

# Appendix 5 – Hackney Carriage Plate Allocation Policy and Process

## Introduction

1.1. This policy sets out the Council's proposed approach to the allocation and reallocation of Hackney Carriage Plates.

1.2 In line with legislative requirements an unmet demand survey was carried out in 2015 to review the number of hackney carriage vehicle plates to be available in the Borough of Colchester. The current limit is set at 131 plates. This is unlikely to change until an unmet demand survey highlights the need to add numbers or until the limit is removed by legislation.

1.3 The overall objective of the policy is to enable the Council to allocate or reallocate a hackney carriage plate in a fair and open manner, should a plate become available.

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## Eligibility

2.1 In order to qualify for the allocation process the following eligibility criteria must be met:

- The applicant must not already hold a hackney carriage plate.
  - The applicant must not have had a licence suspended or revoked during a five year period immediately prior to the start of the process.
  - The applicant must be compliant with all conditions within the Council's current policy and have not received penalty points within one year prior to the start of the process.
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## Vehicle Specification

3.1 The vehicle must be compliant with the Council's vehicle conditions for a hackney carriage licence.

3.2 The vehicle must be adapted for wheelchair/disabled accessibility.

# Appendix 5 – Hackney Carriage Plate Allocation Policy and Process

- 3.3 The vehicle must meet the Council’s current policy in terms of age and specification at first registration.
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## Process

- 4.1 All persons who have indicated an interest will be notified of a plate becoming available and the relevant process. A notice will be placed on the Colchester Borough Council website. This will detail the process and indicate a closing date for registration to apply and be entered in a randomly generated draw.
- 4.2 Those who apply and meet the relevant criteria detailed above will be entered into a draw that will consist of an excel based programme to randomly pick an applicant.
- 4.3 To avoid any ambiguity the draw will be carried out at a meeting of the Licensing Sub-Committee at a specified date and time.
- 4.4 The number of draws will depend on the number of plates available.
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## Timescales

- 5.1 The Licensing Team will notify the successful applicant within one week of the draw.
- 5.2 The successful applicant will need to carry out the full application process within 28 days of the notification. Failure to do so will result in another draw being held at the next Licensing Sub-Committee meeting.
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## Conditions

- 6.1 The plate that is newly re-issued cannot be sold or transferred for a period of five years from issue.

## Appendix 5 – Hackney Carriage Plate Allocation Policy and Process

6.2 The vehicle licence granted remains a wheelchair accessible licence in perpetuity.

6.3 The vehicle provided must be accessible to customers seated in either in either a manual or electric wheelchair

6.4 The outcome of the draw is final.

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### Declaration

7.1 Any individual wishing to register an interest in the allocation process will be required to complete a statutory declaration confirming that they meet the requirements of this policy.

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**Implementation of the Policy** - The Policy will be monitored and reviewed on a regular basis. Any proposed significant changes will be subject to full consultation; minor amendments which do not affect the substance of the Policy may be made without consultation.