

## Proposed Changes – BCP Hackney Carriage and Private Hire Vehicle Policy

The suggested amendments are listed below.

It is suggested in Section 16 that we remove current quantity restrictions on the number of hackney carriage licences issued in the Poole and Bournemouth zones. These restrictions historically prevented anyone from applying for a new hackney carriage licence within the zones. The Policy in 2021 released 15 new licences per year in each zone for wheelchair accessible vehicles only – at that time there was a significant waiting list for new licences in both Poole and Bournemouth.

Appendix D setting out the requirements and use of CCTV and dashcams has been significantly updated to reflect current guidance by the Information Commissioners office.

Section/ paragraph	Current Policy	Proposed amendment	Reasons for amendment
6.3		<p>New paragraph added as follows</p> <p>Any changes to this policy will be communicated to licence holders via email as soon as practicable to do so.</p>	<p>This ensures that it is clear to licence holders that any changes to policy or practices will be communicated to them during the course of the policy.</p>
7.15 to 7.17	7.15 All new or replacement vehicles must be capable of accepting card payments	<p>7.15 All vehicles must have a payment facility to accept debit/credit cards and contactless payments.</p> <p>7.16 The payment facility must be kept in the vehicle, be fully operational and available for immediate use at all times the vehicle is operational.</p> <p>7.17 No additional costs as a result of card payments may be passed to the customer.</p>	<p>Added new content to clarify requirements relating to card payments.</p>

8.2	Failure to submit the MEC or Mot certificate by the due date will result in the vehicle licence being immediately suspended and the vehicle cannot be used as a licensed vehicle until confirmation that the test has been successfully completed is received and reviewed by the taxi licensing team.	Failure to complete the MEC or Mot by the due date will result in the vehicle licence being immediately suspended and the vehicle cannot be used as a licensed vehicle until confirmation that the test has been successfully completed is received and reviewed by the Taxi Licensing Team.	Amendment to wording from 'submit' to 'complete' for clarity.
8.3	For the annual MEC test the vehicle must also be presented no more than 4 weeks of the anniversary of the first MEC test inspection date.	Failure to complete the MEC within two months of the due date will result in the vehicle licence being revoked.	Added additional information to clarify revocation of licence if MEC is not completed.
8.4 to 8.6	<p>8.4 If the vehicle fails the MEC and its condition represents a risk to passengers a Stop Notice will be issued, this suspends the vehicle licence until the necessary repairs are carried out and rechecked at the testing station.</p> <p>8.5 The Council does not have a duty to notify the licence holder's that their vehicle requires a test certificate to remain licenced. It is the licence holder's responsibility to ensure that the vehicle is tested in accordance with the requirements of the licence. As a courtesy the Council will try to ensure that we send out notification to the licence holder prior to the test date.</p>	<p>8.4 The annual MEC test the vehicle must be completed no more than four weeks before the anniversary of the first MEC test inspection date.</p> <p>8.5 If the vehicle fails the MEC and its condition represents a risk to passengers a Stop Notice will be issued, this suspends the vehicle licence until the necessary repairs are carried out and the vehicle has been rechecked at the testing station.</p> <p>8.6 The Council does not have a duty to notify the licence holders that their vehicle requires a test certificate to remain licenced. It is the licence holder's responsibility to ensure that the vehicle is tested in accordance with the requirements of the licence</p>	Wording amended and added to clarify when MEC should be completed, what happens if it fails and the licence holder's responsibilities.

9.2	From the date of this new policy no licence will be issued to any vehicle which does not meet the minimum emission standard Euro 6 or equivalent standard.	All vehicles must meet the minimum emission standard Euro 6 or equivalent standard with the exception of speciality vehicles.	Updated wording to reflect ongoing requirement.
9.4	All vehicles licenced by BCP council will meet the Euro 6 emission standard by 31st December 2023. No vehicle licences at renewal will be issued for vehicles which fail to meet this standard after this date.		Deleted - this requirement has been fulfilled and all vehicles now meet this standard
10.2 bullet points	<p>Certificate of conformance (for wheelchair accessible vehicles only on first application):</p> <ul style="list-style-type: none"> <li>• Driver wheelchair accessible training certificates (for wheelchair accessible vehicle only)</li> <li>• Correct fee</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of conformance or a Multistage (stage 2 verification plate) build plate that must be complete, legible, and match the vehicle it was originally issued to. (for wheelchair accessible vehicles only on first application)</li> <li>• Lifting Operations and Lifting Equipment Regulation (LOLER) certificate where a vehicle has an electric winch or other electric equipment to help move wheelchairs.</li> <li>• Driver wheelchair accessible training certificates (for wheelchair accessible vehicle only)</li> <li>• Correct fee</li> </ul>	Amendments made to accompanying documents for wheelchair accessible vehicles.
11.1	The applicant must submit the necessary documentation via email to <a href="mailto:taxi.privatehire@bcpcouncil.gov.uk">taxi.privatehire@bcpcouncil.gov.uk</a> in order for the application to be considered to be valid		Deleted - the content has been amended and included

			elsewhere in the chapter and the paragraphs have been renumbered.
11.2		Where the vehicle is a wheelchair accessible vehicle, the licence holder must also supply evidence of each drivers additional training in the safe transportation of passengers in a wheelchair. The refresher training certificate should not be more than three years old.	Added new content to provide information regarding wheelchair accessible vehicle driver requirements.
11.3	The council has no duty to notify the holder that their licence is due for renewal as it is the licence holder's responsibility to renew their licence. As a courtesy an email reminder will be sent to the licence holder in advance of their renewal date.	The council has no duty to notify the holder that their licence is due for renewal as it is the licence holder's responsibility to renew their licence. As a courtesy an email reminder will be sent to the licence holder in advance of their renewal date. It is the licence holder's responsibility to ensure their email address is kept up to date.	Added additional wording about keeping email addresses up to date.
11.6		If a Licence holder does not renew their licence by the renewal date, the licence will automatically expire. Where this occurs, a new application will be required, and the vehicle will be deemed to be a new vehicle. Therefore, the vehicle will need to meet all the necessary requirements for a new vehicle. (As set out in Chapter 7). The expired vehicle licence plates must be returned to the Licensing Authority within five working days of expiry.	New wording provided to clarify for licence holders what happens if they do not renew on time. This was not specifically stated in the previous policy .

12.1	The applicant must declare any previous criminal convictions, cautions and fixed penalty notices received, including those awaiting appeal, and any charges pending. The council will make a decision as to the relevance of convictions, cautions, charges and fixed penalty notices in accordance with criminal convictions guidelines in Appendix C.	The applicant/licence holder must declare any previous criminal convictions, cautions and fixed penalty notices received, including those awaiting appeal, and any charges pending. The Council will make a decision as to the relevance of convictions, cautions, charges and fixed penalty notices in accordance with the previous convictions guidelines in annexe 10 of the <a href="#">Statutory taxi and private hire vehicle standards - GOV.UK</a> )	Updated reference to previous convictions guidelines.
12.4	BCP Council will have regard to the IOL guidance on determining the suitability of applicants and licensees in the taxi and Private Hire trade as a minimum standard <a href="https://www.instituteoflicensing.org/documents/Guidance_on_Suitability_Web_Version_(16_May_2018).pdf">https://www.instituteoflicensing.org/documents/Guidance_on_Suitability_Web_Version_(16_May_2018).pdf</a> , however the convictions guidelines in Appendix C will be taken as the base line relating to convictions.	BCP Council will have regard to the <a href="#">Institute of Licensing - Suitability Guidance</a> of applicants and licensees in the taxi and Private Hire trade as a minimum standard.	Removed reference to deleted appendix.
13.9	Dashcams can be installed with the agreement of the licensing team, which must be set up correctly for recording outside of the vehicle only	Dashcams can be installed. They must not record sound and must be recording the outside of the vehicle only. As the vehicle is for public hire, the licence holder will also need to ensure that it is registered with the Information Commissioner in the same way as CCTV cameras. See Appendix D.	Amended wording around dashcams and registration with the Information Commissioner
14.1	It is expected any vehicle presented to the council to be licenced as a wheelchair accessible vehicle must meet the following space standards which are 1350mm high, 700mm wide, 1200mm long as stated within the Statutory Guidance Access to taxis and private hire vehicles for disabled users - GOV.UK	14.1. It is expected any vehicle presented to the council to be licenced as a wheelchair accessible vehicle must meet the following space standards which are 1350mm high, 700mm wide, 1200mm long as stated within the statutory guidance - <a href="#">Access to taxis and private hire vehicles for disabled users</a> .	Amended wording to clarify dimensions required to transport a wheelchair.

14.3	Prior to any licence being issued the applicant will have to provide a copy of the vehicle conformance certificate for the adaptation of any vehicles which are not purpose built vehicles.	Prior to any licence being issued the applicant will have to provide a copy of the vehicle conformance certificate for the adaptation or the vehicle should have a Multistage (stage 2 verification plate) build plate that must be complete, legible, and match the vehicle it was originally issued to.	New wording to clarify the conformance certification required.
14.4	These regulations also set out the requirements for the testing of wheelchair restraints and hoists. It will be a requirement at first licence and each subsequent renewal that testing certificates showing annual maintenance of any hoist, restraint system and ramps is submitted. (this may form part of the annual advanced mechanical test)	These regulations also set out the requirements for the testing of wheelchair restraints and hoists. It will be a requirement at first licence and each subsequent renewal that testing LOLER certificates showing annual maintenance of any hoist, restraint system and ramps is submitted.	Amended wording to include LOLER certificate.
14.6		WAV Training to be completed in accordance with paragraph 11.2.	Added new paragraph.
16.1	An 'Unmet Needs' survey was undertaken on behalf of the Licensing Authority in January 2020, the survey concluded that there is no unmet need in any of the three licensed zones within the BCP area. A copy of the survey can be found on the council website.	An 'Unmet Needs' survey was undertaken on behalf of the Licensing Authority in January 2023, the survey concluded that there is no unmet need in any of the three licensed zones within the BCP area.	Amended wording to reflect no unmet need.
16.3	There will be up to 15 new Hackney Carriage vehicles licences released each year in each of the Bournemouth and Poole zones for wheelchair accessible vehicles (WAV) only. These licences will be released on the 1st April each year	Any application for a new Hackney Carriage vehicle licence will only be approved for Wheelchair Accessible Vehicles.	Amended wording to say any new licences will be for approved only for Wheelchair Accessible Vehicles. The previous restrictions on the number of hackney licence

			numbers has been removed.
16.4	From the implementation of this policy Hackney Carriage vehicle licences in Christchurch zone will only be approved for WAV only.	Existing Hackney Carriage licences which are not restricted to wheelchair accessible vehicles can be replaced with a suitable vehicle which meets policy requirements.	Amended wording regarding replacement of existing hackney carriage licences and replacement vehicles
16.5	Hackney Carriage licences issued after the date of this policy in any of the three zones must remain wheelchair accessible at all times and any replacement vehicles must meet the wheelchair accessible requirements of this policy	Hackney Carriage licences issued after 2021 in any of the three zones must remain wheelchair accessible at all times and any replacement vehicles must meet the wheelchair accessible requirements of this policy.	Amended wording to clarify requirement to replace vehicles with wheelchair accessible vehicles if licence issued after 2021.
16.6	Hackney Carriage licences issued from 2021 onwards shall not be transferred to another person for 3 years from the date of issue.		This has been removed to allow the transfer of hackney carriage licences to new licence holders on request
16.7	All restrictions on numbers of Hackney Carriage vehicle licences will be removed subject to the review of this policy in 2025.		Deleted the current restriction is removed from the proposed policy subject to consultation feedback

17.1	<p>From the date of this policy all new/ replacement Hackney Carriage vehicles must be white in colour with a blue reflective stripe down the side of the vehicle just under the window line.</p> <ul style="list-style-type: none"> <li>• The reflective blue stripe should be between 75-85 mm wide and run continually along each side of the vehicle as close to the window line as possible.</li> <li>• The reflective blue stripe shall have the words either CHRISTCHURCH or POOLE or BOURNEMOUTH (in upper case) depending on the licenced zone of the vehicle on the near and offside quarter panels. Lettering shall be 25mm Eurostile Medium in white.</li> </ul>	All new and replacement Hackney Carriages must be white in colour.	Updated wording to reflect ongoing requirement for all new Hackney Carriage vehicles.
17.2	The vehicle door insignia (as approved by BCP Council) must be displayed on both front doors of the vehicle and the bonnet. These should be permanently affixed in the prescribed position.	<p>17.2 The vehicle shall have permanently affixed, in the prescribed position the following livery:</p> <ul style="list-style-type: none"> <li>• A reflective blue stripe which should be between 75-85 mm wide and run continually along each side of the vehicle as close to the window line as possible.</li> <li>• The reflective blue stripe shall have the words either BOURNEMOUTH CHRISTCHURCH or POOLE (in upper case) depending on the licenced zone of the vehicle, on the near and offside quarter panels. Lettering shall be 25mm 'Eurostile' font Medium in white.</li> <li>• The vehicle door insignia (as approved by BCP Council) must be fixed in place on both front doors of the vehicle and the bonnet.</li> <li>• Any vehicle that is a designated Wheelchair Accessible vehicle must also</li> </ul>	Amended wording to confirm fixed livery standards.

		display a sticker indicating that it is accessible.	
17.3	All licenced Hackney Carriage vehicles will be required to meet the livery standards by 31st December 2024.		Deleted. This requirement has been fulfilled, and all vehicles now meet this standard
18.2		The illuminated roof sign should be positioned so that it is visible from the front and rear by customers.	Added new paragraph previously numbered 8.2 and now numbered 8.3.
18.4	The rear of the sign should be the same size letters and wording as 18.2 but it should be on a red background	The rear of the sign must be the same size letters and wording as 18.3 but it should be on a red background.	Wording amended from 'should' to 'must'.
18.5		There is an expectation that purpose-built Hackney Carriages have a built-in roof sign/pod.	Added new paragraph regarding purpose-built vehicles and roof sign.
19.1	All Hackney Carriages will be issued with licence plates one to be displayed externally and one internally.	All Hackney Carriages will be issued with licence plates - one to be displayed externally and one internally, with the drivers badge displayed and internally visible by the passenger at all times.	Added clarity around the requirement for the driver badge to be visible to passengers.
19.5	External plates will be replaced for free once in any five-year period.		Deleted. This has been removed from

			the proposed policy and replacement plates will be subject to a fee.
20.5	A receipt which must include the following information: - a. fare displayed and calculated by the meter together with other approved charges in accordance with the fare chart b. licence number of the vehicle	20.5 A receipt including virtual receipts must include the following information:  a. Vehicle registration and licence number b. The date and time of the journey. c. Fare displayed and calculated by the meter together with other approved charges in accordance with the fare chart.	Amended for clarity regarding virtual receipts.
20.6	It is not necessary to produce a physical receipt. It is accepted that were technology is able to many passengers are happy for a receipt to be sent via text or email. However, the means to be able to print a receipt should always be available.		Deleted as now covered in 20.5 paragraph and numbering amended accordingly.
21.1	Private Hire vehicles cannot be hired without a prior booking via a licenced Private Hire Operator. The requirements of the legislation require that licenced private hire vehicles, drivers and operators must all be licenced within the licensing area.	Private Hire vehicles cannot be hired without a prior booking via a licenced Private Hire Operator. The requirements of the legislation state that licenced Private Hire vehicles, drivers and Operators must all be licenced within the same licensing area.	Added word 'same' for clarity around licensing areas.
21.2	BCP council will create one Private Hire area which covers the entire council area allowing licenced Private Hire vehicles to be used any by BCP licenced Private Hire Operator.	BCP Council has one Private Hire area which covers the entire council area allowing licenced Private Hire vehicles to be used by any BCP licenced Private Hire Operator.	Updated wording to reflect this is an ongoing requirement.

21.3	<p>Private Hire vehicle categories</p> <ul style="list-style-type: none"> <li>• Vehicles of the approved type will be licensed according to their proposed usage in the following categories:-</li> </ul> <p>A. Non-metered Vehicles: Specialist and port/airport vehicles  B. Metered Vehicles: All other vehicles</p> <ul style="list-style-type: none"> <li>• The proprietor of a Private Hire vehicle shall at all times ensure the vehicle is not of such design and appearance as to lead any person to believe that the vehicle is a Hackney Carriage</li> </ul>	<p>21.3 Private Hire vehicles shall meet the requirements as set out in Section 7, with the exception of speciality vehicles. See Appendix A:</p> <ul style="list-style-type: none"> <li>•The proprietor of a Private Hire vehicle shall at all times ensure the vehicle is not of such design and appearance as to lead any person to believe that the vehicle is a Hackney Carriage.</li> </ul>	Amended for greater clarity of types of vehicles.
21.4		BCP Council does not allow dual plating. Any vehicle that is licensed by BCP Council may not be licensed by any other council at the same time.	Added new paragraph to not allow dual plating so a BCP Council licenced vehicle cannot also be licenced elsewhere.
22.1	<p>Where Private Hire vehicles are fitted with meter of the clock/calendar type to calculate distance and time of the hiring, a receipt printer shall be attached to the meter:</p> <ul style="list-style-type: none"> <li>• The Licensing Authority consider a meter to include a GPS type system or any other system that is capable of meeting the requirements as set out in the bylaws with respect of Hackney Carriages made in 1968. (Appendix F)</li> <li>• Any such system shall be approved by the Licensing Authority prior to installation.</li> </ul>	<p>A Private Hire vehicle is permitted to be fitted with either a:</p> <p>a) A meter of the clock/calendar type which has been approved by the council and which will calculate distance and time of the hiring and a receipt printer attached to the meter (“a taximeter”); (As set in Appendix F) or</p> <p>b) A GPS equipped fare calculator which has been approved by the council and which will calculate distance and time of the hiring and</p>	Amended to reflect that private hire vehicles can have a meter but are not required to have one. If they have one, it must comply with this standard.

		a receipt printer attached to it (“a GPS fare calculator”).	
22.2	Private Hire vehicles fitted with a printer connected to the meter or other approved system (as stated above) this must be either hard wired or connected via Bluetooth and must be able to provide either a printed receipt or a virtual receipt to any passenger on request. (A handwritten receipt is not permitted except if the vehicle has a meter temporary permit.)		Deleted section as no longer relevant, the rest of the chapter has been renumbered.
22.4	22.3 A receipt which must include the following information: - c. fare displayed and calculated by the meter together with other approved charges in accordance with the fare chart d. Licence number of the vehicle	22.4 A Private Hire vehicle must be able to produce or provide a receipt for the journey. (A handwritten receipt is not permitted). This can be: • A printed receipt directly from the meter (where one is fitted) • An email/ text message • A hard copy produced by the Operator.	Amended receipt information and paragraph numbering changed.
22.5,	The meter and any associated receipt printer must be maintained in proper working order at all times.  22.6 The licensed holder must ensure that any driver using the licensed vehicle is trained to use the meter and printer in order to facilitate the above requirements.	All receipts including virtual receipts must include the following information:  1. The Operators name, vehicle registration and licence number 2. The date and time of the journey. 3. Fare displayed and calculated by the meter together with other approved charges in accordance with the fare chart.	Added new content regarding receipts.
22.7	In cases where a meter or approved system /and or printer is out of action the licensed vehicle holder must notify the Licensing Office immediately. A meter temporary permit to ply for hire without a meter and or printer may then be issued for a period not exceeding fourteen days and subject to immediate steps being taken to effect repair.		Deleted as no longer deemed necessary.

23.2	<p>Signage all category B vehicles shall permanently affixed in the prescribed positions the following:</p> <ul style="list-style-type: none"> <li>• Large 'No booking No ride' stickers on both rear passenger doors as near to the door handle as is possible either to the side or directly underneath. (they are clearly visible to the customer when entering the vehicle).</li> <li>• Small 'No booking, No ride' sticker on front passenger door as above.</li> <li>• If the vehicle wishes to use the bus lanes in the BCP Council area a 'Chequered flag' sticker should be on the offside, front of the bonnet.</li> </ul>	<p>23.2 All Private Hire vehicles shall have permanently affixed in the prescribed positions the following signage:</p> <ul style="list-style-type: none"> <li>• Door livery – including 'No booking', 'No ride' and PH licence number</li> <li>• Large 'No booking No ride' stickers on both rear passenger doors as near to the door handle as is possible either to the side or directly underneath. (they are clearly visible to the customer when entering the vehicle)</li> <li>• Small 'No booking, No ride' sticker on front passenger door as above</li> <li>• If the vehicle wishes to use the bus lanes in the BCP Council area a 'Chequered flag' sticker should be on the offside, front of the bonnet.</li> </ul>	Amended to update requirement for signage to be fixed to vehicle in prescribed positions.
24.1	All Private Hire vehicles will be issued with two licence plates one to be displayed externally and one internally.	All Private Hire vehicles will be issued with two licence plates one to be displayed externally and one internally with the driver's badge displayed and internally visible to the passenger at all times.	Added requirement for driver badge to be visible to passengers.
24.2	The external vehicle plate must be displayed on outer rear of the vehicle by the number plate or bumper and be clearly visible.	The external vehicle plate must be displayed on outer rear of the vehicle by the number plate or bumper and be clearly visible. Unless exempt – please see Appendix B.	Added reference to exemptions.
24.5	External plates will be replaced for free once in any five-year period		Deleted.. This has been removed from the proposed policy and replacement

			plates will be subject to a fee.
30.1	Any driver who does not comply with the policy and legislation will be referred to the licensing committee for consideration. The Licensing Committee can choose to revoke a licence or suspend a licence pending any necessary action by the drivers such as attending training or counselling as required.	Any vehicle licence holder who does not comply with the policy, or any conditions contained in it, which leads to a breach of a condition, or any complaint received, will be subject to an investigation the results of which may be referred to the Licensing Committee or Licensing Sub-Committee for consideration.	Amended for clarity and remove reference to drivers.
30.2		The Licensing Committee or Licensing Sub-Committee can choose to revoke a licence or suspend a licence pending any necessary action by the vehicle licence holder such as attending training or counselling as required.	Added new paragraph to confirm sanctions that can be handed down by committee and also reordered previous numbering.
Appendix A current sections 1 and 2	Executive Private Hire Vehicle licences will only be granted to vehicles which comply with sections 1, 2 and 4 below. Limousine or Party Private Hire Vehicle Licenses will only be granted to vehicles which comply with 1, 3 & 4 below 1. Executive/limousine/party 1.1 The vehicle shall be of a make and model which the Council considers appropriate for an Exemption Notification. The Council may consult any person or organisation as it considers appropriate before deciding whether an Exemption Notification shall be granted in respect of any vehicle. 1.2 Without prejudice to the generality of Clause 1 above, the vehicle shall comply with all of the following minimum		This has been deleted and replaced with new content

	<p>requirements:</p> <p>a) Be a recognised model of a four door saloon motor car or people carrier but not a hatchback, kit car or vehicle substantively altered in appearance or modified in any way except as within the section Limousines/Party Vehicles below.</p> <p>b) The vehicle interior and exterior shall be of the very highest quality in design and use of materials available and in exceptional condition.</p> <p>c) The vehicle shall not be designed or adapted for off road purposes.</p> <p>d) Vehicles manufactured as people carriers may be considered for an exemption to display the plate. However, the vehicle shall be of the highest specification, quality and condition. Each application will be considered on its own merits. Only vehicles on the approved executive list shall be considered for licensing as an executive vehicle.</p> <p>1.3 Any vehicle presented for licensing for the first time shall not be older than five years on the day that the fully and correctly completed application is received with the appropriate fee. (Limousines and Party vehicles shall be considered for exemption of this condition in exceptional circumstances where the vehicle is in immaculate condition).</p> <p>1.4 Only vehicles that satisfy Clauses 2 (a) to 2 (d) above, are on the approved executive list and at the top of the range within the manufactures fleet of vehicles, may be considered for a Exemption Notice, not to display the vehicle plate, which will be at the Council's discretion.</p> <p>2 Executive</p> <p>2.1 The makes and models of vehicle which will be considered for licensing as an executive vehicle are:</p>		
--	--	--	--

	<ul style="list-style-type: none"> <li>• BMW 7 SERIES</li> <li>• MERCEDES S CLASS</li> <li>• MERCEDES E CLASS</li> <li>• LEXUS GS and LS</li> <li>• JAGUAR I PACE (electric vehicle)</li> <li>• JAGUAR XJ SWB and LWB</li> <li>• TESLA Model S (electric vehicle)</li> <li>• AUDI A8</li> </ul> <p>For vehicles not included on the above list contact the Licensing team by email:  <a href="mailto:taxi.privatehire@bcpcouncil.gov.uk">taxi.privatehire@bcpcouncil.gov.uk</a>.</p>		
Appendix A new section 1		SPECIALITY PRIVATE HIRE VEHICLES REQUIREMENTS	Added new heading.
Appendix A Note	Note: PRIOR TO purchasing any vehicle to be used as an executive vehicle or limousine/party vehicle you are strongly advised to contact the Licensing Team for advice concerning the different makes and models of vehicles considered appropriate for licensing for this type of work.	Note: PRIOR TO purchasing any vehicle to be used as speciality type vehicle you are strongly advised to contact the Licensing Team for advice concerning the different makes and models of vehicles considered appropriate for licensing for this type of work.	Amended wording.
Appendix A section 4	4. Identification signs Executive, Limousine and Party Private Hire vehicles are not required to display a vehicle plate to rear or side identification panels		This content has been deleted. Private hire plate and livery exemptions are specified in the proposed Appendix B
Appendix B		Refer to policy for new appendix content.	Added new appendix for Private Hire

			Vehicle plate exemptions.
Appendix C (new)	Appendix B	Refer to policy	Previously Appendix B.
Appendix C (current)	Appendix C convictions policy deleted	Previous Appendix D, now Appendix C.	Convictions Policy has been deleted and replaced with a link to the previous convictions section contained within the Statutory Standards which are nationally set and must be referred to in decision making and the section has been renumbered.
Appendix D		<p>CCTV AND DASHCAMS IN VEHICLES</p> <p>The Information Commissioner's Office (ICO) is the regulatory body responsible for enforcing compliance with privacy and data protection legislation. Licence holders should have regard to the Information Commissioner's Office Code of Practice, 'In the picture: A data protection code of practice for surveillance cameras and personal information'.</p>	Amended title and new wording to provide context and information about regulatory body.

		Data recorded by any CCTV system and dashcams must be handled in accordance with The Data Protection Act 2018 and General Data Protection Regulation(GDPR). The Information Commissioner's Office (ICO) is the UK regulator for all matters relating to the use of personal data.	
Appendix D		<p>Summary of CCTV and Dashcam Requirements</p> <ul style="list-style-type: none"> <li>•The vehicle proprietor must be registered with the Information Commissioner's Office and be able to evidence continuous registration throughout the lifetime of the licence.</li> <li>•The system should not record audio except in exceptional circumstance</li> <li>•Clearly visible and readable signage, as prescribed, advising of the system and the Data Controller's contact details, including ICO registration number, must be displayed in the vehicle.</li> <li>•Data must be stored securely and only shared when lawful.</li> </ul>	New content to summarise the CCTV and Dashcam requirements
Appendix D CCTV specification 3	3. The installation and operation of a CCTV system must comply with the requirements of the Information Commissioner's CCTV Code of Practice, which is available at the following address:- <a href="https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/">https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/</a>		This section has been deleted the new content at the beginning of the Appendix reflects this requirement.

<p>Appendix D Use of Information Recorded by the CCTV system</p>	<p>2. Requests may be made to the data controller by Authorised Officers of the Licensing Authority, the Police or other statutory law enforcement agencies, insurance 45 companies/brokers/loss adjusters or exceptionally other appropriate bodies, to view captured images, or obtain audio recordings if applicable. The licence holder, as data controller, is responsible for responding to these requests.</p> <p>3. All requests should only be accepted where they are in writing and specify the reasons why disclosure is required.</p> <p>4. Under the Data Protection Act 1998, members of the public may also make a request for the disclosure of images, but only where they have been the subject of a recording. This is known as a 'subject access request'. Such requests must only be accepted where they are in writing and include sufficient proofs of identity (which may include a photograph to confirm they are in fact the person in the recording).</p>	<p>30. The licence holder must comply with valid information requests, in accordance with The Data Protection Act (2018) and General Data Protection Regulations (GDPR). Data must be shared securely, and requests must be fulfilled without charge. Data must only be shared where there is a valid lawful reason, for example:</p> <ul style="list-style-type: none"> <li>a. where a crime report has been made involving the specific vehicle and the Police have formally requested that data.</li> <li>b. where a Data request is received from an applicant e.g. authorised officer of the Licensing Authority, police or other statutory law enforcement agencies, that has a legal basis to have access to the data requested to assist them in an investigation that involves a licensed vehicle or driver.</li> <li>c. a Subject Access Request (SAR) compliant with the GDPR. The DPA gives individuals the right to see information held about them, including CCTV images of them.</li> </ul> <p>It is the responsibility of the Data Controller to consider the lawfulness of request to share data in line with the UK Data Protection Law.</p> <p>31. The uploading of footage to social media does not have a lawful basis and it is expressly prohibited. This includes, by way of examples, but is not limited to: YouTube, WhatsApp, Instagram, TikTok, Facebook and Twitter. Where licence holders' have shared</p>	<p>Sections 2-4 of the current Policy have been deleted and replaced with Sections 30 and 31.</p>
--	---	---	---

		footage unlawfully, they will be liable to criminal prosecution. Unlawful sharing is a breach of Data Protection law and is considered a breach of policy.	
Appendix D The Data Controller	<p>The Information Commissioner defines a “data controller” as the body which has legal responsibility under the Data Protection Act 1998 for all matters concerning the use of personal data. For the purpose of the installation and operation of a CCTV system in Hackney Carriage and Private Hire vehicles, the “data controller” will be the holder of the Hackney Carriage and Private Hire vehicles licence and not the driver.</p> <p>2. The licence holder, as data controller, will therefore be responsible for ensuring compliance with the requirements of this policy and with all relevant data protection legislation, including the Data Protection Act 1998. The data controller is legally responsible for the use of all images including breaches of legislation.</p>	<p>32. The Information Commissioner's Office (ICO) defines a ‘data controller’ as the individual or organisation which has ultimate responsibility for how personal data is collected and processed.</p> <p>33. For the purpose of the installation and operation of in-vehicle CCTV and dashcam, the data controller is the vehicle licence holder. The licence holder must be registered with the Information Commissioner's Office and be able to evidence continuous registration throughout the lifetime of the licence.</p> <p>34. Registration with the Information Commissioner's Office requires renewal on an annual basis, and payment of the appropriate fee.</p> <p>35. If a passenger wants to request CCTV footage relating to them, they should make a Subject Access Request (SAR) to the Data Controller detailed on the signage in the vehicle.</p>	All content in the current Policy has been deleted and replaced with Sections 32 to 35.
Appendix D	<p>Third Party Data Processor</p> <p>1. Where a service provider is used for the remote storage of CCTV data they will act as a ‘data processor’.</p> <p>2. A data processor, in relation to personal data, means any person (other than an employee of the data controller) who</p>	<p>Data Processor</p> <p>36. A data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes data on behalf of the data controller, in response to specific</p>	Replaced 1 and 2 in the current Policy with newly worded Section 36.

	<p>processes data on behalf of the data controller, in response to specific instructions.</p>	<p>instructions. Where a service provider is authorised for the remote storage and/or management of CCTV data, they will act as a 'data processor'.</p>	
<p>Appendix D</p>		<p>Signage requirements for CCTV and dashcams</p> <p>40. Any vehicle must display clearly visible and readable signage informing passengers that such a system is fitted. This signage must be displayed so as to minimise obstruction but must be visible before and after entering the vehicle.</p> <p>41. The signage must contain:</p> <p>a) The purpose for using the surveillance system, “in the interests of public safety, crime detection and crime prevention”.</p> <p>b) The name and contact number of the Data Controller, which should be the vehicle licence holder. BCP COUNCIL IS NOT THE DATA CONTROLLER.</p> <p>c) The Data Controller’s ICO Registration Number.</p> <p>42. All necessary signage must be installed prior to any licensable activities being undertaken</p>	<p>New content added as Sections 40 – 42.</p>

Appendix E Advertising and signs guideline		All advertising must be fixed and maintained in good condition – this means that it is, not peeling, blistering or fading.	Added new paragraphs and wording.
Appendix E External	<p>Advertising for Hackney Carriage vehicles using Licensed Private Hire Operator Radio Circuit</p> <ul style="list-style-type: none"> <li>• Advertising shall only be located on the rear passenger doors or the equivalent portions</li> <li>• The advertising panel shall not larger than 420mm wide x 300mm high</li> <li>• It must be positioned below window level and the licensed vehicle strip</li> </ul> <p>Private Hire Vehicles Category A vehicles</p> <ul style="list-style-type: none"> <li>• Advertising must be limited to the operator name, logo, email/website and contact number</li> <li>• They can positioned on the rear passenger door and/or rear of the vehicle below the registration plate. Company logo can be located on the bonnet of the vehicle.</li> </ul> <p>Category B vehicles are permitted the following</p> <ul style="list-style-type: none"> <li>• Advertising shall only be located on the rear passenger doors or the equivalent portions</li> <li>• The advertising panel shall not larger than 420mm wide x 300mm high</li> <li>• It must be positioned below window level and the licensed vehicle stripe</li> <li>• Advertising must include the words “Pre-Bookable Vehicle Only” in letters not less than 18mm high in a contrasting colour which is clearly visible.</li> </ul>		This content has been consolidated in the proposed section Private Hire Operator Signage on any vehicle

	<ul style="list-style-type: none"> <li>• No advertising shall contain the words “Taxi”, “Tax”, “Cab” or any other words that might imply that the vehicle is a Hackney Carriage, whether in the singular or plural or as part of another word.</li> </ul>		
Appendix E Private Hire Operator signage on any vehicle		<p>Private Hire Operator Signage on any vehicle</p> <ul style="list-style-type: none"> <li>• Advertising shall only be located on the rear passenger doors or the equivalent portions</li> <li>• It must be below window level and the licensed vehicle stripe (on Hackney Carriages) It should be positioned centrally and level.</li> <li>• The advertising panel shall not larger than 420mm wide x 300mm high</li> <li>• The Advertisement must be limited to operator name logo, email/website and contact number. It may include a QR code and reference to social media outlets. Private Hire vehicles also meet the following requirements Advertising must include the words “Pre-Bookable Vehicle Only” in letters not less than 18mm high in a contrasting colour which is clearly visible.</li> <li>• No advertising shall contain the words “Taxi”, “Tax”, “Cab” or any other words that might imply that the vehicle is a Hackney Carriage, whether in the singular or plural or as part of another word.</li> </ul>	<p>Bullet points amended to reflect guidance and signage requirements in a clearer way.</p>

<p>Appendix E Third Party Advertising</p>	<p>This includes those vehicles that use other app based services.</p> <ul style="list-style-type: none"> <li>• One advert per car to be placed on the rear quarter/ sides of the vehicle</li> <li>• Advert to be fixed and maintained in good condition - that is, no peeling, blistering or fading</li> <li>• Adverts will be permitted to display website addresses/emails address but not telephone numbers</li> <li>• Background colour of advert to be transparent or match with the vehicle colour as appropriate</li> </ul>	<p>This includes those vehicles that use other app-based services not licensed as a Private Hire operator with BCP.</p> <ul style="list-style-type: none"> <li>• One advert per vehicle to be placed on the rear quarter/ sides.</li> <li>• The advertising panel shall not larger than 420mm wide x 300mm high</li> <li>• Adverts will be permitted to display website addresses/emails address but not telephone numbers.</li> <li>• Background colour of advert to be transparent or match with the vehicle colour as appropriate</li> </ul>	<p>Amended wording and bullet point added to reflect signage requirements.</p>
---	---	---	--