

## GENERAL INFORMATION RELATING TO OBTAINING HACKNEY CARRIAGE / PRIVATE HIRE VEHICLES & DRIVER LICENCES.

### 1. GENERAL

- 1.1 Before any vehicle can be lawfully used as a hackney carriage or a private hire vehicle it has to be licensed by the Council.
- 1.2 No person is legally permitted to drive any vehicle licensed by the Colchester Borough Council as a hackney carriage or private hire vehicle unless they hold a hackney carriage/private hire driver's licence issued to them by Colchester Borough Council.
- 1.3 It is an offence for any other person (wife/partner etc.) not licensed by the Council to drive a hackney carriage or private hire vehicle for any purpose except in the case of an authorised mechanic who is road testing a licensed vehicle.
- 1.4 Applicants must have held a full DVLA UK driver's licence or equivalent (as recognised by the DVLA) for a continuous period of not less than 36 months (3 years).
- 1.5 Operators, drivers, hackney carriage and private hire licenses are all subject to legislation and Council conditions, copies of which accompany, whichever licence is granted. You are advised to read them carefully and should note that failure to comply with any of them could lead to either suspension or revocation of a licence.
- 1.6 Under hackney carriage/private hire driver and vehicle licences you are also subject to local hackney carriage bylaws and you are strongly recommended to obtain a copy and ensure you comply with them, as failure to do so can also lead to suspension or revocation of a Licence.
- 1.7 Should you have any query in regards to the licensing of drivers, vehicles or operators, or in respect of any of the Council's conditions, you are advised to contact the Customer Service Centre by telephone (01206) 282520 where a member of the team will be pleased to assist you.

### 1.8 TYPES OF LICENCES

- a) **Private Hire Operator's Licence.** Enables the holder to operate private hire vehicles. One type of operator's licence covers one to two vehicles, and another allows for three or more. Only licensed operators can legally accept bookings for the hire of these vehicles (see b.), whether he owns the vehicles or not. By law the operator will need to keep a record of every booking taken as set out in the Council's conditions.
- b) **Private Hire Vehicle Licence.** Any vehicle used under a private hire vehicle licence for hire and reward has to receive pre-booked bookings through an operator and must be driven by the holder of a Colchester Borough Council hackney carriage/private hire driver's licence.

- c) **Hackney Carriage Vehicles.** Can be flagged down in the street or used from a taxi rank. They may be used as private hire vehicles without the need of an operator. The vehicle must be driven by the holder of a Colchester Borough Council hackney carriage/private hire driver's licence
- d) **Hackney Carriage/Private Hire Driver's Licence.** Any person driving a hackney carriage or private hire vehicle whether self employed or used on behalf of a licensed operator will need a hackney carriage/private hire driver's licence issued by Colchester Borough Council.

### 3. HOW TO OBTAIN A DRIVERS LICENCE APPLICATION PACK

- 3.1 Apply in person or telephone the Customer Service Centre for an appointment to attend to see an advisor at the Customer Service Centre, Greenstead Local Housing Office, Hawthorn Avenue, Colchester CO4 3QE Telephone (01206) 282520.
- 3.2 In order to obtain an application/information pack a fee of £35.00 has to be paid and an oral test passed. If passed an application information pack will be issued. The £35.00 is not refundable should the oral test be failed or the application is not taken up but will be allowed against the total cost of the licence if the application is successfully completed.
- 3.3 At the time you attend for the oral test you will need to produce without exception, and copies will be made of, the following documents:
  - Passport or some other form of photo identity,
  - DVLA driver's licence or a DVLA recognised driver's licence,
  - Birth certificate,
  - Two utility bills, and
  - A marriage certificate or deed poll document, where there has been a change of surname.

You will be asked to complete a driver's licence mandate enabling the Council to obtain your driver's licence history and referees will be contacted.

You will also be given the option at this stage of the application process to complete the documentation and pay the present fee of £44.00 in respect of your Criminal Records Bureau check. **A CRB disclosure will be considered valid for six months from the date of issue shown on the disclosure. It therefore follows that a knowledge test must be passed within this six month period or a further CRB disclosure will be required at the applicant's expense.** All non UK applicants for a hackney carriage/private hire drivers licence are required to provide to the Authority, in written English, a Certificate of Good Conduct or the equivalent from the appropriate Embassy or High Commission of the country(s) in which they have lived.

Photographs are taken after the oral test has been passed.

- 3.6 The next stage is to study the application information pack in readiness for a knowledge test. The pack consists of:
  - Colchester Borough Council driver and vehicle conditions and these guidelines,
  - Knowledge test content information,

On receipt, by the Professional Support Unit, of your DVLA driver's licence history you will be contacted for you to make an appointment for the knowledge test to be taken if you feel

that you are ready to do so. If you do not consider yourself to be in a position to take the knowledge test arrangements will be made for you to contact the appropriate department for an appointment at a later date.

- 3.5 A further £35.00 is then payable for the knowledge test to take place. This is non-refundable should the test be failed. Only the first £35.00 is allowed against the total cost of the Licence fee should it be successfully completed.
- 3.6 Where a knowledge test is failed a further two attempts set at a minimum of fortnightly intervals is allowed at a cost of £35.00 per test. Should these tests be failed then further knowledge tests can be taken after a period of three months has elapsed for a further non-refundable fee of £35.00 per test. Retest fees are not allowable against the cost of the Driver's Licence.
- 3.7 When the knowledge test has been passed a full application pack will be supplied.

#### 4. DRIVER LICENCES

- 4.1 Colchester Borough Council issues a dual driver's licence that enables the holder to drive either a hackney carriage or private hire vehicle.
- 4.2 Hackney carriage/Private hire driver's licences are issued for periods of up to three years.
- 4.3 In some circumstances however, there may be occasions when, a one year probationary licence could be granted by either the Licensing Manager or the Council's Licensing Committee.

#### 5. APPLICATION FOR OBTAINING A DRIVER'S LICENCE

- 5.1 On successful completion of the knowledge test you will be supplied with an application pack. The pack contains various forms that must be completed. These are:
  - a) An application form,
  - b) A form enabling the Council to request an enhanced criminal record check from the Criminal Records Bureau, if not completed earlier.
  - c) A Group 2 medical certificate, which must be completed after you have been medically examined by your own Doctor or another Doctor at **your** surgery. (Your application for a licence may be deemed as invalid if it is found that your own Doctor has not completed and signed this form). Your Doctor will charge you for carrying out the medical, the amount of which will be a matter for determination between yourself and your Doctor.
- 5.2 With the exception of the medical form, return all **fully completed** forms, by appointment, in person to the Customer Service Centre, Greenstead Local Housing Office, Hawthorn Avenue, Colchester CO4 3QE. The Application form **MUST BE FULLY COMPLETED WITH EVERY QUESTION FULLY ANSWERED**
- 5.3 On receipt of these completed forms, your character references will be checked and the criminal record check form sent to the Criminal Records Bureau, (if not previously done so), to enable the Council to obtain an enhanced criminal record disclosure. The Criminal Records Bureau will also send you a copy of all information that it sends to the Council.

(See item 6 of these guidelines for those matters which may preclude you from obtaining a licence.)

- 5.4 Providing satisfactory replies are received from your character references and the Criminal Record Bureau enhanced disclosure (in the case of non UK applicants the Certificate of Good Conduct) shows no convictions or other information that will cause your application to fail or contravene the Council's pre-licensing standards/conditions (see listed below), you will be advised that the Group 2 medical examination can go ahead. Please note however that there is nothing stopping you from having the Group 2 medical carried out before our checks have been completed, but you do so at your own risk, as a satisfactory medical examination does not automatically mean you will be granted a hackney carriage or private hire driver's licence.
- 5.5 The medical form once it has been fully completed and certified by your Doctor that you are fit to carry out the duties of a Hackney carriage /Private Hire Driver then becomes your Medical Certificate.
- 5.6 Your hackney carriage/private hire driver's licence and a drivers badge will only be granted upon receipt of a satisfactory Medical Certificate, enhanced disclosure, character references, application form and payment of the outstanding balance of your fee.
- 5.7 The Council reserves the right to require any further information it deems necessary in order to satisfy the requirement of you being a fit and proper person to hold such a licence.

## 6. PRE-LICENSING STANDARDS

- 6.1 In order to grant a driver's licence the Council is required by law to ascertain that you are a 'fit and proper' person to hold such a licence, are reliable and of good character.
- 6.2 In being considered for an initial driver's licence or thereafter on any renewal of a licence you shall,
  - a) NOT have been convicted of a serious motoring offence during the previous **five** years;
  - b) NOT have been convicted of more than three motoring offences during the previous **three** years;
  - c) NOT have been disqualified from driving for any period during the previous **five** years;
  - d) NOT have been convicted of driving whilst disqualified during the previous **five** years;
  - e) NOT have been convicted of driving any vehicle whilst uninsured against third party risks during the previous **five** years (in exceptional circumstances, this may be waived if the Court has ruled it to be a purely technical offence);
  - f) NOT have been convicted of a criminal offence involving a custodial sentence of more than six months during the previous **ten** years;
  - g) NOT have been convicted of any criminal offence during the previous **five** years;

- h) NOT have, when making the application, any prosecution pending for a criminal offence or serious motoring offence;
- i) NOT have had either a hackney carriage or private hire driver's licence revoked by any authority during the previous three years or five years if revoked under Condition 13 of the Driver's Licence Conditions (Insurance Offences).

6.3 Where a hackney carriage/private hire driver's licence is granted and you are found to have had a prosecution or conviction pending prior **to the granting of your licence, you place the continuation of that licence in jeopardy and may stand to have the licence suspended or revoked.**

## 7. DRIVER APPLICATION AND VETTING PROCEDURE

7.1 You are required to declare any convictions, cautions or fixed penalty notices you may have, or have held, even though they might be spent under the Rehabilitation of Offenders Act 1974 whether you are submitting a new application or renewing a licence to drive. This information will be treated in the utmost confidence and is only taken into account in relation to your application.

- a) A criminal record or other information (that is more than old 5 years from the date of application) may not necessarily prevent you from gaining a hackney carriage or private hire licence unless the authority considers that such a conviction/convictions renders you as not being considered as 'a fit and proper' person and unsuitable to hold such a licence. In making this decision the Licensing Authority will consider when the offence was committed, the nature of the offence, and what age you were at the time, together with any other relevant factors.
- b) If you are refused a hackney carriage/private hire driver's licence on the grounds that you are not 'a fit and proper person' to hold such a licence you have a right of appeal to the Council's Licensing Committee and / or a Magistrates' Court.
- c) If you would like to discuss, in confidence, what effect a conviction might have on your application then please telephone (01206) 282222 and ask to speak to a Licensing Enforcement Officer, such conversation will remain confidential unless it is deemed necessary to become part of the application process.

## 7.2 RENEWAL OF DRIVER'S LICENCES

On renewal, following the first issue of the Licence, **all** the above forms with exception of the character reference, will again have to be completed this includes the enhanced Criminal Records Bureau form. You will also have to produce your DVLA driver's licence (both parts with photo style licences), passport/birth certificate and two utility bills for examination and photocopying.

7.3 Hackney carriage and private hire driver's licences are subject to legislation, Council conditions and bylaws. Copies of the conditions are as previously supplied prior to your knowledge test.

7.4 You should read the conditions carefully as failure to comply with them could lead to either the refusal to renew a licence or suspension or the revocation of your hackney carriage or private hire licence.

- 7.5 The Licensing Authority is empowered in law to check with the Criminal Records Bureau for the existence and content of any criminal record held by you.
- 7.6 You will also receive a copy of any information held on you by the Criminal Records Bureau. It will be sent to you direct by the Bureau and then must immediately be produced to the Customer Service Centre, Greenstead Local Housing Office, Hawthorn Avenue, Colchester, CO4 3QE.
- 7.7 The hackney carriage/private hire driver's licence issued will be handed, in the case of a hackney carriage to the hackney carriage licence holder or in the case of a private hire vehicle to the private hire operator prior to the commencement of any period of driving for hire and reward.
- 7.8 The Council will also issue a driver's badge which must be displayed in the vehicle whilst the vehicle is being used for hire and reward, in such a position so as to be easily seen by any passenger.
- 7.9 The badge issued remains the property of the Colchester Borough Council and must be handed back to the Council on expiry or where the hackney carriage/private hire driver's licence has been suspended or revoked.

## **8. MEDICAL EXAMINATIONS OF LICENSED DRIVERS**

- 8.1 Your medical examination will be at your own expense, on each renewal of your hackney carriage/private hire driver's licence. It is suggested that an appointment is made with your Doctor 4/6 weeks prior to licence expiry.
- 8.2 Please note that there may be circumstances whereby the Licensing Manager will require your authorisation, to seek information in regard to your medical records at any time during the period you are licensed as a hackney carriage or private hire driver. Any failure to provide that authorisation will affect whether you remain the holder of a licence.

## **9 HACKNEY CARRIAGE VEHICLES**

- 9.1 The total number of hackney carriage vehicle licences granted by the Council is currently regulated. This number would ordinarily only be increased by the Council in accordance with the provisions of Section 16 of the Transport Act 1985, where a survey has indicated that there are insufficient numbers of hackney carriages to meet customer's demands. The Council is required to pay for such surveys and the costs may therefore be passed onto the hackney carriage trade.

## **10. GENERAL INFORMATION REGARDING THE LICENSING OF PRIVATE HIRE VEHICLES**

- 10.1 Before a vehicle can be used to convey passengers for hire and reward, it has to be licensed by the Council. From then on, the only persons able to legally drive the vehicle also have to be licensed by the Council whether it is being used for hire and reward or for social and domestic purposes.
- 10.2 A private hire vehicle licence remains in force for one year. A vehicle licence application form can be obtained from the Customer Service Centre at Greenstead Local Housing Office, Hawthorn Avenue, Colchester CO4 3QE. If the vehicle is already licensed a letter

with the renewal application forms will be sent to you inviting you to renew. It is, however, the licence holders responsibility to ensure that the vehicle licence is renewed in good time.

- 10.3 A vehicle must be under five years of age from its date of first registration before being first granted a licence and must pass an inspection/examination undertaken by Riverside at its work shop located at Unit 7, West Side, Stanway, Colchester, this inspection can only be arranged for you through the Customer Service Centre.
- 10.4 Thereafter the Council will ordinarily inspect the vehicle once during each 12 month licensing period until the vehicle is over 5 years old when it will also need to be examined prior to the licence being renewed. . From 5 to 9 years old the vehicle will undergo testing twice a year and from 9 to 12 years old three times a year. You will be notified in writing of the time and date when the vehicle is required for inspection. This examination is in addition to the vehicles MOT and does not replace the requirement for the vehicle to hold a MOT Certificate. All licensed vehicles are required to have an MOT certificate once they are 1 year from the date of their first registration.
- 10.5 The cost of one inspection/examination is included in the vehicle licence fee but all other re-inspections/examinations for example, on change of a vehicle during a Licence period, will be charged for in accordance with the scale of fees attached. Please note that the Council could require a vehicle to be inspected up to three times a year should it be felt necessary. Riverside workshop charge a fee for any missed inspection unless 24 hours notice of cancellation is given. Failure to comply with the Council's testing requirement will result in the vehicle being immediately suspended until such time the required inspection has been undertaken and consideration will be given to the issue of penalty points to the owner of the vehicle.
- 10.6 A vehicle must always be inspected after it has been involved in a road traffic accident or where any damage has been caused to it however minor or limited the damage may appear to be. You must also present the vehicle for inspection after it has been repaired. Any such damage must be reported to the Licensing Office in writing within 72 hours. Failure to do so is a breach of the legislation and Council hackney carriage and private hire vehicle licence conditions and may result in your driver's licence and/or vehicle licence being suspended or revoked.
- 10.7 When your vehicle has been inspected / examined you should then attend, by appointment, the Customer Service Centre at Greenstead Local Housing Office. You will then be issued with your vehicle licence documents and your vehicle plates which **MUST** be fitted to the vehicle in accordance with the private hire vehicle conditions.
- 10.8 Procedure for granting a private hire vehicle licence or renewing a hackney carriage or private hire vehicle licence is as follows:

When the vehicle renewal application form has been completed, it must be brought, by appointment, or sent to the Customer Service Centre together with the appropriate licensing fee. (As shown on the fee sheet attached). The following, with no exceptions, must also be produced:

- a) Vehicle Registration Document or, if this has been sent away, the bill of sale, (please note that any Bill of Sale must show the vehicle type, registration number, purchase details, colour of vehicle and the date the vehicle was first registered),
- b) A current insurance certificate showing that compliance with part vi of the Road Traffic Act 1988 and the use of the vehicle for public/private hire and reward,

- c) A current MOT Certificate.
- d) Your DVLA driving licence. Original and both parts if photo licence, a copy is not acceptable. ( In the case of a private hire vehicle where the application is made by company and the vehicle registration document is held in the name of the same company a DVLA driving licence need not be produced).
- e) An MOT test certificate if applicable, and
- f) The correct fee.

- 10.9 If at any time you wish to replace your vehicle the procedure will largely be as set out in paragraph 10.8 items A to F.
- 10.10 The Council requires and is empowered by law to ensure that vehicles are properly maintained and insured at all times. A copy of any new MOT Certificate must be sent to the Licensing Office within 7 days from the date of issue. In regard to insurance, the Council will require to see any new certificates/cover notes of insurance within 7 days from the date of their issue. Insurance brokers may fax a copy to us direct on 01206 282598 but it is the licence holders responsibility to ensure this has been done.
- 10.11 The Council will issue a licence plate to the proprietor (vehicle licence holder) of the vehicle. The licence plate, which must be affixed **securely** on the rearmost part of the vehicle as set out in the vehicle conditions. The necessary fixing kits are supplied by the Licensing Office. Internal side plates must be displayed facing outwards on the windows of the rear doors or on any quarter glass beside the doors in such a position that customers can see the number prior to getting into the vehicle. The front vehicle licensing plate is to be securely affixed to the front of the vehicle, adjacent to the front registration plate. Any Council issued door signage must also be affixed to the **top** of both vehicle front doors.
- 10.12 The transfer of a hackney carriage or private hire vehicle to someone else, within a licensing year is permitted, subject to and provided all the other terms and conditions are complied with. The fee for such a transfer is shown on the attached fee sheet. Should a vehicle be transferred without the necessary application to the Council the vehicle licence stands to be suspended or revoked.
- 10.13 If you are seeking to change your vehicle **it is strongly suggested that you contact the Licensing Office to ascertain if the proposed vehicle is suitable, before you have made any commitment to purchase it.**
- 10.14 Similarly, if you enter into any partnership within the licensing year, full details must be supplied to the Customer Service Centre at Greenstead Local Housing Office.

## **11. PRIVATE HIRE OPERATORS**

- 11.1 Whilst hackney carriage vehicles are allowed to ply and rank for hire a private hire vehicle can only be legally operated though pre-booked booking for hire.
- 11.2 Any person taking such booking for hire is required to have an operator's licence issued by Colchester Borough Council and an operating base within the Borough from which to operate.



- 11.3 Operators must keep records of all bookings in the manner prescribed by the Council's conditions for private hire operators.
- 11.4 The Council's Licensing Enforcement Officers or a Police Officer may inspect these records at any reasonable time. Failure to keep proper records could lead to the revocation of the operator's licence

## **12 HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE SPECIFICATION FOR SALOON/ESTATE/MINIBUS/LONDON STYLE TAXIS/LIMOUSINE VEHICLES**

- 12.1 The vehicle must be suitable for use as a hackney carriage/private hire vehicle with facilities for the carriage of a minimum of four passengers and their luggage.
- 12.2 The vehicle must have at least four doors unless it is a minibus type vehicle (multi seat vehicle), in which case the minimum opening of the side door must be at least 864mm (2 feet 10 inches)
- 12.3 Each passenger must have a minimum of *(432mm/17 inches)* of personal sitting space. For the rear seats this will be measured in a straight line lengthways across the front edge of the seat.
- 12.4 Depending on the condition and type of vehicle and subject to it passing each inspection it could be licensed up to a maximum age of;
- a) In the case of a saloon/estate/ vehicle up to 12 years.
  - b) In the case of a mini bus (MPV) type vehicle up to 12 years.
  - c) In the case of a London style 'Taxi' type vehicle (commonly known as black cabs) up to 15 years.
  - d) In the case of a limousine or vintage cars, they may be licensed irrespective of age, provided they pass the Council's inspections and their condition remains satisfactory.
- 12.5 All London style 'Taxi' vehicles must be fitted with automatic safety door locks which are properly maintained and kept in good and efficient working order, operating in the locked position whilst the vehicle is in motion.
- 12.6 All hackney carriages must carry a black livery and display a roof sign showing the words Colchester Borough Council 'TAXI'. This sign must be illuminated when the vehicle is for hire, and switched off when the vehicle is hired and authorised door signs.
- 12.7 All vehicles except limousines or vintage cars are required to run on unleaded fuel, diesel or liquid petroleum gas (LPG).
- 12.8 The Council will not licence any vehicle fitted or adapted with side facing seats, except in the case of some limousines or vintage vehicles.
- 12.9 In the case of a London style/FX4 type vehicle, or a mini bus (multi people vehicle) the passenger capacity, as mentioned above, will be used for fitted traversed bench seats. Otherwise each seat will be counted except for the driver's seat, up to a maximum of 8

seats. Rearward facing seats are only permissible in London style hackney carriages and when fitted with proper seat belts.

- 12.10 Please note that the Council is only permitted to licence vehicles for the carriage of up to 8 passengers for hire and reward. A maximum of eight passenger seats in a vehicle is therefore only permissible, with any additional seats being required to be removed.
- 12.11 You are advised to carry a suitable and efficient fire extinguisher that complies with the current standards for vehicle extinguishers.
- 12.12 If carried the extinguisher shall be supported in a suitable quick release bracket and fixed in such a position as to be readily available for use even if luggage is being carried. Or in such other position as the Council may in any specific case agree.
- 12.13 If carried the fire extinguisher fitted must have a current certificate of inspection which will be produced to the Council's authorised officer or appointed vehicle inspector at the time of the annual test or when requested.
- 12.14 All forward facing seats in any vehicle about to be or which is licensed by the Council, including London style 'Taxi' vehicles and mini buses (multi-seat vehicles), shall be fitted with individual seat belts complying with the current seat belt regulations. Except in the case of limousines and vintage cars manufactured prior to the introduction of the compulsory fitting of seat belts.
- 12.15 Any vehicle constructed or adapted for the conveyance of disabled person or persons confined to a wheelchair shall have properly approved restraining devices fitted that must be properly used/attached when such a person is being conveyed in any such vehicle. Such retaining straps will be over and above the fitted vehicle seat belt or wheelchair seat belt.
- 12.16 Any ramps or other equipment used to place or assist disabled persons, wheelchairs etc., into a vehicle shall be the correct type and conform to the current standards in force for such ramps etc., and be properly secured whilst the vehicle is in motion. All ramps are to be clearly marked with the vehicle's registration number. Such equipment must be properly fitted and certified. Any vehicle found to be not carrying the necessary equipment will be immediately suspended. All drivers using such vehicles will be required to hold a certificate of awareness in relation to the conveying of wheelchair bound and disabled passengers.
- 12.17 Where a hackney carriage or private hire vehicle is equipped with a 'first aid' kit it should be in such a position in the vehicle as to be readily visible and available for immediate use in an emergency. Kits should be green in colour, and bear a white cross.

### **13. VEHICLE LICENCE PLATES**

- 13.1 Vehicle plates are owned by Colchester Borough Council and are issued with the vehicle licence; they remain the property of the Council notwithstanding that the vehicle licence may have expired.
- 13.2 The plate must be returned to the Council should the vehicle be taken off the road or the Vehicle Licence has expired, no longer being used or as in the case of a serious mechanical defect, or road accident.

- 13.3 Plates **MUST** be returned to the Council upon the vehicle licence expiring, or it having been suspended or revoked. This is a legal requirement.
- 13.4 Plates supplied with the vehicle licence must be openly displayed and be **securely** fixed to the outside rearmost and front of the vehicle in a conspicuous position. Ideally this should be adjacent to the rear and front number plate.
- 13.5 The internal identification plates issued are required to be displayed inside the vehicle and in such a position so as to be easily seen by any passengers prior to entry into the vehicle.
- 13.6 In most instances a charge will be made for the replacement of lost or damaged plates.

#### **14. ADVERTISING ON HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES.**

- 14.1 Hackney carriage/private hire proprietors are permitted to display advertising on their licensed vehicles. **This is subject to obtaining the prior written approval of the Council as to the type, size and content of the advertising to be displayed.** This advertising can only relate to their own business.
- 14.2 Samples showing the type of proposed advertising sign, its lettering, colours and content shall be forwarded for approval by the Council **prior** to any advertising or similar displayed on the vehicle. Such approval has to be obtained in writing.
- 14.3 Advertising may also be displayed in the spaces provided in the passenger compartment of London 'Taxi' type vehicles but approval must be obtained as set out in 14.2 above.

#### **15. PENALTIES.**

- 15.1 There are two main Acts of Parliament under which Drivers, hackney carriage/private hire vehicles, private hire operators owners and drivers are governed; they are the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions Act) 1976 (As Amended).
- 15.2 **THE TOWN POLICE CLAUSES ACT 1847** (deals only with hackney carriages drivers and vehicles).

Summarised below are offences that could attract a fine on Level 1 of the penalty fines scale as determined by the Criminal Justice Act 1991.

- a) Failing to exhibit a notice specifying the number of persons permitted to be carried, to fail to carry such number of persons or less if required to do so.
- b) Refusing to drive the carriage to any place within the Borough without reasonable excuse.
- c) Demanding more than the sum agreed if a sum has been agreed before a particular journey.
- d) Must not agree with a hirer that they shall pay more than the sum allowed by the table of fares.

- e) Must not agree with a hirer to carry the hirer for a particular distance at a particular sum and then fail to do so.
- f) To take a fare greater than that permitted by the table of fares.
- g) To invite or permit other persons to ride in the carriage, whilst hired, without the express permission of the hirer.
- h) For an authorised driver/proprietor of a Hackney Carriage to permit an unauthorised person to drive.
- i) Drive in a furious manner or be intoxicated.
- j) Leave a hackney carriage unattended in the street or other public place.
- k) Obstruct or hinder any other hackney carriage.

**15.3 THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976.** (deals with hackney carriages/drivers, private hire drivers/vehicles and private hire operators).

Below are listed offences which could attract a fine on Level 3 of the penalty fines scale as determined by the Criminal Justice Act 1991.

- a) To require a fare, other than that shown on the taximeter, for a journey ending outside the Borough. Unless a specific fare or rate of fare was agreed with the hirer before the journey commenced which must not be greater than the table of fares.
- b) To use a hackney carriage for private hire work for a single booking except at a rate of fares not greater than that prescribed by the table of fares. In these cases the fare shall be calculated from the point the hirer commences his journey.
- c) Prolonging without reasonable cause either the distance or the time for a journey.
- d) Obstructing an authorised officer of the Council or a constable acting in pursuance of the statutes governing hackney carriages/private hire vehicles.
- e) For the proprietor of a hackney carriage/private hire vehicle to fail to present his vehicle for inspections when required by the Council.
- f) Failing to produce a certificate of insurance or cover note of the policy of insurance for the licensed vehicle as so required by the Council.
- g) Failing to return the vehicle licence plates or drivers badge on expiry, suspension or revocation of the licence.
- h) Failing to notify the Council in writing of any damage caused to a licensed vehicle whether involved in a road traffic accident or otherwise within 72 hours.
- i) A licensed driver failing to notify the Council in writing within 7 days of any court convictions or fixed penalties received.

- j) A private hire vehicle need not have a taximeter fitted, but if it does it must be tested and approved by the Council, it is an offence to tamper with any seal or alter any taximeter with intent to mislead.
- k) If you take passengers or goods outside the Colchester area you will not need to have a licence issued by any other Council for that area, **provided** the vehicle is not made available for hire in that other area.
- l) You will not need a private hire vehicle licence if the vehicle is used **solely** in connection with funerals or weddings.
- m) A private hire vehicle may be granted dispensation, in very limited circumstances, to display any plates or notices by the Council.

The above is a very brief summary of the various penalties under the said Acts. It is neither exhaustive nor authoritative and applicants are advised to consult the statutes for their full text.

The Council's current comprehensive conditions **must** be read in conjunction with the brief guidelines above. The conditions may be varied at any time by the Council or by Statute and shall overrule anything contained in these guidelines.

You are advised to contact the Customer Service Centre at Greenstead Local Housing Office, Hawthorn Avenue, Colchester CO4 3QE. (01206) 282520 should you have any query in regard to the licensing of drivers or vehicles or their use.

Failure to observe the provision of the statutes or Council conditions could lead to suspension or revocation of the licence both for the vehicle, the driver and the operator.



# COLCHESTER BOROUGH COUNCIL

## APPLICATION FOR A DRIVER'S LICENCE TO DRIVE BOTH HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES

Town Police Clauses Act 1847 as amended by the Local  
Government (Miscellaneous Provisions) Act 1976

OFFICIAL USE  
ONLY

Badge No \_\_\_\_\_

Exp. \_\_\_\_\_

DEPOSIT

Paid £ \_\_\_\_\_

Date \_\_\_\_\_

R/No \_\_\_\_\_

Applicants must have held a full DVLA UK Driver's Licence or equivalent (as recognised by the DVLA) for a continuous period of not less than 36 months (3 years).

You must produce your DVLA Drivers Licence, a Birth Certificate or valid Passport and 2 utility bills. Where there has been a change of name a Deed Poll document or Marriage Certificate is also required.

### 1 Proposed Licence Holder

**Title** Mr / Mrs / Miss / Ms / Other.....

**First Names** .....  
(Block letters)

**Surname** .....  
(Block letters)

**Address** .....

.....

.....

**Date of Birth** ..... **Place of Birth** .....

**Previous addresses over last five years** .....  
(Please give dates) .

.....

.....

.....

**National Insurance Number** .....

### 2 Telephone Numbers

**Home Tel No:** ..... **Mobile Tel No:** .....

**Fax Tel No:** ..... **Email:** .....

### 3 Your DVLA Driver's Licence Number ...../...../.....

**Length of time you have held a DVLA Licence** .....years .....months

### 4 Have you previously held a hackney carriage or private hire driver's licence?

Yes / No

### 5 If yes, with which authority?.....

**Held from** ..... **to** .....

**If not still in force, reason for surrendering/not renewing:**

.....

- 6 Have you been disqualified from driving, or in any other way prevented from holding a current DVLA Driver's Licence? Yes / No**

.....

.....

- 7 Please give details below of ALL Criminal Convictions or Cautions received or Motoring Offences (including for example, fixed penalty endorsements):**

**If yes, please give details below: - (This section must be completed even if any convictions are 'spent' (as defined by the Rehabilitation of Offenders Act 1974). The details of any convictions declared which are 'spent' are not normally considered unless they are deemed as relevant to this application).**

OFFENCE	COURT	DATE	PENALTY

Any convictions received after the completion of this form must be reported immediately in writing to the Licensing Team, 33 Sheepen Road, Colchester, CO3 3WG.

- 8 Are there any Prosecutions / Fixed Penalty Fines pending against you? Yes / No**  
**If 'Yes', give details as requested below:**

POLICE BAIL / PROSECUTION / FIXED PENALTY DATE	POLICE STATION / COURT APPEARING AND DATE	ALLEGED OFFENCE

- 9 Give the name of the hackney carriage owner/private hire operator you intend working for:**

.....

**Do you intend to drive a company vehicle or your own?.....**

(If it is your own vehicle it will need to be licensed by us and under 5 years of age from date of first registration).

**10 Present employer's name and address:**.....  
 .....

**Tel: No** ..... **Fax Tel No.** .....

**Date commenced work:**..... **Date finished:**.....

**Position Held.**.....

**Details of previous employment over past 10 years other than above:**  
 (Please use a separate sheet if necessary)

EMPLOYERS NAME AND ADDRESS TEL: No	FROM	TO	POSITION	REASON FOR LEAVING

**11. Authorisation to Work in the UK & Points Based System**

To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK.

Please confirm that you are able to live and work in the UK and on request you will be able to provide this evidence.

**YES/NO**



**In the event of a licence being granted to me I hereby undertake: -**

- 1) To observe all statutes, conditions, byelaws, orders and regulations for the time being in force relating to Drivers and the Driving of Hackney Carriages and/or Private Hire Vehicles.
- 2) To display the badge provided by the Council in such a manner so as to be plainly visible at all times when standing or plying for hire as a Hackney Carriage driver or when driving as a Private Hire driver using the vehicle for hire and reward.

I acknowledge that I have received a copy of the Council's Guide to Obtaining a Hackney Carriage / Private Hire Driver's Licence and I understand that the deposit I have paid for this application pack is non refundable should my application fail.

**Any person who is aggrieved by the refusal of the Council to grant a driver's licence or to the placing on such a licence any conditions may appeal to the council's licensing Committee and/or a Magistrates Court.**

Applicants should be aware that by virtue of Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, it is an offence punishable on summary conviction by fine to knowingly or recklessly make a false statement or omit any material particular in completing this form.

**Signature of proposed Licence holder ..... Dated .....**

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering or in receipt of public funds solely for these purposes.

**When you have completed this form please bring it into the Council offices in person together with the Criminal Record Bureau Check form and any other items as requested.**

A member of Customer Services will be pleased to assist you if you have any queries in regard to the completion of this form, or about licensing in general, please contact us on **01206 282520** between 09.00 am and 17.00pm.

Customer Services operate a booking system, please telephone **01206 282520** to arrange a convenient appointment.

Should you wish to discuss in confidence anything in relation to this application or licensing in general you can speak to the Licensing department on telephone number **01206 282520**.

NEW APP/BADGE

BELOW IS FOR OFFICIAL USE ONLY

		<b>Initials</b>
Amount of fee received:	£	
Date:		
Receipt number		

<b>Documents received</b>	<b>Date seen</b>	<b>Initials</b>
DVLA drivers licence		
DVLA mandate		
Birth certificate		
Marriage Certificate/ Deed Poll		
Passport		
CRB enquiry form		
Utility bills		
Medical certificate		

November 2014



# COLCHESTER BOROUGH COUNCIL

Local Government (Miscellaneous Provisions)  
Act 1976, Town Police Clauses Act 1847



## DRIVER'S CONDITIONS OF LICENCE

(Note Colchester Borough Council issues combined  
Private Hire and Hackney Carriage Driver Licences)

### 1 Conduct of Drivers

**Drivers shall, with reference to the Drivers code of conduct (Appendix B) : -**

- i) **Take all** reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by them.
- ii) **Afford** all reasonable assistance with passengers and their luggage.
- iii) **At all times** be clean and respectable in person, appearance and the way they dress to conform to the Council's dress code:

#### **Ladies**

Suitable blouse or other top, and either a sensible skirt/trousers/smart jeans and appropriate and smart footwear **or** an agreed company uniform.

Track suits, football or other team shirts are not acceptable, except when permission is granted for major sporting occasions, i.e. Football and Rugby World Cup Tournaments etc.

#### **Gentlemen**

White or quiet coloured long or short sleeved shirt, with either a collar and tie or open neck or a coloured sport style top. Trousers or smart jeans. Shoes or appropriate sports shoes **or** an agreed company uniform.

Track suits, football or other team shirts are not acceptable except when permission is granted for major sporting occasions, i.e. Football and Rugby World Cup Tournaments etc.

- iv) **At all times** behave in a civil and orderly manner and not resort to using foul and abusive words or behaviour towards any passenger or member of the public whilst working.
- v) **Not**, unless the hirer has agreed they can, drink or eat in the vehicle.
- vi) **Not**, unless the hirer has agreed they can, play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
- vii) **At no time** cause or permit noise from the vehicle or any radio or previously mentioned equipment in the vehicle which they are driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.

- viii) **Have the responsibility** whilst driving and when carrying passengers of ensuring that the use of the vehicle conforms in all respects to current legislation concerning the use of motor vehicles on a road.
- ix) **Within seven days** disclose to the council **in writing** details of any conviction, (criminal or otherwise), caution or fixed penalty.
- x) **Notify** the Council in writing within **seven days**, of any change of their address whether temporary or otherwise.
- xi) **At** all times when acting in accordance with this Licence wear or display the badge issued to them by the Council in such a position and manner as to be plainly and distinctly visible and readable to passengers.
- xii) **Permit** the carriage of a guide or assistance dog (unless the holder of an exemption certificate) and allow the dog to remain with its owner at no extra cost to the fare.
- xiii) **Charge** no additional fee for the carriage of a wheelchair bound person.

## 2 Number of Passengers

- i) The driver shall not convey or permit to be conveyed a greater number of passengers than the number for which the vehicle is licensed and shown on the Council issued plate fitted to the vehicle.
- ii) The driver shall not without the consent of the hirer of the vehicle convey or permit to be conveyed any other person in that vehicle.

## 3 Animals

- i) Guide or assistance dogs shall be conveyed in hackney carriage or private hire vehicles without additional charge and shall be conveyed with the passenger.
- ii) This condition is waived where the driver is in possession of an exemption certificate issued by the Council in relation to the carriage of dogs.
- iii) The driver shall not convey in any hackney carriage or private hire vehicles any animal belonging to or in the custody of themselves or the proprietor or operator of the vehicle.
- iii) Any animal other than as (i) or (ii) above, belonging to or in the custody of any passenger, which at the driver's discretion may be conveyed in the vehicle, shall only be conveyed in the rear of the vehicle.

## 4 Prompt attention

The driver of a private hire vehicle shall, if aware that the vehicle has been hired, be in attendance at an appointed time and place, or when the operator or proprietor of the vehicle has instructed them to be in attendance at an appointed time and place to punctually attend at the said appointed time and place. Unless delayed or prevented by sufficient cause. All reasonable steps should be taken by the driver to inform the operator that the vehicle has been delayed in getting to the hirer and the reasons why.

## 5 Fare to be paid

The driver shall not demand from any hirer of a private hire vehicle a fare in excess of any that has been previously agreed between the hirer and the operator for that hiring. If the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare charged is the fare as shown on the taximeter or less if the driver feels a lesser fare is appropriate the fare shall not be more than shown on the meter. The meter must therefore be used for every fare accepted, without exception.

## 6 Written receipts

The driver shall if requested by the hirer of a hackney carriage or private hire vehicle provide the hirer with a written receipt for the fare paid.

## 7 Lost property

- i) The driver shall immediately after the termination of any hiring or as soon as practicable thereafter, search the vehicle for any property which may have been accidentally left in it by a previous hirer.
- ii) Where property has been left in the vehicle and found by the driver it must be taken as soon as possible, and in any event within 48 hours, or unless sooner claimed by or on behalf of its owner, to Colchester Police Station.

It is not acceptable for a driver to return lost property to its rightful owner and attempt to make a charge, of any description, for doing so.

## 8 Return of the drivers badge

- i) The badge issued by the Council to a driver remains at all times the property of the Council.
- ii) The driver shall upon its expiry, refusal to renew, revocation or suspension of their licence return the badge to the Council **within 14 days**. To fail to do so is an offence for which prosecutions may be taken to a Magistrates Court.

## 9 Deposit of Licence

Where the driver is permitted or employed to drive a private hire vehicle of which they are not the proprietor they shall before commencing to drive the vehicle deposit their licence with that proprietor until such time as the driver ceases to be permitted or employed to drive the vehicle. **Provided that** if the driver is employed both as a hackney carriage driver and as a private hire vehicle driver, then their licence shall be deposited with the proprietor of the hackney carriage as required by Section 48 of the Town Police Clauses Act 1847.

## 10 Taximeter

If a taximeter is fitted to a private hire vehicle the driver shall not allow the fare recorded to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare shown. The meter must also be calibrated to the current hackney carriage tariff. When fitted, the taximeter **MUST** be used for every fare without exception.

## **11 Mobile Telephones**

Mobile telephones used by drivers in private hire vehicles must be used strictly in accordance with the current laws governing their use.

## **12 Physical and Mental Fitness**

The driver must report to the Council, as soon as practicable, any disability or physical or mental medical condition which develops or worsens and which may affect their ability to drive safely. Generally the driver's Doctor or Consultant will advise as to whether it is safe for their patient to drive

Drivers are also reminded that they are legally required to inform the DVLA at Swansea of some medical conditions.

If any such conditions occur where the driver has been advised not to drive or not to drive for hire and reward, the Council may suspend their driver's licence until such time as their Doctor or Consultant confirms to the Council in writing, that they are fit to drive for the purposes of hire and reward.

The Council reserves the right to request an examination of a driver by the Occupational Health department at Colchester General Hospital where there is doubt as to their ability to safely drive hackney carriage / private hire vehicles to convey passengers. The Council will be responsible for any fees for such examinations it has requested.

**When renewing a driving licence a fully completed Group 2 medical certificate signed by the driver's Doctor, or a Doctor at the same Surgery, must be produced otherwise a licence will not be issued.**

## **13 Insurance**

- i) The driver will be responsible for ensuring that any vehicle in their charge is insured as a hackney carriage/private hire vehicle (as appropriate) for at least third party risks as required by part VI of the Road Traffic Act 1988.
- ii) If the hackney carriage/private hire driver's licence is suspended as a result of the driver's failure to comply with this condition, it will not be reinstated or re-issued until a period of three months has elapsed.
- iii) More than one suspension for this reason will result in the revocation of the driver's licence and any application for the grant of a licence will not be considered for a period of five years from the date of conviction.
- iv) Penalty points may also be issued as appropriate.

## **14 Private Hire Bookings**

The drivers of private hire vehicles must not accept fares other than those made previously via the licensed operator they are currently working for.

It is an offence to take a fare without a previous booking having been made with a licensed operator; such bookings must **NOT** be made via a vehicles radio / computer or the driver's mobile telephone.

Drivers must inform persons attempting to hire them from the road side etc., of the above. Any driver accepting a hiring other than as stated above commits an offence which may lead to them having their hackney carriage/private hire driver's licence suspended or revoked.

## **15 Parking whilst working**

Drivers of private hire vehicles who are not able to return to their operating base when working, must make sure that when they do 'park up' they do so in an appropriate place.

An appropriate place is one where it cannot be construed that they are soliciting or attempting to solicit to the public for hire.

Private hire vehicles are not allowed to park or stand on any 'taxi rank'.

## **16 Travel Tokens**

The Travel Token scheme is currently under review, but in the meantime all drivers of hackney carriage and private hire vehicles **must** accept travel tokens in payment for local travel (within the Borough) or for journeys to places just outside the Borough. They should not be used for airport runs.

These tokens are issued to old age pensioners and some disabled people to assist them in travelling in and about Colchester Borough.

Arrangements have been made for these tokens to be exchanged at the Customer Service Centre, Greenstead Local Housing Office anytime during normal office hours. The minimum amount accepted for exchange is £10.00. There is no maximum limit.

Please ensure your bank details are available, at the time of transaction, as the exchange payment will be paid direct to your bank account by way of a BACS transfer.

Some operators have made arrangements to change the tokens with the drivers and then exchange them with the Council and you should enquire with your operator to see if that is the case.

It is an offence against these conditions not to take these tokens and action will be taken against the driver concerned should any substantiated complaints be received.

## **17 Enforcement**

The Colchester Borough Council has signed the Government's Enforcement Concordat.

Enforcement will be carried out in a manner ensuring that the Council's licence holders and the public are properly protected by using a fair and proportionate

response to all complaints and any suspected breaches of these conditions and other relevant legislation.

## 18 Penalties

The Council may under Section 61 of the Local Government (Miscellaneous Provisions) Act 1976 suspend or revoke any driver's licence granted if any of the above conditions are not complied with.

## 19 Penalty Points Scheme

The aim of introducing this scheme is to provide stepped enforcement for those licence holders who have contravened licence conditions or associated legal provisions. Introduction of this scheme does not however prejudice the Council's ability to take any other actions it is entitled to take under conditions, bylaws or regulation. In relevant cases where the Licensing Manager considers it necessary an existing licensed driver may also be required to take the Council's knowledge test at their own expense.

Details of this scheme and points allocation are shown below for information.

## 20 The use of seat belts

It is the responsibility of the driver to ensure that seat belts are used in accordance with any current or future legislation or guidelines as issued or determined by central government. **Guidance on the use of seat belts in regard to children is included in the hackney carriage/private hire vehicle conditions of licence.**

This information has been obtained from the following web sites [www.dft.gov.uk](http://www.dft.gov.uk) and [www.rospa.com](http://www.rospa.com) (checking the child seat belt section). This information was correct at the time that these conditions were updated.

**Drivers are, however, advised that they have a responsibility to ensure that they are familiar and up to date with seat belt and any other relevant construction and use and safety legislation which is available from the above web sites.**

## 21 Promoting your Business and Colchester

Colchester is proud to be famous for being the oldest recorded town in the Country and receives visitors from all over the world. It also has a vibrant University which is world renowned and attended by many overseas students. The Council therefore welcomes the support of its licensed drivers to be front line ambassadors in promoting Colchester to both its residents and its visitors.

To be such an ambassador could not be easier and quite simply comes down to the way in which passengers are treated.

First impressions are generally lasting impressions and a negative attitude from a licensed driver towards visitors who are just arriving in Colchester, can have a detrimental effect on their stay and even whether they return.



It is worth remembering, that visitors support many local trades and businesses and therefore not only directly support many jobs, but also help in the creation of much needed employment for the Borough as a whole.

A positive, friendly and helpful manner when dealing with both residents and visitors alike promotes the 'taxi' or private hire service provided by the driver, making it far more likely that the public will wish to use the service again in the future. Such an attitude therefore promotes both Colchester and the individual business. Short courses can be provided that are based on improving a driver's knowledge of Colchester and its historic importance.

## **22 Appeals**

There is a right of appeal by any licensed driver against these conditions to the Council's Licensing Committee or to a Magistrates Court.

Should you wish to appeal to the Licensing Committee you must write to the Licensing, Food Safety Manager, Colchester Borough Council, 33 Sheepen Road, Colchester, CO3 3WG within 21 days of receiving these conditions, stating the reasons for your appeal.

Should you wish to appeal to the Magistrates Court, you must write to The Clerk of the Court, North East Essex Magistrates Court, Osprey House, Hedgerows Business Park, Colchester Road, Springfield, Chelmsford CM2 5PF within 21 days from the date of receipt of these conditions, stating the reasons for your appeal.

## **23 Not sure of any of the Conditions?**

If you have any questions in relation to any of these conditions then please contact the Customer Service Centre on telephone number 01206 282520 between 9am and 5pm Monday to Friday, when a member of staff will be pleased to assist you or ensure that you are connected to the appropriate officer.

## **24 Public Liability Insurance**

We would urge that all drivers, proprietors and operators seriously consider the issue of having in place an adequate public liability insurance policy. This is a business decision which can only be made by you and in which the Council has no influence.

## **25. Drivers of Wheelchair Accessible Vehicles**

Any driver using a wheelchair accessible vehicle will be required to attend and pass a Passenger Assistant Training course at their own expense. A copy of the pass certificate will be presented to the Licensing Office and a copy will be placed on the drivers file. Details of courses are available from the Licensing Office.

## **PENALTY POINT SCHEME**

The scheme will be operated as follows:

### **1. Issuing of Penalty Points**

- (a) Where any breach of the Council's conditions or other relevant statutory provisions under the licensing acts have been positively identified, after completion of investigations, the Licensing Enforcement Officers of the Council may apply penalty points in accordance with the penalty points schedule.
- (b) Penalty points when issued will be confirmed by letter to the relevant licence holder. There will be a 21 day period, starting from the date of the letter of notification, provided to allow for any appeal to be made against the decision to issue points or as to the number of points issued. Such appeals must be in writing to the Licensing, Food Safety Manager
- (c) The number of penalty points issued will be at the discretion of the Licensing Enforcement Officers and in accordance with the attached table.
- (d) The Licensing Enforcement Officers retain the discretion to issue penalty points to either or both drivers and or vehicle proprietors and or operators for any contravention should the circumstances warrant such action.
- (e) The imposition of penalty points against a driver who is working on behalf of a proprietor will not necessarily result in the imposition of points to his/her employer or operator.
- (f) Any imposition of penalty points is at the discretion of officers of the Council and is not negotiable other than by way of appeal.
- (g) Penalty points issued under this scheme will have a "life" of twelve months after which they will be deemed spent. The system is based over a rolling twelve month period.
- (h) Six points become spent at the conclusion of any suspension of a driver/ proprietor. Twelve points are spent at the conclusion of any suspension of an operator.
- (j) The Licensing Committee will determine any appeals in relation to the imposition of penalty points.
- (k) Wherever reference is made in these conditions to any action by the Licensing, Food Safety Manager, the matter may also be dealt with by another Council officer with the appropriate delegated powers.

### **2. Action levels**

- (a) On the accumulation of 12 or more points in a twelve-month period a driver will be subject to a recommendation to the Licensing Manager for the suspension of his or her Council issued driver's licence.
- (b) On the accumulation of 12 or more penalty points in a rolling twelve-month period a proprietor /owner will be subject to a recommendation to the

Licensing Manager for the suspension his/her Council issued vehicle licence.

- (c) On accumulation of 24 or more penalty points in a twelve-month period an operator will be subject to a recommendation to the Licensing, Food Safety Manager for the suspension his/her operators licence.
- (d) The Council will advise drivers, proprietors and operators in writing when their points accumulation for any relevant period exceeds 50% of the action level.
- (e) Where a letter is sent to a driver a copy of the letter will be forwarded to any relevant vehicle proprietor or operator they are driving for.

### **3. The suspension process.**

- a) All suspensions will be determined by the Licensing, Food Safety Manager or by way of a report to the Licensing Committee.
- b) The licence holder will be advised of the accrued total of penalty points and the specific infringements identified.
- c) The licence holder will be advised of the Licensing, Food Safety Manager's decision regarding possible suspension within 7 days of such a decision or of his decision to place the matter before the Licensing Committee.
- d) For drivers or proprietors on the first occasion of the accumulation of 12 or more points within a twelve-month period the recommendation will be suspension of licence for 28 consecutive days.
- e) For drivers or proprietors on a second occasion of the total award of 12 or more penalty points the recommendation would be for suspension of licence for 56 consecutive days.
- f) On any third accumulation of 12 points attained by a driver / proprietor would result in a recommendation to revoke his/her licence.
- g) An operator accumulating 24 points on the first occasion would result in a recommendation to suspend their operators licence for 28 consecutive days.
- h) A second accumulation of 24 points would result in a recommendation to suspend their operators licence for 56 consecutive days.
- i) Accumulation of 24 points for a third time or exceeding 36 points in any twelve month period would result in a recommendation to revoke their operators licence.
- j) Once a suspension has been served a total of 6 penalty points will be removed from the total accrued by drivers or proprietors. In the case of operators 12 points will be removed.
- k) Any driver, proprietor subject to the suspension or revocation of a licence by the Licensing, Food Safety Manager has a right of appeal to the Council's Licensing Committee and must do so in writing within 21 days from the date

of notification of suspension/revocation to the Licensing, Food Safety Manager at 33 Sheepen Road, Colchester, CO3 3WG

- l) Should an appellant not be satisfied with the decision of the Licensing Manager or the Council's Licensing Committee they may appeal to a Magistrates Court against such suspension/revocation and must do so by writing to the Clerk of the Magistrates Court within 21 days from the date of notification of such suspension/revocation.
- m) Where an appeal has been made the implementation of any suspension or revocation will be held until its determination.

**4. Record availability.**

- (a) Drivers, proprietors and operators may see their penalty point record at any time.
- (b) Vehicle proprietors and licensed operators may view their employed driver's point's record subject to making a written request giving their reasons for doing so. All such requests will be subject to the agreement of the Licensing, Food Safety Manager.



## COLCHESTER BOROUGH COUNCIL

Local Government (Miscellaneous Provisions)  
Act 1976



### HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S PENALTY POINT SCHEME TABLE

(Note Colchester Borough Council issues combined  
Private Hire and Hackney Carriage Licences)

	Offence/Breach of Conditions	Maximum Points applicable	Driver	Vehicle Owner or operator
1	Providing false or misleading information on licence application form, or failing to provide relevant information.	6*	x	x
2	Driver not holding a current Hackney Carriage/Private Hire driver licence	P*	x	x
3	Failure to notify the Council of change of address within 7 days 1 <sup>st</sup> offence 2 <sup>nd</sup> offence	3* 9*	x x	x x
4	Refusal to accept hiring without reasonable cause e.g. Drunk or rude customer.	4*	x	
5	Unreasonable prolongation of journeys or any misconduct regarding the charging of fares	6*	x	
6	Private hire touting/specking 1 <sup>st</sup> offence 2 <sup>nd</sup> offence	9* P*	x x	x x
7	Failure to display a current vehicle excise licence	12*		x
8	Using unlicensed vehicle or vehicle without insurance.	P*		x
9	Failure to produce relevant documents within timescale when requested.	4*	x	x
10	Unsatisfactory condition of vehicle, interior or exterior.	4	x	x
11	Failure to produce Hackney Carriage or Private Hire vehicle for testing when required.	4*		x
12	Using a vehicle subject to a suspension order issued by the licensing officer or a police officer.	12	x	x
13	Using a vehicle for which the licence has been suspended or revoked.	P*	x	x

14	Failure to report within 72 hours accident or damage to licensed vehicle.	6*	x	x
15	Overloading of licensed vehicle (including exceeding the licensed number of passengers)	6*	x	
16	Failure to display external licence plate as required.	6*		x
17	Failure to notify transfer of Private Hire or Hackney Carriage vehicle licence within 14 days.	6*		x
18	Failure to maintain an operational fire extinguisher in accordance with the conditions, where fitted.	3		x
19	Failure to maintain records in a suitable form of the commencement and cessation of work of each driver each day.	5*		x
20	Failure to produce on request records of drivers work activity.	5*		x
21	Using incorrect tariff or an uncertified taximeter.	6*	x	x
22	Obstruction of an authorised officer or police officer.	6*	x	x
23	Displaying any feature on private hire vehicle that may suggest it is a Taxi.	6*		x
24	Using a Private Hire vehicle the appearance of which suggests it is a Hackney Carriage.	6*		x
25	Driver not holding a current DVLA Licence.	P*	x	x
26	Failure to display driver's badge.	6*	x	
27	Failing to notify change in medical circumstances.	6	x	x
28	Unsatisfactory appearance of driver or not conforming to dress code.	4	x	
29	Failure to observe rank discipline.	4*	x	
30	Operator failure to maintain proper records of private hire vehicle.	6*		x
31	Failure to keep or produce records of Private Hire bookings or other documents required to be kept or produced.	6*		x

32	Failure to produce tariff or advise charges when requested by a hirer.	3	x	x
33	Failure to return vehicle licence plate within 7 days after due notice following expiry, revocation or suspension of such licence.	4*		x
34	Unsatisfactory behaviour or conduct of driver. e.g. Abusive language etc.	6*	x	
35	Failure to notify the Council of any motoring or criminal convictions or cautions, in writing within seven days, during period of current licence. 1 <sup>st</sup> offence 2 <sup>nd</sup> offence	6* 12*	x x	x x
36	Failure to display internal licence plates.	4	x	x
37	Late application for renewal on expiry of a licence.	6	x	x
38	Failure to return drivers badge within 7 days after due notice being given.	4*	x	
39	Standard of driving unacceptable, witnessed by authorised officer or police officer.	6	x	
40	Misuse of mobile telephone (includes using the mobile telephone whilst the vehicle is in motion) 1 <sup>st</sup> offence 2 <sup>nd</sup> offence	6 + FPN 12 + FPN	x x	
41	Failing to accept Travel tokens for an legitimate journey	3	x	x
42	Failing to conform to statutory road signs or illegally parking	4	x	
43	Drinking or eating in a licensed vehicle without the express permission of the hirer.	3	x	
44	Playing of a music radio or other sound producing equipment without the express permission of the passenger(s).	3	x	
45	Causing excessive noise from any radio or sound producing equipment which annoys anyone either in or outside of the vehicle.	3	x	
46	Proprietor displaying an unauthorised sign. i. e. commercial advertisement on vehicle, without the Council's	6		x

	agreement.			
47	Failure to carry assistance dog without exemption certificate.	12	x	x
48	Failure to attend at the requested time for a pre arranged booking without sufficient good cause.	4	x	x
49	Driving a licensed vehicle which is not properly maintained. 1 <sup>st</sup> offence 2 <sup>nd</sup> offence	6 12	x x	x x
50	Leaving a Hackney Carriage vehicle on a taxi rank parked and unattended without reasonable excuse.	4*	x	
51	Using a licensed vehicle without the appropriate insurance	12*	x	
52	Driver smoking in vehicle, includes the use of electronic cigarettes 1 <sup>st</sup> offence. 2 <sup>nd</sup> offence 3 <sup>rd</sup> offence	3 + FPN 12 + FPN 12 + P	x x x	
53	Driver allowing customer(s) to smoke in licensed vehicle.	6	x	
54	Smoking or allowing smoking in Operators premises. 1 <sup>st</sup> offence 2 <sup>nd</sup> offence	6 12		x x
55	Failing to deal with lost property in the appropriate manner. 1 <sup>st</sup> offence 2 <sup>nd</sup> offence	6 12	x x	
56	Failure to comply with Council vehicle livery	6	x	x
57	Illegal Ranking.	6	x	

FPN: Fixed Penalty Notice

P: Consideration of Prosecution

**Matters identified with an asterisk are direct contraventions of the Town Police Clauses Act 1847 or Local Government (Miscellaneous Provisions) Act 1976 or other statutory requirements and may result in prosecution in addition to any points penalty incurred.**





**MEDICAL REPORT ON AN APPLICATION FOR A HACKNEY CARRIAGE  
AND PRIVATE HIRE VEHICLE DRIVERS LICENCE  
Local Government (Miscellaneous Provisions) Act 1976**

NB: The applicant must pay the medical practitioners fee, unless other arrangements have been made. The Licensing Authority accepts no liability to pay it.

**APPLICANT DETAILS**

<b>Full Name</b>	
<b>Address</b>	
<b>Post Code:</b>	
<b>Home/Business telephone number:</b>	
<b>Mobile telephone number:</b>	
<b>Email address:</b>	

**NOTES FOR THE COMPLETING DOCTOR**

- The completed and signed form should be given to the applicant who will forward it on to Colchester Borough Council.
- The medical fitness adopted by Colchester Borough Council for such licence holders reflects the fitness standard for **Group 2** DVLA drivers. Guidance as to the required standard can be obtained in the DVLA publication "At A Glance" or on the DVLA website.
- Where appropriate, please provide as much detail as possible with the relevant questions. In addition where specific medical investigations have taken place such as exercise cardiac testing, echocardiography, EEG or where relevant specialist reports are available, copies of these should accompany the application form. Failure to do so may delay the application process.
- It is considered that a public duty of care arises upon the licensing of drivers of Hackney Carriages and Private Hire vehicles. Where a licence is issued in reliance upon a certificate of fitness it is further considered that the duty of care may extend to the Medical Practitioner. This may be especially relevant if the driver is subsequently involved in an incident where his/her fitness is an issue.

### MEDICAL PRACTITIONERS DECLARATION

I confirm that the information provided is a true and accurate account of the applicant's health, as known to me and that the applicant is a registered patient with this Surgery.

Does the applicant in your opinion meet the standard of medical fitness required for a Group 2 driver, as set out in the current edition of "Medical Aspects of Fitness to Drive" and the DVLA's "At A Glance" publication.

☐

Yes

☐

No

Name:
Address:
Surgery Stamp:

Signature:

Date:

If you have any queries relating to the licensing of drivers with Colchester Borough Council, please do not hesitate to contact the licensing team using the details shown below:

Licensing Team, Professional Services, Colchester Borough Council, 33 Sheepen Road, Colchester, CO3 3WG

Tel: 01206 506169/505849

Email: [licensing.committee@colchester.gov.uk](mailto:licensing.committee@colchester.gov.uk)

Nov 2014

# Medical examination report

## Vision assessment

D4

To be filled in by a doctor or optician/optometrist

**Doctors** – You MUST read the notes in the INF4D leaflet so that you can decide whether you are able to fully complete the vision assessment.  
Please check the applicant's identity before you proceed.

The visual acuity, as measured by the 6 metre Snellen chart, must be at least 6/7.5 (decimal Snellen equivalent 0.8) in the better eye and at least Snellen 6/60 (decimal Snellen equivalent 0.1) in the other eye. Corrective lenses may be worn to achieve this standard. A LogMAR reading is acceptable.

**If correction is needed to meet the eyesight standard for driving, ALL questions must be answered. If correction is NOT needed, questions 4 and 5 can be ignored.**

1. Please confirm (✓) the scale you are using to express the driver's visual acuities.

Snellen ☐ Snellen expressed as a decimal ☐  
LogMAR ☐

2. Please state the visual acuity of each eye.

Please convert any 3 metre readings to the 6 metre equivalent.

**Uncorrected**

**Corrected**  
(using the prescription  
worn for driving)

R	L	R	L
---	---	---	---

3. Please give the best binocular acuity (with corrective lenses if worn for driving).

4. If **glasses** were worn, was the distance spectacle prescription of either lens used of a corrective power greater than plus 8 (+8) dioptres? **YES NO**  
☐ ☐

5. If a correction is worn for driving, is it well tolerated? ☐ ☐

**If you answer Yes to ANY of the following, give details in the box provided.**

6. Is there a history of any medical condition that may affect the applicant's binocular field of vision (central and/or peripheral)? ☐ ☐

**If formal visual field testing is considered necessary, DVLA will commission this at a later date.**

7. Is there diplopia? ☐ ☐  
(a) Is it controlled? ☐ ☐

If **Yes**, please ensure you give full details in the box provided

8. Is there any reason to believe that there is impairment of contrast sensitivity or intolerance to glare? ☐ ☐

9. Does the applicant have any other ophthalmic condition? ☐ ☐

### Details

Date of examination  
(see INF4D)

D	D	M	M	Y	Y
---	---	---	---	---	---

Name (print)

Signature

Date of signature

D	D	M	M	Y	Y
---	---	---	---	---	---

Please provide your GOC, HPC or GMC number

--	--	--	--	--	--	--	--	--	--

Doctor/optometrist/optician's stamp

Applicant's full name

Date of birth

D	D	M	M	Y	Y
---	---	---	---	---	---

Please do not detach this page



# Medical examination report

## Medical assessment

Must be filled in by a doctor

- Please check the applicant's identity before you proceed.
- Please ensure you fully examine the applicant as well as taking the applicant's history.
- **Please answer all questions**, and read the notes in the INF4D leaflet (Information and useful notes) to help you complete this form

D4

### 1 Nervous system

Please tick ✓ the appropriate box(es)	YES	NO				
1. Has the applicant had any form of seizure?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>NO</b> , please go to <b>question 2</b>						
If <b>YES</b> , please answer questions a-f						
(a) Has the applicant had more than one attack?	<input type="checkbox"/>	<input type="checkbox"/>				
(b) Please give date of first and last attack						
First attack	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
Last attack	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
(c) Is the applicant currently on anti-epileptic medication?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> , please fill in current medication in <b>section 8</b>						
(d) If no longer treated, please give date when treatment ended	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
(e) Has the applicant had a brain scan?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> , please give details in <b>section 6</b>						
(f) Has the applicant had an EEG?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> to any of above, please supply reports if available.						
2. Is there a history of blackout or impaired consciousness within the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> , please give date(s) and details in <b>section 6</b>						
3. Does the applicant suffer from narcolepsy or cataplexy?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> , please give date(s) and details in <b>section 6</b>						
4. Is there a history of, or evidence of <b>ANY</b> conditions listed at a-h?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>NO</b> , go to <b>section 2</b>						
If <b>YES</b> , please give full details at <b>section 6</b> and supply relevant reports						
(a) Stroke or TIA	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> , please give date						
	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
Has there been a <b>full</b> recovery?	<input type="checkbox"/>	<input type="checkbox"/>				
Has a carotid ultra sound been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>				
(b) Sudden and disabling dizziness/vertigo within the last year with a liability to recur	<input type="checkbox"/>	<input type="checkbox"/>				
(c) Subarachnoid haemorrhage	<input type="checkbox"/>	<input type="checkbox"/>				
(d) Serious traumatic brain injury within the last 10 years	<input type="checkbox"/>	<input type="checkbox"/>				
(e) Any form of brain tumour	<input type="checkbox"/>	<input type="checkbox"/>				
(f) Other brain surgery or abnormality	<input type="checkbox"/>	<input type="checkbox"/>				
(g) Chronic neurological disorders	<input type="checkbox"/>	<input type="checkbox"/>				
(h) Parkinson's disease	<input type="checkbox"/>	<input type="checkbox"/>				

### 2 Diabetes mellitus

	YES	NO				
1. Does the applicant have diabetes mellitus?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>NO</b> , please go to <b>section 3</b>						
If <b>YES</b> , please answer the following questions.						
2. Is the diabetes managed by:-						
(a) Insulin?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> , please give date started on insulin						
	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
(b) If treated with insulin, are there at least 3 months of blood glucose readings stored on a memory meter(s)?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>NO</b> , please give details in <b>section 6</b>						
(c) Other injectable treatments?	<input type="checkbox"/>	<input type="checkbox"/>				
(d) A Sulphonylurea or a Glinide?	<input type="checkbox"/>	<input type="checkbox"/>				
(e) Oral hypoglycaemic agents and diet?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> to any of a-e, please fill in current medication in <b>section 8</b>						
(f) Diet only?	<input type="checkbox"/>	<input type="checkbox"/>				
3. (a) Does the applicant test blood glucose at least twice every day?	<input type="checkbox"/>	<input type="checkbox"/>				
(b) Does the applicant test at times relevant to driving?	<input type="checkbox"/>	<input type="checkbox"/>				
(c) Does the applicant keep fast acting carbohydrate within easy reach when driving?	<input type="checkbox"/>	<input type="checkbox"/>				
(d) Does the applicant have a clear understanding of diabetes and the necessary precautions for safe driving?	<input type="checkbox"/>	<input type="checkbox"/>				
4. Is there any evidence of impaired awareness of hypoglycaemia?	<input type="checkbox"/>	<input type="checkbox"/>				
5. Is there a history of hypoglycaemia in the last 12 months requiring the assistance of another person?	<input type="checkbox"/>	<input type="checkbox"/>				
6. Is there evidence of:-						
(a) Loss of visual field?	<input type="checkbox"/>	<input type="checkbox"/>				
(b) Severe peripheral neuropathy, sufficient to impair limb function for safe driving?	<input type="checkbox"/>	<input type="checkbox"/>				
If <b>YES</b> to any of 4-6 above, please give details in <b>section 6</b>						
7. Has there been laser treatment or intra-vitreous treatment for retinopathy?	<input type="checkbox"/>	<input type="checkbox"/>				
<div></div>						
If <b>YES</b> , please give date(s) of treatment.						

Applicant's full name

Date of birth



### 3 Psychiatric illness

Is there a history of, or evidence of, **ANY** of the conditions listed at 1–7 below?

- Please enclose relevant hospital notes
- If applicant remains under specialist clinic(s), ensure details are filled in at section 7.

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Significant psychiatric disorder within the past 6 months                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Psychosis or hypomania/mania within the past 3 years, including psychotic depression | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Dementia or cognitive impairment   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Persistent alcohol misuse in the past 12 months                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Alcohol dependence in the past 3 years   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Persistent drug misuse in the past 12 months   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Drug dependence in the past 3 years  | <input type="checkbox"/> | <input type="checkbox"/> |

If yes to **ANY** of questions 4-7, please state how long this has been controlled

Please give details of past consumption or name of drug(s) and frequency

### 4 Cardiac

#### 4A Coronary artery disease

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Is there a history of, or evidence of, coronary artery disease? | <input type="checkbox"/> | <input type="checkbox"/> |

If **NO**, go to **section 4B**

If **YES**, please answer all questions below and give details at **section 6** of the form and enclose relevant hospital notes.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Has the applicant suffered from Angina?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>YES</b> , please give the date of the last known attack |                          |                          |
| <input type="text"/>  |                          |                          |
| 2. Acute coronary syndromes including Myocardial infarction?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>YES</b> , please give date                              |                          |                          |
| <input type="text"/>  |                          |                          |
| 3. Coronary angioplasty (P.C.I.)                              | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>YES</b> , please give date of most recent intervention  |                          |                          |
| <input type="text"/>  |                          |                          |
| 4. Coronary artery by-pass graft surgery?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>YES</b> , please give date                              |                          |                          |
| <input type="text"/>  |                          |                          |

### 4B Cardiac arrhythmia

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Is there a history of, or evidence of, cardiac arrhythmia? | <input type="checkbox"/> | <input type="checkbox"/> |

If **NO**, go to **section 4C**

If **YES**, please answer all questions below and give details in **section 6**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Has there been a <b>significant</b> disturbance of cardiac rhythm? i.e. Sinoatrial disease, significant atrio-ventricular conduction defect, atrial flutter/fibrillation, narrow or broad complex tachycardia in the last 5 years | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the arrhythmia been controlled satisfactorily for at least 3 months?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has an ICD or biventricular pacemaker (CRST-D type) been implanted?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has a pacemaker been implanted?   | <input type="checkbox"/> | <input type="checkbox"/> |

If **YES**:-

- (a) Please supply date of implantation
- (b) Is the applicant free of symptoms that caused the device to be fitted? ☐
- (c) Does the applicant attend a pacemaker clinic regularly? ☐

#### Peripheral arterial disease (excluding Buerger's disease) aortic aneurysm/dissection

#### 4C

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Is there a history of, or evidence of, <b>ANY</b> of the following: | <input type="checkbox"/> | <input type="checkbox"/> |

If **NO**, go to **section 4D**.

If **YES**, please answer all questions below and give details in **section 6**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Peripheral arterial disease (excluding Buerger's disease)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the applicant have claudication?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>YES</b> , how long in minutes can the applicant walk at a brisk pace before being symptom-limited?   |                          |                          |
| Please give details <input type="text"/>   |                          |                          |
| 3. Aortic aneurysm   | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>YES</b> :  |                          |                          |
| (a) Site of Aneurysm: Thoracic <input type="checkbox"/> Abdominal <input type="checkbox"/>                 |                          |                          |
| (b) Has it been repaired successfully?   | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Is the transverse diameter <b>currently</b> > 5.5 cm?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>NO</b> , please provide latest measurement and date obtained   |                          |                          |
| <input type="text"/>   |                          |                          |
| 4. Dissection of the aorta repaired successfully   | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>YES</b> , please provide copies of all reports to include those dealing with any surgical treatment. |                          |                          |
| 5. Is there a history of Marfan's disease?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If <b>YES</b> , provide relevant hospital notes  |                          |                          |

Applicant's full name

Date of birth

#### 4D Valvular/congenital heart disease

YES NO

Is there a history of, or evidence of, valvular/congenital heart disease? ☐ YES ☐ NO

If **NO**, go to **section 4E**

If **YES**, please answer all questions below and give details in **section 6** of the form.

1. Is there a history of congenital heart disorder? ☐ YES ☐ NO
2. Is there a history of heart valve disease? ☐ YES ☐ NO
3. Is there any history of embolism? (not pulmonary embolism) ☐ YES ☐ NO
4. Does the applicant currently have significant symptoms? ☐ YES ☐ NO
5. Has there been any progression since the last licence application? (if relevant) ☐ YES ☐ NO

#### 4E Cardiac other

Does the applicant have a history of **ANY** of the following conditions? ☐ YES ☐ NO

If **NO**, go to **section 4F**

If **YES**, please answer **ALL** questions and give details in **section 6**

- (a) a history of, or evidence of, heart failure? ☐ YES ☐ NO
- (b) established cardiomyopathy? ☐ YES ☐ NO
- (c) has a Left Ventricular Assist Device (LVAD) been implanted? ☐ YES ☐ NO
- (d) a heart or heart/lung transplant? ☐ YES ☐ NO
- (e) untreated atrial myxoma ☐ YES ☐ NO

#### 4F Cardiac investigations

**This section must be filled in for all applicants**

- ☐ YES ☐ NO
1. Has a resting ECG been undertaken? ☐ YES ☐ NO  
If **YES**, does it show:-
    - (a) pathological Q waves? ☐ YES ☐ NO
    - (b) left bundle branch block? ☐ YES ☐ NO
    - (c) right bundle branch block? ☐ YES ☐ NO

If yes to a, b or c please provide a copy of the relevant ECG report or comment at **section 6**

2. Has an exercise ECG been undertaken (or planned)? ☐ YES ☐ NO

If **YES**, please give date and          
give details in **section 6**

Please provide relevant reports if available

3. Has an echocardiogram been undertaken (or planned)? ☐ YES ☐ NO

(a) If **YES**, please give date          
and give details in **section 6**

- (b) If undertaken, is/was the left ejection fraction greater than or equal to 40%? ☐ YES ☐ NO

Please provide relevant reports if available

4. Has a coronary angiogram been undertaken (or planned)? ☐ YES ☐ NO

If **YES**, please give date          
and give details in **section 6**

Please provide relevant reports if available

5. Has a 24 hour ECG tape been undertaken (or planned)? ☐ YES ☐ NO

If **YES**, please give date          
and give details in **section 6**

Please provide relevant reports if available

6. Has a myocardial perfusion scan or stress echo study been undertaken (or planned)? ☐ YES ☐ NO

If **YES**, please give date          
and give details in **section 6**

Please provide relevant reports if available

#### 4G Blood pressure

1. Please record today's blood pressure reading

YES NO

2. Is the applicant on anti-hypertensive treatment? ☐ YES ☐ NO

If **YES** provide three previous readings with dates if available

Applicant's full name

Date of birth

## 5 General

Please answer **ALL** questions. If 'YES' to any give full details in **section 6**.

YES NO

1. Is there **currently** any functional impairment that is likely to affect control of the vehicle? ☐ ☐
2. Is there a history of bronchogenic carcinoma or other malignant tumour with a significant liability to metastasise cerebrally? ☐ ☐
3. Is there any illness that may cause significant fatigue or cachexia that affects safe driving? ☐ ☐
4. Is the applicant profoundly deaf? ☐ ☐  
If **YES**, is the applicant able to communicate in the event of an emergency by speech or by using a device, e.g. a textphone? ☐ ☐
5. Does the applicant have a history of liver disease of any origin? ☐ ☐  
If **YES**, please give details in **section 6**
6. Is there a history of renal failure? ☐ ☐  
If **YES**, please give details in **section 6**
7. (a) Is there a history of, or evidence of, obstructive sleep apnoea syndrome? ☐ ☐  
(b) Is there any other **medical condition** causing excessive daytime sleepiness? ☐ ☐  
If **YES**, please give diagnosis  
  
If **YES**, to 7a or b please give  
(i) Date of diagnosis          
(ii) Is it controlled successfully? ☐ ☐  
(iii) If **YES**, please state treatment  
  
(iv) Please state period of control  
  
(v) Date last seen by consultant
8. Does the applicant have severe symptomatic respiratory disease causing chronic hypoxia? ☐ ☐
9. Does any medication currently taken cause the applicant side effects that could affect safe driving? ☐ ☐  
If **YES**, please provide details of medication and symptoms in **section 6**
10. Does the applicant have an ophthalmic condition? ☐ ☐  
If **YES**, please provide details in **section 6**
11. Does the applicant have any other medical condition that could affect safe driving? ☐ ☐  
If **YES**, please provide details in **section 6**

## 6 Further details

Please forward copies of relevant hospital notes. **PLEASE DO NOT** send any notes not related to fitness to drive.

Applicant's full name

Date of birth



## 7 Consultants' details

Details of type of specialist(s)/consultants, including address.

Consultant in
Name
Address

Date of last appointment

D	D	M	M	Y	Y
---	---	---	---	---	---

Consultant in
Name
Address

Date of last appointment

D	D	M	M	Y	Y
---	---	---	---	---	---

Consultant in
Name
Address

Date of last appointment

D	D	M	M	Y	Y
---	---	---	---	---	---

## 8 Medication

Please provide details of all current medication (continue on a separate sheet if necessary)

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

Medication	Dosage
Reason for taking:	

## 9 Additional information

Patient's weight (kg)

Height (cms)

Details of smoking habits, if any

Number of alcohol units taken each week

## Examining doctor's details

To be filled in by doctor carrying out the examination

**Please ensure all sections of the form have been completed. Failure to do so will result in the form being rejected.**

## 10 Doctor's details (please print name and address in capital letters)

Name

Address

Telephone

Email address

Fax number

## Surgery stamp

## GMC registration number

--	--	--	--	--	--	--	--	--	--

## Signature of medical practitioner

Date of examination

D	D	M	M	Y	Y
---	---	---	---	---	---

Applicant's full name

Date of birth

D	D	M	M	Y	Y
---	---	---	---	---	---

# Applicant's details

To be filled-in in the presence of the  
doctor carrying out the examination

D4

Please make sure that you have printed your name and date of birth  
on each page before sending this form with your application

## 11 Your details

Your full name

Your address

Email address

Date of birth

D	D	M	M	Y	Y
---	---	---	---	---	---

Home phone number

Work/daytime number

Date when first licensed  
to drive a lorry

D	D	M	M	Y	Y
---	---	---	---	---	---

and/or bus

D	D	M	M	Y	Y
---	---	---	---	---	---

### About your doctor/group practice

Doctor/group name

Address

Phone

Email address

Fax number

## 12 Applicant's consent and declaration

### Consent and declaration

This section **MUST** be filled in and must **NOT** be altered  
in any way.

Please read the following important information carefully  
then sign to confirm the statements below.

### Important information about consent

On occasion, as part of the investigation into your fitness  
to drive, The Council may require you to undergo a medical  
examination or some form of practical assessment. In these  
circumstances, those personnel involved will require your  
background medical details to undertake an appropriate  
and adequate assessment. Such personnel might include  
doctors, orthoptists at eye clinics or an occupational health  
advisor. Only information relevant to the assessment of your  
fitness to drive will be released.

### Consent and declaration

I authorise my doctor(s) and specialist(s) to release reports/  
medical information about my condition relevant to my  
fitness to drive, to the Council.

I declare that I have checked the details I have given on  
the enclosed questionnaire and that, to the best of my  
knowledge and belief, they are correct.

I understand that it is a criminal offence if I make a false  
declaration to obtain a driving licence and can lead to  
prosecution.

Name

Signature

Date

I authorise the 7 ci bW'lc

YES NO

Inform my doctor(s) of the outcome of my case

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Release reports to my doctor(s)

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Applicant's full name

Date of birth

D	D	M	M	Y	Y
---	---	---	---	---	---