

Appendix 3: Main changes to the policies

Introduction	No change
Contacting the Team	No Change
Licence Requirements	No change
How to Apply	No Change
Review of Policies, Procedures and Guidance	Formalises review procedure for policies
Further Information	No change
Section 1: Hackney Carriage and Private Hire Driver Licences	Updated with recent policy changes
Applicants from Outside the UK	Updated/ wording changes
Medical Requirements	Updated/ wording changes
Diabetes	No Change
Disclosure and Barring Service	Updated/ wording changes
Rehabilitation of Offenders	Inserted explanation
Non Convictions (Warnings, Fixed Penalties, Arrests etc)	Inserted explanation
A Fit and Proper Person	No change
Application Processing Procedure	No Change
Conditions	Inserted explanation
Conduct of Driver	Inserted explanation & New Policy
Use of Mobile Phones	Updated/ wording changes
Disability Awareness	Updated/ wording changes
Guide and Assistance Dogs	Updated/ wording changes
Prevention of Child Sexual Exploitation	Inserted explanation. Agreed recent at Executive
Driver's identification Badge	Updated/ wording changes. Requirement for larger copy identification card.
Loss of Driver's Licence or Badge	Updated/ wording changes
Licence Renewal Reminders	Updated/ wording changes
Section 2: Hackney Carriage and Private Hire Vehicle Licences	Updated/ wording changes
Application Processing Procedure	Updated/ wording changes
Condition	Inserted explanation
Licence Type Required	Updated/ wording changes
Age of Vehicle	Updated/ wording changes
Type of Vehicle	Updated/ wording changes
Alternative Fuelled Vehicles	New
Minibuses	Updated/ wording changes
Wedding and Funeral Cars	Updated/ wording changes
Horse Drawn Hackney Carriages	Inserted explanation
Wheelchair Accessibility	Updated/ wording changes
Hackney Carriage Number Limit	Inserted explanation
Frequency of MOT	Inserted explanation
MOT/Garage inspection	Updated/ wording changes Inserted explanation
Compliance, Fleet, Enforcement and other Types of Inspection	Updated/ wording changes Inserted explanation
Insurance	Updated/ wording changes

Private Hire Dispensation	Updated/ wording changes
Displaying of Licence Plates	Updated/ wording changes
Displaying of Passenger Information	Updated/ wording changes
Prohibition of Smoking	Updated/ wording changes
Hackney Carriage Ranks	Inserted explanation
Authorised Fare	Updated/ wording changes
Cross Border Fares	Inserted explanation
Warwick University	New
Plying for Hire	Updated/ wording changes
Wearing of Seat Belts	Updated/ wording changes
Carriage of Goods and Packages	Updated/ wording changes
Authorised and Unauthorised Drivers	Inserted explanation
Advertisements	New
Use of CCTV	New
Dash Cameras	New
Accident Data Recording Devices	New
Loss and theft of Licence and Plates	Updated/ wording changes
Intended Use	New
Changing Vehicle or Transfers	Updated/ wording changes
Licence Renewal Reminders	Updated/ wording changes
Surrendering Plate and Licence	Inserted explanation
Conduct of Vehicle	New
Section 3: Private Hire Operators licences	Updated/ wording changes
A Fit and Proper Person	No change
Application Procedure	Updated/ wording changes
Conditions	Inserted explanation
Guide and Assistance Dogs	Updated/ wording changes
Sub Contracting	Inserted explanation & New
Compliance Inspections	Inserted explanation & New
Renewal Licence Reminders	Inserted explanation
Surrendering a Licence	Updated/ wording changes
Conduct of Private Hire Operator	New
Section 4: Information for all licence types	(No content)
Fees	Inserted explanation
Multiple application submissions	New & Inserted explanation
Declarations on Application	Inserted explanation
Compliments	Updated/ wording changes
Sharing of Information	Inserted explanation
Section 5: Compliance and Enforcement	No Change
Complaints	Inserted explanation
Appropriate Course of Action	No change
Informal Action	No change
Prosecution and Caution	No change
Vehicle Suspension Notice	No change
Immediate Suspension or Revocation of Driver Licence	No change

Appearance before the Licensing and Regulatory Committee	No change
Appeal to Magistrates	No change
Interventions	Inserted explanation
Obstruction of an Officer	Inserted explanation
Appendix A – Diabetes Policy	No change
Appendix B – DBS Policy Statement	No Change
Appendix C – Relevant Convictions and Cautions Policy	No Change
Appendix D – Conditions: Hackney Carriage and Private Hire Drivers licence.	Updated/ wording changes
Appendix E – Law and Good Practise Guide for Drivers	New
Appendix F – Licence Holders Conduct Scheme	New
Appendix G- Providing the Best Customer Experience for Passengers with Disabilities	Updated/ wording changes
Appendix H – Vehicles Currently Approved as Wheelchair Accessible	No Change
Appendix I – Conditions: Hackney Carriage Vehicle Licence	Updated/ wording changes
Appendix J – Conditions: Private Hire Vehicle Licence	Updated/ wording changes
Appendix K – Conditions: Horse Drawn Hackney Carriage Licence	Updated/ wording changes
Appendix L – Licence Plate and Passenger Information Display	Inserted explanation
Appendix M – Conditions: Private Hire Operator Licence	Updated/ wording changes
Glossary	No change