Judicial Committee (Private Hire and Hackney Carriage Licensing)

Monday, 1 October 2018 at 2.00 pm,
Scaitcliffe House, Ormerod Street, Accrington

Membership

Chair: Councillor Melissa Fisher
Vice-Chair: Councillor Joyce Plummer

Councillors Stewart Eaves, Eamonn Higgins, Lisa Allen and Terry Hurn

A G E N D A

1. Apologies for absence, Substitutions, Declarations of Interest and Dispensations

2. Minutes of Last Meeting Held on 5th September 2018  (Pages 3 - 6)

   To submit the Minutes of the meeting of the Judicial Committee (Private Hire and Hackney Carriage Licensing) held on 5th September 2018 for approval as a correct record.

   Recommended - That the Minutes be received and approved as a correct record.

3. Licensing Procedure for Meetings of the Committee  (Pages 7 - 8)

   To advise the Committee of the General Licensing Procedure and the Complaints Licensing Procedure to be used in relation to hackney carriage and private hire licences.
4. **Licensing Guidelines** *(Pages 9 - 28)*

To advise the Committee of the Licensing Guidelines to be used in relation to the review of existing licensed operators.

5. **Exclusion of the Public**

Recommended - That, in accordance with Section 100A(4) Local Government Act 1972, the public be excluded from the meeting during the following items, when it is likely, in view of the nature of the proceedings that there will otherwise be disclosure of exempt information within the Paragraph at Schedule 12A of the Act specified at the items.

6. **Consideration of an Existing Private Hire Operators Licence** *(Pages 29 - 132)*

*The report will contain exempt information under the Local Government Act 1972, Schedule 12A, Paragraph 1 – Information relating to any individual*

To enable Members to consider what action to take, if any in respect of an Operator’s Licence.

Recommended - That Members consider the matters contained within the report and any representations made and to determine whether there is reasonable cause to suspend or revoke the Operator’s licence.
JUDICIAL COMMITTEE (PRIVATE HIRE AND HACKNEY CARRIAGE LICENSING)

Wednesday, 5th September, 2018

Present: Councillor Melissa Fisher (in the Chair), Councillors Joyce Plummer (Vice Chair), Stewart Eaves, Eamonn Higgins and Lisa Allen

Apologies: Terry Hurn

113 Apologies for absence, Substitutions, Declarations of Interest and Dispensations

An apology for absence was submitted on behalf of Councillor Terry Hurn.

There were no declarations of interest.

114 Minutes of Last Meeting Held on 23rd July 2018

The Minutes of the meeting of the Judicial Committee (Private Hire and Hackney Carriage Licensing) held on 23rd July 2018 were submitted for approval as correct record.

Resolved - That the Minutes be received and approved as a correct record.

115 Licensing Procedure for Meetings of the Committee

The General Licensing Procedure and the Complaints Licensing Procedure to be followed at the meeting in relation to hackney carriage and private hire driver licences were submitted. Copies of the procedures had been sent to the licensed drivers and the complainant.

Resolved - That the Procedures be noted.

116 Licensing Guidelines

The Hyndburn Borough Council Licensing Policy Hackney Carriage and Private Hire 2017 (Guidance on the Relevance of Convictions) was submitted. A copy of the Guidance had been sent to the drivers and complainant.

Resolved - That the Guidelines be noted.

117 Exclusion of the Public

Resolved - That, in accordance with Section 100A(4) Local Government Act 1972, the public be excluded from the meeting during the following items, when it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that there would otherwise be disclosure of exempt information within
Paragraphs at Schedule 12A of the Act specified at the items.

118 Consideration of an Existing Hackney Carriage and Private Hire Joint Driver's Licence (MA)

(Exempt information under the Local Government Act 1972, Schedule 12A, Paragraph 1 – Information relating to any individual)

The Licensing Manager, on behalf of the Executive Director (Legal and Democratic Services), submitted a report informing the Committee of relevant issues relating to a licensed private hire driver (MA). A number of issues and complaints had been lodged against the driver and these were set out in the report. The following document was appended to the report:

Appendix 1 – photographic evidence of the driver working without displaying the company door signs.

In accordance with licensing procedure, the driver (MA) and a representative had been invited to attend the meeting and both were present.

Attention was drawn to the Hyndburn Borough Council Licensing Policy Hackney Carriage and Private Hire 2017 guidelines on the Relevance of Convictions. Legal advice on the relevance of the incident set out in the report and the driver’s history of complaints/issues was sought by and provided to the Committee at the meeting.

The Committee was requested to:

(a) Determined whether the facts referred to in the complaint were substantially true;

(b) Having made a finding of the facts, decide whether those facts revealed if the driver had acted in any way which would bring into doubt his suitability to hold a driver’s licence with the Authority; and

(c) Determine what action, if any, should be taken against the driver.

Resolved - That, having taken into consideration the driver's past history of complaints/issues and the fact that the driver (MA) had continuously breached conditions attached to his licence and demonstrated a poor attitude to the licensing regime, the Committee considered the driver not to be a fit and proper person to hold a licence and that the private hire licence be revoked pursuant to Section 61(1)(b) of the Local Government (Miscellaneous Provisions) Act 1976, subject to the driver’s right of appeal.

119 Consideration of an Existing Hackney Carriage and Private Hire Driver's Licence (AK)

(Exempt information under the Local Government Act 1972, Schedule 12A, Paragraph 1 – Information relating to any individual)

The Licensing Manager, on behalf of the Executive Director (Legal and Democratic Services), submitted a report informing the Committee of relevant issues relating to a licensed hackney carriage and private hire joint driver (AK). A number of issues and
complaints had been lodged against the driver and these were set out in the report. The following documents were appended to the report:-

Appendix 1 – Statements of PC L Jack and Officer A. Goulden

Appendix 2 – Complaint – 01/05/2015

Appendix 3 – Complaint – 08/07/2015

Appendix 4 – Complaint – 29/06/2018

In accordance with licensing procedure, the driver (AK) and a representative had been invited to attend the meeting. The driver was in attendance alone.

Attention was drawn to the Hyndburn Borough Council Licensing Policy Hackney Carriage and Private Hire 2017 guidelines on the Relevance of Convictions. Legal advice on the relevance of the incident set out in the report and the driver’s history of complaints/issues was sought by and provided to the Committee at the meeting.

The Committee was requested to:

(a) Determined whether the facts referred to in the complaint were substantially true;

(b) Having made a finding of the facts, decide whether those facts revealed if the driver had acted in any way which would bring into doubt his suitability to hold a driver’s licence with the Authority; and

(c) Determine what action, if any, should be taken against the driver.

Resolved - That, having taken into consideration the driver’s past history of complaints/issues, the continuous breach of licensing conditions and the driver’s attitude and behaviour demonstrated throughout the hearing, the Committee considered the driver not to be a fit and proper person to hold a licence and that the private hire licence be revoked pursuant to Section 61(1)(b) of the Local Government (Miscellaneous Provisions) Act 1976, and the interests of public safety the revocation should have immediate effect pursuant to Section 61 (2B) of the Local Government (Miscellaneous Provisions) Act 1976.

Signed: .....................................................

Date: ...........................................................

Chair of the meeting
At which the minutes were confirmed
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JUDICIAL COMMITTEE (HACKNEY CARRIAGE/PRIVATE HIRE LICENCING)

LICENSING PROCEDURE - HACKNEY CARRIAGE/PRIVATE HIRE LICENCES

NOTICE

1. The Applicant will be notified of the date set for the consideration of his/her application and invited to attend along with anyone whom he/she has asked to speak on his/her behalf.

2. The Applicant (and, where appropriate, his/her representative) will be provided with copies of the Judicial Committee Agenda and any documents which will be produced at the hearing.

HEARING

1. The Applicant will present his/her application either in person or through a representative. Anyone wishing to speak in support of the application will also be heard.

2. The representative from the Council's Licensing Section will be invited to provide his/her observations on the application and, if he/she wishes, question the Applicant or any person in support of the application.

3. The Applicant (or his/her representative) will be asked to comment on the Licensing Officer’s observations and may, if he/she wishes, question any Licensing Officer who has spoken against the application.

4. Members, and, at the invitation of the Chairman, the Clerk, will be given the opportunity to question anyone appearing before them in connection with the application.

5. The Applicant (or his/her representative) will, if he/she so wishes, make a closing statement.

6. Everyone appearing before the Judicial Committee will be asked to leave the room whilst the Members consider the application.

7. The Judicial Committee’s decision will be announced by the Chairman and subsequently confirmed in writing by the Licensing Officer.

N.B. The Judicial Committee may at any time resolve to adjourn an application.
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BOROUGH OF HYNDBURN  
HOME OF THE ACCRINGTON PALS

APPROVED 11TH OCTOBER 2017

STATEMENT OF POLICY AND GUIDELINES  
RELATING TO THE RELEVANCE OF  
CONVICTIONS, FORMAL / SIMPLE CAUTIONS,  
COMPLAINTS AND OTHER MATTERS WHICH MAY  
IMPACT ON THE GRANTING HOLDING, OR  
RENEWAL OF A HACKNEY CARRIAGE / PRIVATE HIRE LICENCE
STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS

In the Council’s view this statement and the guidelines that follow are compatible with The Human Rights Act 1998 and the rights and freedoms under the European Convention for the Protection of Human Rights and Fundamental Freedoms.

This document aims to provide guidance to any person with an interest in hackney carriage and private hire vehicle licensing. In particular, but not exclusively:

- Applicants for drivers’ licences
- Existing licensed drivers whose licences are being reviewed
- Applicants for operators licences
- Existing licensed operators whose licences are being reviewed
- Licensing Officers
- Members of the Licensing Judicial Committee (hereinafter referred to as the “Committee”
- Courts hearing appeals against local authority decisions

The statement and guidelines are intended to provide transparency and consistency in accordance with the principles of good enforcement and relevant Regulatory Codes. A copy of the Regulators Code can be obtained at:-

Background

1. In this policy the word “individual” includes an existing licence holder, an applicant for a new licence, and an applicant for the renewal of an existing licence.

2. Licences for drivers of hackney carriages, private hire vehicles or private hire operators may only be granted where the Council is satisfied that the individual is a fit and proper person to hold such a licence.

3. In this policy the word “issue” is used. This includes complaints made to the Council, Police, Operators or any other agency, breaches of licensing conditions and intelligence received from other agencies (including circumstances which have not resulted in a criminal conviction, caution or other disposal). E.g. incidents which have resulted in a police investigation where there has been no further action due to the criminal burden of proof will still be considered if the Committee or officers are satisfied that the incident occurred based on the balance of probabilities)

4. Licences for operators of private hire vehicles may only be granted where the Council is satisfied that the individual is a fit and proper person to hold such a licence.

5. The document is intended to give guidance on one aspect of whether a person is or is not a fit and proper person namely the situation where a person has previous convictions and cautions.

6. The Council is concerned to ensure:

   a. That a person is a fit and proper person.
   b. The public are not exposed to persons with a history of dishonesty, indecency or violence.
   c. The safeguarding of children and young persons and vulnerable adults.

7. The public are not normally permitted to attend Committee hearings for private hire, hackney carriage driver applications or private hire operator applications or reviews, however, in determining whether to grant, renew or revoke a licence the Committee and Officers will take into account the rights of the wider public and balance these against the human rights of the applicant.

8. When submitting an application for a licence to drive a hackney carriage or private hire vehicle, or for an operator’s licence, individuals are required to declare all previous convictions they may have. Individuals are also required to declare all formal/simple cautions, any matters of restorative justice and all fixed penalties and all endorsable fixed penalties they have received and to provide details of all criminal matters of which they are currently the subject of criminal investigation or prosecution.
9. The information given will be treated in confidence and save where it is required for the purpose of legal proceedings, or the performance of any other legal obligation, will only be taken into account in relation to the relevant application to assist the Council in determining whether the applicant is a fit and proper person to hold a licence for the purposes of sections 51, 55 and 59 of the Local Government (Miscellaneous Provisions) Act 1976, or whether the Council should exercise any of its powers under section 61 and 62 of the Act (i.e. suspension, revocation or refusal to renew a licence).

10. Applicants for a licence to drive a hackney carriage or private hire vehicle should be aware that the Council is empowered by law to check with the Disclosure and Barring Service for the existence and content of any criminal record and other intelligence held in their name. Officers from the licensing section will where appropriate contact other agencies for any other information which they may hold for instance, housing providers, Children's Services and Lancashire Constabulary. Information received from the Disclosure and Barring Service or other agency will be kept in strict confidence while the licensing process takes its course and will be retained no longer than is necessary and in any event will be destroyed in accordance with the requirements of the Data Protection Act 1998 and in accordance with good practice after the application is determined or any appeal against such determination is decided.

11. The disclosure of a criminal convictions/fines or cautions or other relevant information relating to an individual's conduct will not necessarily debar an individual from being granted, retaining or renewing a licence. It will depend on whether or not the individual can satisfy the Council that they are a fit and proper person to hold such a licence.

12. The Council may fail to be satisfied that an individual is a fit and proper person to hold a driver's licence or an operator's licence for any good reason. If adequate evidence that a person is a fit and proper person is not adduced or if there is good reason to question or doubt the evidence provided, then that could amount to good reason to refuse a licence.

13. In considering evidence of an individual's good character and fitness to hold a driver's licence or operator's licence, where previous convictions/cautions or other information relating to criminal matters/character is disclosed, the Council will consider the nature of the offence/issue and penalty. When it was committed/taken place, the date of conviction/issue and the length of time which has elapsed, the individuals age when the offence was committed/issue took place whether or not it is part of a pattern of criminal behaviour, the intent, the harm which was, or could have been caused and any other factors which might be relevant. Where an individual has been convicted of a criminal offence, the Council cannot review the merits of the conviction [Nottingham City Council v. Mohammed Farooq (1998)].

14. The Council has adopted the following guidelines relating to the relevance of convictions to which it refers in determining new/renewal applications for drivers' licences and operators licences and when considering whether to take any action against and existing licence holder.
15. The guidelines do not deal with every type of offence, and do not prevent the Council from taking into account offences not specifically addressed in the guidelines, or other conduct, which may be relevant to an individual. If an individual has a conviction for an offence not covered by the guidelines regard will be given to the factors at paragraph 10 when deciding whether any action should be taken.

Offences described in the guidelines and similar offences, though differently entitled in any statutory provision, modification or re-enactment, will be taken into account in accordance with the guidelines.

16. The guidelines are not an attempt to define what a “fit and proper person” is.

17. Any individual who is refused a driver’s licence or has such a licence suspended or revoked on the ground that the Council is not satisfied he/she is a fit and proper person to hold such a licence has a right of appeal to the Magistrates’ Court within 21 days of the notice of refusal.

18. Any individual who is refused an operator’s licence has a right of appeal to the Magistrates’ Court within 21 days of the notice of refusal.

19. The guidance will be used for the determination of new applications, the renewal of existing licences and the review of existing licences in relation to hackney carriage drivers, private hire drivers and operator licences.

**GUIDELINES ON THE RELEVANCE OF PREVIOUS CONVICTIONS and OTHER INFORMATION**

**General Policy**

1. Each case will be decided on its own merits.

2. The Council has a duty to ensure so far as possible that drivers and operators are fit and proper persons to hold licences. One aspect of that is the extent to which previous convictions, including but not limited to convictions for offences against children and young persons, dishonesty, sexual offences, traffic offences, violence and drugs indicate that a person is not a fit and proper person, and take advantage of passengers or abuse or assault them.

3. Restorative justice and other criminal disposals are increasingly used by the police as a less formal way of dealing with issues and as an alternative to the criminal court system. The Council recognises that restorative justice and other out of court disposals tend to be applied in less serious cases or for first time offenders, nevertheless all such disposals will be taken into account when determining if a person is a fit and proper person.

4. A person with a conviction for a serious offence need not be automatically barred from obtaining a licence, but would normally be expected to:
   a. Remain free of conviction for an appropriate period; and
b. Show adequate evidence that he or she is a fit and proper person to hold a licence (the onus is on the applicant to produce such evidence). A person with a conviction for a single serious offence or a number of separate offences is not barred from applying for a private hire or hackney carriage driver licence, but would normally be expected to remain free from conviction for an appropriate period (which will depend on the nature of the offence).

c. Simply remaining free of conviction will not generally be regarded as adequate evidence that a person is a fit and proper person to hold a licence.

5. Amongst situations where it may be appropriate to depart from the general policy, for example, may be situations where the offence is an isolated one with mitigating circumstances or where a conviction defaults outside of the policy between the application and determination date. Similarly, multiple offences or a series of offences over a period of time are likely to give greater cause for concern and may demonstrate a pattern of inappropriate behaviour, which will be taken into account. In any case which involves certain specified sexual offences, murder or manslaughter a licence will normally be refused.

6. The Council will consider any information/representations received that a person is not/ no longer a “fit and proper” person or has committed a breach of a condition of a licence. If that person is considered not to be a fit and proper person the Council may refuse, revoke or suspend a licence for any specified period.

a. Hearing with notice – Where the Committee is to consider whether or not a person is a “fit and proper” person, notice of the time and date when the Committee will be convened will then be given ahead of the date listed in order to allow the person to seek independent legal advice and to attend and be represented at the hearing.

b. Hearing without notice - Where the Committee is convened as a result of sensitive information being received by the Council an assessment will be undertaken in balancing a person’s right to a fair hearing against whether or not it is in the public interest to take any action without them being present. Urgent decisions may be taken by the Executive Director (Legal and Democratic Services) under delegated powers.

c. Where new offences are created or existing offences are consolidated or re-enacted etc. they will be treated in a manner appropriate to their severity whether or not this guidance has been updated to reflect the changes.

7. This policy refers to matters being decided by the Committee. In each such case the decision may also be taken by the Executive Director (Legal and Democratic Services), or her nominee, pursuant to the Council’s scheme of delegation to officers.

The following examples afford a general guide on the action, which might be taken where convictions are disclosed:

1. **Offence of Dishonesty**
   Drivers of hackney carriage and private hire vehicles are expected to be persons of trust. It is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare and in other ways.
Passengers may include vulnerable adults and children.

Members of the public entrust themselves to the care of drivers both for their own safety and for fair dealing, passengers may include especially vulnerable people. In certain situations drivers will know that a property is empty whilst the occupants are away on holiday for a set period of time after taking them to the airport or railway station.

The widespread practice of delivering unaccompanied property is indicative of the trust that businesses put into drivers.

For these reasons a serious view is taken of any convictions involving dishonesty. In particular, an application will normally be refused where the individual has a conviction for an offence or similar offences or offences which replace the below offences and the conviction is less than 3 years prior to the date of application

i. Theft
ii. Burglary
iii. Fraud
iv. Benefit fraud (including offences under ss.111A and 112 of the Social Security Administration Act 1992)
v. Handling or receiving stolen goods
vi. Forgery (e.g. producing false insurance policy)
vi. Conspiracy to defraud
viii. Obtaining money or property by deception
ix. Other deception
x. Blackmail

2. Violence
Members of the public and in particular, the elderly, infirm and children or vulnerable adults entrust their personal safety to private hire and hackney carriage drivers whenever they take a journey.

Passengers often travel alone and are vulnerable to physical attack etc.

Users of private hire and hackney carriage vehicles have a right to expect that drivers are not individuals with a predisposition towards or a propensity for violent behaviour at any level.

a) Offences against Children (under 14 years) and Young Persons (aged 14 to 17 years)
Drivers of hackney carriage and private hire vehicle are often entrusted with the care of children and young persons.

It is comparatively easy for an unscrupulous driver to take advantage of such vulnerable persons.
The Council seeks to minimise risks associated with children and young persons and for that reason a more serious view will be taken where offences of violence involve children or young persons.

Where the commission of an offence involved loss of life a licence will normally be refused. If a conviction is more than 10 years old the application will be referred to the Executive Director (Legal and Democratic Services) or the Committee for determination. If a conviction less than 5 years old the application will generally be refused.

b) Offences against Other Persons

As hackney carriage and private hire vehicle drivers maintain close contact with the public, where the commission of an offence involved loss of life a licence will normally be refused.

In other cases where the conviction is less than 10 years prior to the date of the application will be referred to the Executive Director of Legal and Democratic Services or the Licensing Judicial Committee for determination. If a conviction is less than 3 years old the application will generally be refused.

In particular:

i. An application will normally be refused where the individual has a conviction for an offence or similar offence(s), or similar offence(s) which replace the below offences:

- Murder
- Manslaughter
- Manslaughter or culpable homicide while driving

ii. An application will also normally be refused where the individual has a conviction for an offence (or similar offence(s) or similar offence(s) which replace the below offences) and the conviction is less than 10 years prior to the date of application:

- Arson
- Malicious wounding or grievous bodily harm (s.20 Offences Against the Person Act 1861) which is racially aggravated (s.29(1)(a) Crime and Disorder Act 1998)
- Actual bodily harm (s.47 Offences Against the Person Act 1861) which is racially aggravated (s.29(1)(b) Crime and Disorder Act 1998)
- Grievous bodily harm with intent (s.18 Offences Against the Person Act)
- Grievous bodily harm with intent (s.20 Offences Against the Person Act)
- Robbery
- Possession of firearm
- Riot
- Assault Police
- Common assault with racially aggravated (s.29(1)(c) Crime and Disorder Act 1998)
- Violent disorder
- Resisting arrest
iii. An application will also normally be refused where the individual has a conviction for an offence (or similar offence(s) or similar offence(s) which replace the below offences) and the conviction is less than 5 years prior to the date of application:

- Racially-aggravated criminal damage (s.30 Crime and Disorder Act 1998)
- Racially-aggravated s.4 Public Order Act 1986 offence (fear of provocation of violence) (s.31(1)(a) Crime and Disorder Act 1998)
- Racially-aggravated s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress (s.31(1)(b) Crime and Disorder Act 1998)
- Racially-aggravated s.2 Protection from Harassment Act 1997 offence (harassment) (s.32(1)(a) Crime and Disorder Act 1998)
- Racially-aggravated s.4 Protection from Harassment Act 1997 offence (putting people in fear of violence) (s.32(1)(b) Crime and Disorder Act 1998)
- Racially-aggravated s.5 Public Order Act 1986 offence (harassment, alarm or distress) (s.31(1)(c) Crime and Disorder Act 1998)

iv. An application will also normally be refused where the individual has a conviction for an offence (or similar offence(s) or similar offence(s) which replace the below offences) and the conviction is less than 3 years prior to the date of application:

- Common assault
- Assault occasioning actual bodily harm (s.47 Offences Against the Person Act)
- Affray
- S5 Public Order Act 1986 offence (harassment, alarm or distress)
- S.4 Public Order Act 1986 offence (fear of provocation of violence)
- S4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
- Harassment- breach of restraining order- on conviction Protection from Harassment Act 1997 s5(5)  s. 5(6)
- Obstruction
- Possession of offensive weapon
- Criminal damage
- Battery

3. Drugs
An application will normally be refused where the individual has a conviction for an offence related to the supply of drugs and the conviction is less than 5 years prior to the date of application.

After 5 years, consideration will be given to the circumstances of the offence and any evidence demonstrating that the person is now a fit and proper person to hold a licence.

An application will normally be refused where the individual has more than one conviction for offences related to the possession of drugs and the convictions are less than 5 years prior to the date of the application.
An offence related to the supply of drugs and the conviction is less than 10 years prior to the date of application will be referred to the Executive Director (Legal and Democratic Services) or the Committee for determination. A conviction less than 5 years old will generally be refused.

An application from an individual who has an isolated conviction for an offence related to the possession of drugs within the last 5 years will be referred to the Executive Director (Legal and Democratic Services) or the Committee for determination. If a conviction is less than 3 years old the application will generally be refused.

If any applicant was an addict then they will normally be required to show evidence of 5 years free from drug taking after detoxification treatment.

4. Sexual and Indecency Offences
Any individual currently on the sex offenders’ register would not normally be granted a licence.

a) Offences against Children (under 14 years) and Young Persons (aged 14 to 17 years)
Drivers of hackney carriage and private hire vehicle are often entrusted with the care of children and young persons. It is comparatively easy for an unscrupulous driver to take advantage of such vulnerable persons.

Where the commission of a sexual offence involves a child or young person an application for a licence will normally to be refused.

b) Offences against persons other than children / young persons
As hackney carriage and private hire vehicle drivers often carry unaccompanied passengers, individual with a conviction for rape, indecent assault, or other similar offences or similar offences under the Sexual Offences Act 2003, will normally be refused a licence.

Individuals with a conviction relating to sexual offences such as soliciting, importuning, indecent exposure or other similar offences or similar offences under the Sexual Offences Act 2003, will normally be referred to the Executive Director Legal and Democratic Services or the Judicial Committee for determination where the conviction is less than 10 years prior to the date of the application. Applicants on the sex offenders register or with a conviction less than 5 year s old will generally be refused.

c) Intelligence and other information which has not resulted in a criminal conviction
The Council will sometimes be made aware of other intelligence or low level information about an individual which has not resulted in the conviction of that person but is relevant in relation to their character. Officers will give appropriate consideration to this information and will seek to consult with other appropriate agencies in order to ensure that they have a comprehensive understanding. Where appropriate, officers will refer such information/ intelligence to the Licensing Manager. Any additional information gathered through this process
may then be taken into account by the Executive Director Legal and Democratic Service or the Committee when determining whether an applicant/driver/operator is a fit and proper person.

5. Drunkenness
Driving whilst under the influence of drink is unacceptable under any circumstances and puts not only the driver, but passengers and other road users at risk. Such irresponsible behaviour is not conducive with the responsibilities of a private hire or hackney carriage driver.

The Council takes a serious view of anyone who attempts to drive a licensed vehicle whilst under the influence of alcohol. If a driver is reported to the Council by the police for having alcohol in his/her system whilst in control of a licensed vehicle, whether over the legal limit or not, the matter will be referred to the Committee or the Executive director (Legal and Democratic Services) for consideration. It is recommended that alcohol should not be consumed for up to 12 hours before driving a hackney carriage or private hire vehicle.

i. With a motor vehicle (No Disqualification)

A serious view will be taken of convictions of driving or being in charge of a vehicle while under the influence of drink.

An application will normally be refused where the individual has a conviction, which does not result in disqualification, for an offence within 2 years of the date of the application.

More than one conviction for this type of offence, within the last 5 years of the date of conviction is likely to merit refusal.

ii. With a motor vehicle (Disqualification)

Where a disqualification has occurred as a result of a drink-driving offence, at least 5 years free from conviction should normally elapse from the date of the restoration of the DVLA licence before an applicant is considered for a licence.

In addition, individual will normally be required to show a period of at least 5 years has elapsed after completion of detoxification treatment if they were diagnosed as an alcoholic.

iii. Not in a motor vehicle

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. In some cases, a warning may be appropriate.

More than one conviction for drunkenness could indicate a medical problem necessitating critical examination and refusal or revocation of a licence.
In addition, individual will generally be required to show a period of at least 5 years has elapsed after completion of detoxification treatment if they were diagnosed as an alcoholic.

6. MOTORING CONVICTIONS

a) Major Traffic Offences

New applicants and existing licensed drivers with a conviction for a ‘Major Traffic Offence’ as defined below, which is less than 5 years prior to the date of the application (the present date in relation to existing licensed drivers) will be referred to the Committee or the Executive Director (Legal and Democratic Services) for determination. A conviction less than 2 years prior to the date of the application will generally be refused.

Where the conviction resulted in a period of disqualification, an application will normally be refused unless a period of 3 years free from conviction has lapsed from the restoration of the DVLA licence and 5 years where the disqualification relates to driving whilst unfit through drink or drugs.

In addition, applicants will generally be required to show a period of at least 5 years has elapsed after completion of detoxification treatment if they were diagnosed as an alcoholic.

For the purposes of these guidelines the following motoring offences are classed as ‘Major Traffic Offences’:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC10</td>
<td>Failing to stop after an accident</td>
</tr>
<tr>
<td>AC20</td>
<td>Failing to give particulars or to report an accident within 24 hours</td>
</tr>
<tr>
<td>AC30</td>
<td>Undefined accident offences</td>
</tr>
<tr>
<td>BA10</td>
<td>Driving while disqualified by order of Court</td>
</tr>
<tr>
<td>BA30</td>
<td>Attempting to drive while disqualified by order of Court</td>
</tr>
<tr>
<td>CD40</td>
<td>Causing death through careless driving when unfit through drink</td>
</tr>
<tr>
<td>CD50</td>
<td>Causing death through careless driving when unfit through drugs</td>
</tr>
<tr>
<td>CD60</td>
<td>Causing death through careless driving with alcohol level above the limit</td>
</tr>
<tr>
<td>CD70</td>
<td>Causing death through careless driving then failing to supply a specimen for alcohol analysis</td>
</tr>
<tr>
<td>CD71</td>
<td>Causing death through careless driving the failing to supply a specimen for drug analysis</td>
</tr>
<tr>
<td>DD40</td>
<td>Dangerous driving</td>
</tr>
<tr>
<td>DD60</td>
<td>Manslaughter or culpable homicide while driving a vehicle</td>
</tr>
<tr>
<td>DD80</td>
<td>Causing death by dangerous driving</td>
</tr>
<tr>
<td>DR10</td>
<td>Driving or attempting to drive with alcohol level above limit</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DR20</td>
<td>Driving or attempting to drive while unfit through drink</td>
</tr>
<tr>
<td>DR30</td>
<td>Driving or attempting to drive then failing to supply a specimen for analysis</td>
</tr>
<tr>
<td>DR31</td>
<td>Driving or attempting to drive then refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity</td>
</tr>
<tr>
<td>DR40</td>
<td>In charge of a vehicle while alcohol level above limit</td>
</tr>
<tr>
<td>DR50</td>
<td>In charge of a vehicle while unfit through drink</td>
</tr>
<tr>
<td>DR60</td>
<td>Failure to provide specimen for analysis in circumstances other than driving / attempting to drive</td>
</tr>
<tr>
<td>DR61</td>
<td>Failure to provide specimen for drug analysis in circumstances other than driving / attempting to drive</td>
</tr>
<tr>
<td>DR70</td>
<td>Failing to provide specimen for breath test</td>
</tr>
<tr>
<td>DR80</td>
<td>Driving or attempting to drive when unfit through drugs</td>
</tr>
<tr>
<td>DR90</td>
<td>In charge of a vehicle when unfit through drugs</td>
</tr>
<tr>
<td>IN10</td>
<td>Using a vehicle uninsured against third party risks</td>
</tr>
<tr>
<td>LC20</td>
<td>Driving otherwise than in accordance with a licence</td>
</tr>
<tr>
<td>LC30</td>
<td>Driving after making a false declaration about fitness when applying for a licence</td>
</tr>
<tr>
<td>LC40</td>
<td>Driving a vehicle having failed to notify a disability</td>
</tr>
<tr>
<td>LC50</td>
<td>Driving after a licence has been revoked or refused on medical grounds</td>
</tr>
<tr>
<td>MS50</td>
<td>Motor racing on the highway</td>
</tr>
<tr>
<td>MS60</td>
<td>Offences not covered by other codes</td>
</tr>
<tr>
<td>MS90</td>
<td>Failure to give information as to identity of driver, etc.</td>
</tr>
<tr>
<td>UT50</td>
<td>Aggravated taking of a vehicle</td>
</tr>
</tbody>
</table>

**Aiding, Abetting, Counselling or Procuring**
Offences as coded above, but with 0 changed to 2 (e.g. IN10 becomes IN12).

**Causing or Permitting**
Offences as coded above, but with 0 changed to 4 (e.g. IN10 becomes IN14).

**Inciting**
Offences as coded above, but with 0 changed to 6 (e.g. IN10 becomes IN16).

Or similar offences or offences which replace the above offences.
b) Intermediate Traffic offences

Any Intermediate Traffic Offence, which has attracted 4 or more penalty points will be treated as though it were a Major Traffic Offence.

One Conviction
Where an individual has a single Intermediate Traffic Offence will normally be expected to show a period of at least 6 months free from conviction before an application is considered.

Two or more Convictions
Where an individual has 2 or more Intermediate Traffic Offences they will normally be expected to show a period of at least 12 months free from conviction before an application is considered.

If any conviction for an Intermediate Traffic Offence results in a disqualification, the individual should refer to the section of these guidelines entitled “disqualification”.

An applicant who has received a disqualification owing to the totting up system for any period of disqualification, will not normally be granted a licence unless they have held a DVLA licence for at least 12 months following the expiry of the period of the disqualification.

For the purposes of these guidelines the following motoring offences are classed as ‘Intermediate Traffic Offences’:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU10</td>
<td>Using vehicle with defective brakes</td>
</tr>
<tr>
<td>CU20</td>
<td>Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition</td>
</tr>
<tr>
<td>CU30</td>
<td>Using a vehicle with defective tyres</td>
</tr>
<tr>
<td>CU40</td>
<td>Using a vehicle with defective steering</td>
</tr>
<tr>
<td>CU50</td>
<td>Causing or likely to cause danger by reason of load or passengers</td>
</tr>
<tr>
<td>CU80</td>
<td>Breach of requirements as to control of the vehicle mobile phones etc</td>
</tr>
<tr>
<td>CD10</td>
<td>Driving without due care and attention</td>
</tr>
<tr>
<td>CD20</td>
<td>Driving without reasonable consideration for other road users</td>
</tr>
<tr>
<td>CD30</td>
<td>Driving without due care and attention or without reasonable consideration of other road users</td>
</tr>
<tr>
<td>SP10</td>
<td>Exceeding goods vehicle speed limit</td>
</tr>
<tr>
<td>SP20</td>
<td>Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)</td>
</tr>
<tr>
<td>SP30</td>
<td>Exceeding statutory speed limit on a public road – not resulting in a fixed penalty</td>
</tr>
<tr>
<td>SP40</td>
<td>Exceeding passenger vehicle speed limit</td>
</tr>
</tbody>
</table>
Aiding, Abetting, Counselling or Procuring
Offences as coded above, but with 0 changed to 2 (e.g. CU10 becomes CU12).

Causing or Permitting
Offences as coded above, but with 0 changed to 4 (e.g. CU10 becomes CU14).

Inciting
Offences as coded above, but with 0 changed to 6 (e.g. CU10 becomes CU16).

Or similar offences or offences which replace the above offences.

c) Minor traffic Offences
Any Minor Traffic Offence which has attracted 4 or more penalty points will be treated as though it were an Intermediate Traffic Offence

Single conviction
Where an individual has a single Minor Traffic Offence in the 12 months immediately preceding the date of application, the application will normally be granted with a letter of warning being placed on the file.

Two or more Convictions
Where an individual has two or more Minor Traffic Offences in the 12 months immediately preceding the date of application an individual will normally be expected to show a period of at least six months free from conviction before an application is considered.

For the purposes of these guidelines the following motoring offences are classed as ‘Minor Traffic Offences’:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS10</td>
<td>Leaving a vehicle in a dangerous position</td>
</tr>
<tr>
<td>MS20</td>
<td>Unlawful pillion riding</td>
</tr>
<tr>
<td>MS30</td>
<td>Play street offences</td>
</tr>
<tr>
<td>MS70</td>
<td>Driving with uncorrected defective eyesight</td>
</tr>
<tr>
<td>MS80</td>
<td>Refusing to submit to an eyesight test</td>
</tr>
<tr>
<td>MW10</td>
<td>Contravention of Special Road Regulations (excluding speed limits)</td>
</tr>
<tr>
<td>PC10</td>
<td>Undefined contravention of Pedestrian Crossing Regulations</td>
</tr>
<tr>
<td>PC20</td>
<td>Contravention of Pedestrian Crossing Regulations with moving vehicle</td>
</tr>
<tr>
<td>PC30</td>
<td>Contravention of Pedestrian Crossing Regulations with stationary vehicle</td>
</tr>
<tr>
<td>SP30</td>
<td>Exceeding statutory speed limit on a public road resulting in a fixed penalty</td>
</tr>
<tr>
<td>TS10</td>
<td>Failing to comply with traffic light signals</td>
</tr>
<tr>
<td>TS20</td>
<td>Failing to comply with double white lines</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>TS30</td>
<td>Failing to comply with a “Stop” sign</td>
</tr>
<tr>
<td>TS40</td>
<td>Failing to comply with direction of a constable or traffic warden</td>
</tr>
<tr>
<td>TS50</td>
<td>Failing to comply with traffic sign (excluding “Stop” sign, traffic lights or double white lines)</td>
</tr>
<tr>
<td>TS60</td>
<td>Failing to comply with school crossing patrol sign</td>
</tr>
<tr>
<td>TS70</td>
<td>Undefined failure to comply with a traffic direction sign</td>
</tr>
</tbody>
</table>

**Aiding, abetting, counselling or procuring**
Offences as coded above, but with 0 changed to 2 (e.g. PC10 becomes PC12)

**Causing or permitting**
Offences as coded above, but with 0 changed to 4 (e.g. PC10 becomes PC14)

**Inciting**
Offences as coded above, but with 0 changed to 6 (e.g. PC10 becomes PC16)

Or similar offences or offences which replace the above offences.

d) **Totting up without Disqualification**
There may be occasions where an applicant has accrued sufficient points under totting up for the court to consider disqualification, but successfully argues that exceptional hardship should apply and the court has not, therefore, imposed a disqualification. In these circumstances the Council expects the individual to supply full details of each of the matters that led to the totting up. The Council will take those matters into account in accordance with this policy when deciding whether to grant or refuse an application or whether to take action against an existing licence. Should the individual not supply full details of each of these matters then the Council will take the failure to supply such information into account when deciding whether to take any such action.

e) **Plying for Hire**
In the case of a private hire driver found guilty of an offence of plying for hire, the Committee would normally order the licence to be revoked or suspended.

7. **Breach of Conditions, Bye-laws and complaints**
Any breach of conditions, breach of bye-laws or complaint relating to a licence holders conduct may be referred to the Committee. A licence holder brought before the Committee will be dealt with by no further action, a formal warning, period of suspension or revocation. N.B. This does not influence any decision which may be made to instigate prosecution procedures for any offence committed.

8. **Guidance**
Licence holders will be referred to the Committee in situations where it is clear that the holder has failed to moderate their behaviour following verbal or written warnings administered by Licensing Officers. In any event, any licence holder who receives a third warning [verbal or written] in respect of a breach or complaint occurring within a 12 month period [calculated by reference to the date of the breach/complaint] will be referred to the Committee.
All genuine complaints are investigated as far as it is reasonably practicable to do so.

Where the Council administers a warning to a licence holder this does not preclude a referral to the Committee for the matter for which the licence holder has been warned.

In other cases an investigation may result in a warning. In certain situations the breach or complaint may be deemed so serious that an immediate referral to the Committee is warranted. In those cases the reasoning for the decision for the immediate referral will be recorded within the formal report to Committee.

9. Reapplication
Individuals are advised that Council guidelines are that where an individual has had an application refused or a licence revoked, the Council would normally refuse any subsequent application made within 12 months of the date of the previous refusal or revocation unless there are substantial material changes in the circumstances affecting the individual’s fitness and propriety.

10. Spent Convictions
By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 2002 taxi drivers are an exempted occupation for the purposes of the 1974 Act and convictions are therefore never spent.

The Council will only consider spent convictions if it appears to be relevant for deciding whether the individual is a fit and proper person to hold a licence and that justice cannot be done in the case, except by admitting or requiring evidence relating to that spent conviction. The Council will in its consideration the nature of the offence(s), the history or pattern of offending, the lapse of time and whether all the convictions have previously been considered.

FORMAL/ SIMPLE CAUTIONS AND ENDORSABLE FIXED PENALTIES

For the purpose of these guidelines formal/simple/conditional cautions and endorsable fixed penalties shall be treated as though they were convictions.

11. Multiple convictions from Single Incident
Where an individual has multiple convictions arising from a single incident, the convictions will generally be treated as one conviction for the purposes of these guidelines.

In these circumstances the period for which the individual would normally be expected to show free from conviction will be the longest applicable period calculated by reference to each offence.

12. Other Offences

One of the main purposes of the licensing regime set out in the Town Police Clauses Acts and Part II of the Local Government (Miscellaneous Provisions) Act 1976 (“the Acts”) and Hackney Carriage Byelaws, is to ensure the protection of the public.
For this reason a serious view is taken of convictions for offences under the Acts (including illegally plying for hire and/or touting) when deciding whether an individual is to be treated as a fit and proper person to hold a licence.

In particular, an individual will normally be refused a licence if (s)he has been convicted of an offence under the Acts at any time during the 2 years preceding the application or has more than one conviction within the last 5 years preceding the date of the application.

13. Reviewing, suspension and revocation of a hackney carriage driver, private hire driver, joint driver and private hire operator's licences

The above procedures for new applicants will also apply for those licensed drivers and/or operators who receive convictions, commit offences, etc., during the course of their licence.

Once granted licenses may only be suspended or revoked under the circumstances specified in: –

(i) The governing legislation
(ii) The Statement of Policy Criteria for determining applications and relevance of convictions for the grant/renewal of a private hire driver, hackney carriage driver and joint vehicle driver

The suspension or revocation of a licence could have the effect of depriving the licence holder of their livelihood so this option should only be used in the most serious cases.

A drivers’ licence will only be suspended or revoked by the Executive Director (Legal and Democratic Services) after consultation with the chair of Judicial Committee.

Applicants for licences are required to notify the licensing authority of any conviction, caution or fixed penalty notice. Likewise once a licence has been granted a driver, proprietor or operator must notify the Council of any convictions, cautions or fixed penalty notices within 7 days of receiving them. Failure to do so could lead to suspension or revocation of the licence.

Contact details:

Licensing Department
Hyndburn Borough Council
Scaitcliffe House
Ormerod Street
Accrington
BB5 0PF

Telephone Number: 01254 380611
Email: licensing@hyndburnbc.gov.uk

These guidelines to convictions supersede all others and take effect from:
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