval from the licensing authority must be obtained prior to installing CCTV in a vehicle.

26. Required information to be displayed inside the vehicle – Part 1 and Part 2 notice

26.1 The proprietor must ensure that the vehicle displays a Part 1 notice, which must contain the following information in a conspicuous unobscured place so that it can be easily read by a passenger travelling in the rear and front of the vehicle;

- The name of the vehicle proprietor
- The contact telephone number where a customer can make a complaint, report a concern, or positive comment e.g. Should you wish to comment positively or negatively on any aspect of your journey today, please call (insert telephone number)
- The vehicle registration number
- The vehicle licence plate number

26.2 Alongside the Part 1 notice, vehicles must also display a Part 2 notice, which must contain the following information in a conspicuous unobscured place so that it can be easily read by a passenger travelling in the rear and front of the vehicle;

- The licensed drivers photograph and
- The driver's licence number

LICENSING COMMITTEE	AGENDA ITEM No. 5
13 FEBRUARY 2020	PUBLIC REPORT

Report of:	Fiona McMillan, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Mohammed Farooq, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Karen S Dunleavy, Democratic Services Officer	Tel. 01733 296334

LICENSING COMMITTEE MEETING START TIME 2020-2021

RECOMMENDATIONS	
FROM: <i>Fiona McMillan, Director of Law and Governance and Monitoring Officer</i>	Deadline date: <i>N/A</i>
It is recommended that the Licensing Committee agree the start time for all meetings for the Municipal Year 2020-21.	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Licensing Committee meeting following the Full Council decision on 24 July 2019 to allow Committees to decide their own start times for the Municipal Year 2020-21.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to allow the Licensing Committee to discuss and agree the start times for meetings from the beginning of the Municipal Year 2020-21. The draft schedule of meetings will be agreed at Full Council.
- 2.2 This report is for the Licensing Committee to consider under Council Standing Order section 4.4.1
- The timings of normal committee meetings will be agreed by the committee for the next municipal year of the preceding municipal year (or as near to this time as possible).*

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

- 4.1 At the Constitution and Ethics Committee on 8 July 2019 the Committee agreed by majority to recommend to Council that all Committees can agree their start times for the Municipal Year 2020-21. This was again agreed by majority at the Full Council meeting on 24 July 2019.
- 4.2 The Council standing orders have been updated to reflect this decision and gives Committees the opportunity to decide their own start time.

- 4.3 Council standing orders allow the Committee to agree its start time every Municipal Year, thereby allowing the Committee to change the start times if it is felt that the start time was not suitable.
- 4.4 The Committee will need to decide the best start time and will need to weigh up attendance at meetings and the impact on the Council and members of the public.
- 4.5 The Committee start time over the past three years has been 7:00pm for the meetings. There is some public interest in the formal meetings and there have been up to 10 public in attendance recently.

5. CONSULTATION

- 5.1 Consultation has already taken place with the Constitution and Ethics Committee and all Councillors at Full Council.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 It is anticipated that the Committee will agree a start time for the meetings for the Municipal Year 2020-21 and this will be proposed as part of the meeting schedule.

7. REASON FOR THE RECOMMENDATION

- 7.1 The recommendation allows the Licensing Committee to debate the start time of the meeting and make recommendations following debate.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 N/A

9. IMPLICATIONS

Financial Implications

- 9.1 There are no financial implications.

Legal Implications

- 9.2 There are no legal implications.

Equalities Implications

- 9.3 There are no equalities implications.

Other Implications

There are no other implications.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 10.1 Minutes of the Constitution and Ethics Committee 8 July 2019
Report to Full Council 24 July 2019

11. APPENDICES

- 11.1 There are none.