



Policy Document and Guidance Relating to the Relevance of Convictions and Cautions

Including

The consideration of the grant, suspension or revocation of hackney carriage and private hire driver's and operator's licences.

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Introduction

This document sets out the Council's stance on the relevance of convictions and cautions in respect of applications for the grant of new licences, and the renewal of existing hackney carriage and private hire vehicle, driver's operator's and proprietor's licences.

These guidelines are to assist the Regulatory Committee (referred to as the Committee) in their decision-making and to maintain the consistency of the decisions made. They will also provide clearer information to current and potential applicants.

The objective of the licensing regime is to ensure that, so far as possible, those licensed to drive taxis are suitable persons to do so, namely that they are safe drivers with good driving records and adequate experience, sober, mentally and physically fit, honest and trustworthy. It is not to punish the applicant twice for a conviction or caution, but to ensure that public safety is not compromised.

These guidelines will be taken into account when dealing with new applications as well as renewal applications for an existing private hire/hackney carriage driver's licence, private hire/hackney carriage vehicle licence, and a private hire operator's licence, and also, when considering offences by an existing driver.

The Licensing Services Manager or the Committee will consider each case on its own merits. Any necessary hearings will be conducted in privacy.

As part of this policy, Warwick District Council does not permit a person to apply for a hackney carriage or private hire licence until they have held a driving licence for a minimum of 2 years

Legislation

The Local Government (Miscellaneous Provisions) Act 1976 Section 51 deals with the issue of driver suitability:

"...Council shall not grant a licence to drive a (Private Hire/Hackney Carriage Vehicle) unless they are satisfied that the person is a **fit and proper person** to hold a driver's licence."

Section 61 of the Local Government (Miscellaneous Provisions) Act 1976 states:

...the district council may suspend or revoke or refuse to renew the licence of a driver of a hackney carriage or a private hire vehicle on any of the following grounds.

1. That he has since the grant of the licence.
 - i) Been convicted of an offence involving dishonesty Indecency or violence. or
 - ii) Been convicted of an offence under or has failed to comply with the provisions of the Act of 1847 or of Part of this Act.

or

2. Any other reasonable cause.

Therefore the wording of the legislation makes it clear that the Council may grant a licence ONLY if it is satisfied that the person is fit and proper - the onus is on the applicant to prove this, NOT the Council to demonstrate that they are not.

“Fit and Proper Person”

There is no absolute definition as to what constitutes a “fit and proper person”. However, considering the range of passengers that a driver may carry, for example, elderly people, unaccompanied children, people with disabilities, those who have had too much to drink, lone women and foreign visitors, the Committee will want to have confidence that such people would be able to rely on the driver.

Some important areas that will be considered by the Committee are:

- Honesty and trustworthiness - taxi drivers often have knowledge that a customer is leaving a house empty; they have opportunities to defraud drunken, vulnerable or foreign people or to steal property left in cars, for example, any passenger would expect to be charged the correct fare for a journey and then given the correct change, they would also expect a driver to hand in any article left by a passenger in a vehicle, and also to maintain confidentiality between driver and fare.
- Courtesy - taxi drivers are often subject to unpleasant or dishonest behaviour. The Council does not consider that this excuses any aggressive or abusive conduct on the part of the driver. A driver will not be expected to have any convictions or cautions for offences of a violent or threatening nature.
- Consistently good and safe driving - those paying for a transport service rely on their driver to get them to their destination safely. They are professional drivers and should be fully aware of all Road Traffic legislation and conditions attached to the licence.
- Good knowledge of the area that they are working in.
- Good physical and mental health.
- Ability to read, speak and understand English, together with a working knowledge of arithmetic in giving the correct change, etc.
- Good knowledge and awareness of any special requirements that disabled passengers may have by attending the Disability Awareness Course prescribed by the Council’s Regulatory Committee

Protecting the Public

The over-riding consideration of the members of the Committee is to protect the travelling public. Having considered and applied the appropriate guidelines, the following question should be applied:

“Would I allow my daughter or son, granddaughter or grandson, spouse, mother or father, or any other person I care for or any vulnerable person I know, to get into a vehicle with this person alone?”

If answer is yes, then favourable consideration should be given towards allowing the application to proceed (subject to any other test being completed); or permitting the licence to continue if there is one in force.

If the Committee has any reasonable doubts, then an application must be refused until those doubts can be allayed through further evidence being supplied, or consideration be given to revocation or suspension of the licence. It is the applicant’s responsibility to provide sufficient evidence to this effect.

Compliance with Conditions and requirements of Licensing Authority

The Committee may take into account an applicant’s relevant history while holding a licence, from this or any other authority, and also, in deciding whether a person is a fit and proper person to hold a licence, or continue to hold, such matters as their record of complaints, or positive comments from members of the public, their compliance with Licence conditions and their willingness to co-operate with Licensing Officers.

Convictions

The licence application form requires that the applicant must disclose all convictions and cautions. These including any spent convictions under the Rehabilitation of Offenders Act 1974 s 4, and Rehabilitation of Offenders Act (Exceptions) Order 2003. An existing licence holder must report any such convictions within seven days to the Licensing Authority.

The Committee is required to look at any past indicators (convictions, speeding offences etc.) that may affect a person’s suitability to hold, or continue to hold, a licence and consider the possible implications of granting such a licence, or allowing an existing licence to continue.

Applicants must disclose any formal cautions they have received or any pending matters. Existing licence holders must report these within 7 days to the Licensing Authority.

If a licence is granted to a person on the basis of false or incomplete information supplied by them the Committee may revoke the Licence and require the applicant to submit a further application which will be considered in the light of the full information now available to the Committee.

The disclosure of any conviction will not necessarily preclude an applicant from being issued a licence. However, all convictions, spent or live, will be assessed, and may be taken into consideration.

All hackney carriage and private hire drivers and operators, proprietors and drivers currently holding a licence must disclose any conviction or caution imposed on them, whether for motoring offences or any other reason, in writing to the Council within 7 days.

A series of offences over a period of time is more likely to give cause for concern than an isolated conviction. If a pattern is found for any offences, then serious consideration should be made as to the suitability of that person to hold, or apply for, a licence.

Rehabilitation Periods

These guidelines have separated the various offences affecting such an application into 9 categories, each detailing the period that must elapse after a particular offence within that category, before an applicant can be considered a fit and proper person to hold a licence. If, after consideration by the Committee, a person does not satisfy these guidelines, then the application should be refused or the licence revoked or suspended until the applicant is able to satisfy them.

The Committee will not consider evidence as to whether an applicant did or did not commit an offence of which a Court has convicted them. The applicant may, however, explain any mitigating factors, which they may consider led to them committing the offence. The Committee may choose to take these factors into account, together with all other relevant information, in deciding whether the applicant is a fit and proper person to hold or retain a licence.

If the applicant or holder of a licence has notified the Council of a conviction but is appealing against it to a higher court, the matter may be referred to the Committee for a decision as to whether the licence / application should be suspended pending the outcome of the appeal.

Convictions for offences may not automatically prevent a person from proceeding with an application or mean that his licence is revoked or suspended. However, the number, type and frequency of any offences will be taken into account. In some cases it may be appropriate to issue a licence together with a strong warning as to future driving conduct, or to give a similar warning to an existing licence holder. If a significant history of offences is disclosed, refusal of an application or a revocation or suspension may result.

- *For guidance information on death by careless or dangerous driving, please refer to the **Violence** section (p13).*
- *For guidance information on insurance offences, see **Insurance Offences** (p8).*
- *For guidance information on drinking and taking drugs whilst driving, see the relevant **Drunkenness** (p10) and **Drugs** (p11) sections.*

TRAFFIC OFFENCES

New applicants:

Any new applicant who has 9 penalty points or more on his driving licence should expect their application to be rejected by the Licensing Services Manager. This decision may be appealed to the Council's Regulatory Committee. The Regulatory Committee may, upon considering any representations by the applicant at a meeting:

- Issue the licence with or without a written warning
- Refuse the application.

For any offences totalling 8 or fewer points on an applicants licence, a licence may be granted by the Licensing Services Manager with a formal warning with regards to future conduct.

Any applicant that has been convicted of a major traffic offence within 2 years prior to receipt of his application should expect their application to be rejected by the Licensing Services Manager until such time as the applicant has completed a period of 2 years free from conviction. This decision may be appealed to the Committee, who may, upon considering any representations by the applicant at a meeting:

- Issue the licence with or without a written warning
- Refuse the application.

Existing Licence Holders

Private hire and hackney carriage drivers are professional drivers and must be aware of the safety of their passengers and the safety of their vehicles at **all** times. Any traffic offences could show a lack of responsibility whilst driving either due to the maintenance and safety of their vehicles or in the manner of their driving.

Convictions for traffic offences may not automatically prevent a person from proceeding with a renewal of their licence, or from keeping their licence. However, the number, type and frequency of an offence will be taken into account. In some cases it may be appropriate to issue a licence together with a strong warning as to future driving requirements.

Any existing licence holder who has 9 penalty points or more on his driving licence will be required to appear before the Committee hearing to explain their convictions. The Committee then have the option of:

- Take no further action
- Give a written warning
- Require the driver to pass a DSA private hire/hackney drivers test, **at the driver's own expense**, within 2 months of their decision.
- Suspend the Licence upon conditions or for a period of time
- Revoke the licence.

MEDICAL PROBLEMS PRESENTED

New applicants

Any applicant who's driving licence has been revoked or refused on medical grounds by the DVLA within the last 5 years; or has received a conviction for driving a vehicle after failing to notify a disability; or made a false declaration about fitness and medical health, should expect their application to be rejected by the Licensing Services

Manager, until medical proof of current fitness can be provided. This decision may be appealed to the Committee

The onus is on the applicant to provide appropriate medical proof from their GP/consultant or nominated practitioner at their own expense, which may be required be brought to any Committee hearing. The Committee may consider issuing a licence if they are satisfied that the report shows a clean bill of health, and that the applicant is a fit person to recommence driving and is deemed to be of no threat to the public.

If the Committee has any doubts over the applicant's fitness, then the application should be adjourned or refused until further evidence can be produced by the applicant to overcome these doubts.

Existing Licence Holders

Any existing licence holder who's driving licence has been revoked or refused on medical grounds by the DVLA or who has received an offence of driving a vehicle after failing to notify a disability or a false declaration about fitness and medical health, should expect their renewal application to be rejected by the Licensing Services Manager, until medical proof of current fitness can be provided. This decision may be appealed to the Committee.

If evidence to the above is not declared, but is discovered by officers, the driver must attend a meeting of the Regulatory to explain why they failed to declare it.

All licensed drivers must submit to a medical inspection every three years by either their own GP/consultant or one of the two nominated medical practitioners. However, if at any time the Licensing Services Manager or the Committee feel that a medical condition has arisen or an existing one has deteriorated since a previous medical was taken, an additional medical report may be required to be obtained at the driver's own expense.

CAUTIONS

New applicants

If an applicant has received a caution for a traffic offence, depending upon the nature of the offence, the applicant may be given a warning as to their future conduct by the Licensing Services Manager when the licence is issued.

Existing Licence Holders

If an existing driver has received a caution for a traffic offence, depending upon the nature of the offence, they should be given a warning as to their future conduct by the Licensing Services Manager.

If evidence to the above is not declared, but is discovered by officers, the drivers must attend a meeting of the Regulatory committee where they must explain why they failed to declare the caution.

INSURANCE OFFENCES

New applicants

The Council takes a serious view of convictions for driving or being in charge of a vehicle without insurance. An isolated incident in the past may not necessarily bar an applicant from being issued a licence.

Any new applicant who has convictions for driving or being in charge of a vehicle without insurance should expect their application to be rejected by the Licensing Services Manager. This decision may be appealed to the Committee.

One or more conviction for these offences should raise serious doubts as to an applicant's suitability to hold a hackney carriage or private hire licence and the Committee may choose to reject the application for a licence.

If an applicant's driving licence has been suspended for these offences, at least 3 years should elapse (after restoration of the DVLA driving licence) conviction free, before an applicant, who has been disqualified from driving for insurance offences, is considered for a hackney carriage or private hire licence.

Existing Licence Holders

The Council takes a serious view of convictions for driving or being in charge of a vehicle without insurance by one of its licensed drivers. An isolated incident may not always result in their licence being revoked or suspended.

More than one conviction for these offences would raise serious doubts as to the driver's continuing suitability to hold a hackney carriage or private hire licence.

Any existing licence holder who committed one of these offences will be required to appear before the Committee to explain their convictions. The Committee then has the option to:

- Take no further action
- Give a written warning
- Suspend the Licence upon conditions or for a period of time
- Revoke the licence.

In the case of an existing licensed driver being disqualified from driving for an insurance conviction, at least 3 years should elapse (after restoration of the DVLA driving licence) conviction free, before they are considered a suitable person to re-apply for a hackney carriage or private hire licence.

SEXUAL OFFENCES

New applicants

As hackney carriage and private hire drivers often carry unaccompanied passengers, any new applicants with convictions, or cautions, for soliciting, importuning, indecent exposure, or any sexual offence, should expect their application to be rejected by the Licensing Services Manager. This decision may be appealed to the Committee. New applicants will be refused a licence until they can show a substantial period (usually between 7 and 12 years) free from any such conviction.

Existing Licence Holders

Any existing licence holder charged with or convicted of a sexual offence or issued with a formal caution whilst licensed with the authority, will be required to attend a hearing of the Regulatory Committee. Depending on the nature of the conviction, the Committee may:-

- Take no further action
- Issue a written warning
- Suspend the Licence
- Revoke the licence

New applicants and existing drivers (both).

The following guidelines illustrate the council's stance on rehabilitation periods after an applicant or existing driver has been convicted of a sexual/indecency offence. An applicant or existing licence holder should presume that for:

- **Rape** - Licence will be revoked / refused until a minimum period of 12 years conviction free after conviction has elapsed.
- **Indecent Assault** - Licence will be revoked / refused until a period of 10 years conviction free after conviction has elapsed.
- **Gross Indecency with a Female** - Licence will be revoked / refused until a period 8 years conviction free after conviction has elapsed.
- **Gross Indecency with a Male** - Licence will be revoked / refuse until a period of 8 years conviction free after conviction has elapsed.
- **Indecent Assault on a Child** - Licence should be revoked / refused. (Where a conviction contained within schedule 4 of the Criminal Justice and Court Services Act 2000 (Offences against children or where the individual appears on the Protection of Vulnerable Adults list, the licence will also be revoked / refused).
- **Buggery** – Licence should be revoked / until a period of 8 years conviction free after conviction has elapsed.

DRUNKENNESS

This section has been divided into two separate sections; drink driving with a motor vehicle and drunkenness without a motor vehicle. Both sections apply to new applicants as well as existing licence holders.

With a Motor Vehicle

The Council views driving or being in charge of a vehicle whilst under the influence of alcohol as a serious offence.

The offences that apply to this section include:

- Driving or attempting to drive with alcohol above the limit
- In charge of a vehicle, driving or attempting to drive when unfit through drink
- Refusal to provide a specimen of breath or blood for analysis

New applicants

Although an isolated incident will not, necessarily, debar an applicant. Any applicant with a single conviction for any drink driving offence should expect their application to be rejected by the Licensing Services Manager until a period of 2 years has elapsed after the restoration of their DVLA licence. This decision may be appealed to the Committee

Any applicant with more than one conviction for any drink driving offence should expect their application to be rejected by the Licensing Services Manager until a period of 5 years has elapsed after the restoration of their DVLA licence. After this period a medical may be required. This decision may be appealed to the Committee

Existing Licence Holders

A licensed driver found guilty of driving passengers for hire and reward whilst under the influence of drink or of refusing to provide a specimen of breath or blood for analysis will be required to hand in his hackney carriage/private hire licence immediately. The Licensing services Manager in consultation with head of Legal Services has delegated powers to revoke the licence with immediate effect. This decision may be appealed directly to the magistrates Court. A new application will not normally be considered until a period of 5 years has elapsed after restoration of the DVLA licence.

A licensed driver found guilty of offences relating to drink driving, but not when driving for hire or reward will be required to hand in their hackney carriage/private hire licence immediately. The Licensing services Manager in consultation with head of Legal Services has delegated powers to revoke the licence with immediate effect. This decision may be appealed directly to the magistrates Court. A new application will not normally be considered until a period of 2 years has elapsed after restoration of the DVLA licence.

Without a Motor Vehicle

New applicants

An isolated conviction for drunkenness not associated with a motor vehicle will not necessarily result in an application being refused, but the applicant may be required to appear before the Committee hearing to explain their convictions

Existing Licence Holders

An isolated conviction for drunkenness not associated with a motor vehicle by a licensed driver will not necessarily result in any action being taken, but existing licence holder who committed one of these offences will be required to appear before the Committee hearing to explain their convictions

DRUG OFFENCES

A very serious view is taken of any drug related offence is taken by the Council.

New applicants

Any new applicant with a conviction for a drug related offence should expect their application to be rejected by the Licensing Services Manager until a period of at least 3 years free of convictions before an application is considered. If the applicant was required to undergo detoxification treatment, a period of 5 years free from conviction after the end of treatment is required. If the applicant has had more than one conviction for a drugs related offence no application will be considered for a minimum of 7 years. This decision may be appealed to the Committee

Any new applicant with who has served a custodial sentence for a period of 5 years or more for supplying controlled drugs should expect their application to be rejected by the Licensing Services Manager until 5 years after the sentence has been served.

In all instances, before an application is considered, a specialist medical examination will be required with negative urine screen for drugs or abuse.

Existing Licence Holders

A hackney carriage/private hire driver or operator found guilty of driving whilst under the influence of drugs, or convicted of any other drug-related offence should expect to have their licence revoked immediately by the Licensing Services Manager in consultation with head of Legal Services under delegated powers. This decision may be appealed directly to the magistrates Court

At least five years should elapse from conviction before a new application by that person will be considered and a specialist medical examination will be required with negative urine screen for drugs or abuse.

VIOLENCE

As hackney carriage/ private hire drivers maintain close contact with the public, any convictions for violence will be taken very seriously.

New applicants

An application will be refused by the Licensing Services Manager for the following offences, regardless of the period of time lapsed after the date of conviction. This decision may be appealed to the Committee:

- Murder
- Manslaughter
- Causing death by reckless driving, including:
- Causing death by reckless driving when unfit through drugs:
- Causing death by careless driving when unfit through drink
- Causing death by careless driving with alcohol level above the limit
- Causing death by careless driving then failing to supply a specimen for analysis
- Manslaughter or culpable homicide while driving a vehicle
- Causing death by dangerous driving

An application will be refused by the Licensing Services Manager where the applicant has a conviction for one of the following offences and where the conviction is less than 10 years prior to the date of application. This decision may be appealed to the Committee:

- Arson
- Malicious wounding or grievous bodily harm which is racially aggravated
- Actual bodily harm which is racially aggravated
- Grievous bodily harm with intent
- Robbery
- Racially-aggravated criminal damage

An application will be refused by the Licensing Services Manager where the applicant has a conviction for one of the following offences and where the conviction is less than 8 years prior to the date of application. This decision may be appealed to the Committee:

- Grievous bodily harm
- Racially-aggravated s.4 Public Order Act 1986 offence (fear or provocation of violence)
- Racially-aggravated s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
- Racially-aggravated harassment
- Racially-aggravated fear of violence

An application will be refused by the Licensing Services Manager where the applicant has a conviction for one of the following offences and where a conviction is less than 5 years prior to the date of application. This decision may be appealed to the Committee:

- Common assault
- Common assault which is racially-aggravated
- Assault occasioning actual bodily harm
- Assault on the police
- Affray
- Riot
- Obstruction
- Possession of offensive weapon
- Possession of firearm
- Criminal damage
- Violent disorder
- Resisting arrest

Existing Licence Holders

An existing licence holder who is found guilty of the following offences, will have his licence revoked by the Licensing Services Manager in consultation with head of Legal Services under delegated powers. This decision may be appealed directly to the Magistrates Court

- Murder
- Manslaughter
- Causing death by reckless driving, including:
- Causing death by reckless driving when unfit through drugs:
- Causing death by careless driving when unfit through drink
- Causing death by careless driving with alcohol level above the limit
- Causing death by careless driving then failing to supply a specimen for analysis
- Manslaughter or culpable homicide while driving a vehicle
- Causing death by dangerous driving
- Arson
- Malicious wounding or grievous bodily harm which is racially aggravated
- Actual bodily harm which is racially aggravated
- Grievous bodily harm with intent
- Grievous bodily harm
- Robbery
- Racially-aggravated criminal damage
- Racially-aggravated s.4 Public Order Act 1986 offence (fear or provocation of violence)
- Racially-aggravated s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
- Racially-aggravated harassment
- Racially-aggravated fear of violence

An existing licence holder who is found guilty of the following offences, will be referred to the Committee by the Licensing Services Manager

- Common assault
- Common assault which is racially-aggravated
- Assault occasioning actual bodily harm
- Assault on the police

- Affray
- Riot
- Obstruction
- Possession of offensive weapon
- Possession of firearm
- Criminal damage
- Violent disorder
- Resisting arrest

POSSESSION OF A WEAPON

New applicants

Any new applicant who has been convicted for possession of a weapon or any other weapon-related offence should expect their application to be rejected by the Licensing Services Manager. This decision may be appealed to the Committee.

Existing Licence Holders

An existing licence holder who is convicted for possession of a weapon or any other weapon-related offence, will be referred to the Council's Regulatory Committee by the Licensing Services Manager

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, for example, by demanding more than the legal fare or giving incorrect change. Overseas visitors can be confused by the change in currency and become "fair game" for an unscrupulous driver. Similarly, any customer can be defrauded by a driver taking them by any other than the shortest route or by them retaining any lost property left in their vehicle.

Members of the public entrust themselves to the care of drivers both for their own safety and for fair dealing. For these reasons a serious view is taken at any convictions involving dishonesty.

New applicants

Any new applicant who has been convicted for the following offences should expect their application to be rejected by the Licensing Services Manager. This decision may be appealed to the Committee.

- Theft
- Burglary
- Fraud
- Benefit fraud
- Handling or receiving stolen goods
- Forgery

- Conspiracy to defraud
- Obtaining money or property by deception
- Other deception

Existing Licence Holders

An existing licence holder who is convicted for the above offences, will be referred to the Committee by the Licensing Services Manager

COMPLAINTS AGAINST DRIVERS

Complaints are frequently made against hackney carriage and private hire drivers. Such complaints include refusal to assist a disabled passenger, use of abusive language or refusal to accept a fare or threatening or failing to respond to a reasonable request by officers. Such complaints should be considered first by the Licensing Officer for consideration as to the nature of the complaint being serious enough to be forwarded to the committee.

The committee should then consider the complaint together with any history of complaints made against the driver to assess any patterns. On the basis of the evidence, the Committee should consider whether the driver is a fit and proper person to hold such a licence.

APPEALS

Any applicant refused a driver's licence on the grounds that the Committee is not satisfied they are a fit and proper person to hold such a licence, or who has had their licence suspended, revoked or had a condition attached with which they disagree has a right of appeal to the magistrates' court within 21 days of the notice of decision

GLOSSARY

<u>Appeal</u>	A means by which a Committee hearing decision can be reviewed by the Magistrates Court or the Crown Court. the decision of the Committee may be upheld or overturned.
<u>Caution</u>	A signed admittance of guilt of committing an offence where no further action is taken at that time. It may be taken into account in the case of re-offending.
<u>Committee</u>	Local Councillors gathered together to consider the suitability of a person to hold a taxi related licence. Any reference to "Committee" will be classed as the Regulatory Committee for the purposes of Licensing.
<u>Conviction</u>	Judicial determination that someone is guilty of a criminal offence

<u>Fit and Proper Person</u>	A person who is of no threat to the general public, has a good character and is therefore deemed fit and suitable to hold a licence.
<u>Hackney Carriages</u>	A vehicle that can carry passengers for hire or reward, can be hailed by a prospective passenger and can park on a rank to await the approach of passengers; a car available for public hire.
<u>Mitigating Circumstances</u>	The conditions surrounding a conviction. These conditions may alter the perceived seriousness of a crime.
<u>Plying for Hire</u>	To actively invite or respond to a hail for a taxi with the intent to charge a specific fare for the service.
<u>Private Hire Vehicles</u>	A car which must be pre-booked with a private hire operator. This type of vehicle cannot stand in a rank or ply for hire.
<u>Proprietor</u>	The person in possession of a vehicle which is the subject of a hiring agreement or hire purchase agreement.
<u>Operator</u>	This is the business, which in this country can cover anything from a one person business up to the largest firm in the country, which runs 2,500 vehicles.
<u>Rehabilitation</u>	The period to which the standing authority feels a person has repented their crimes.
<u>Revoke</u>	To take back something for an indefinite period of time.
<u>Suspend</u>	To hold something away from its owner for a period of Time.
<u>Written Warning</u>	A letter advising that although an offence was not serious enough to have warranted the suspension or revocation of the licence, the offence committed is unacceptable and has caused concern to the committee as to the person's suitability to hold such a licence. If, in the future, similar behaviour is exhibited, the consequences could be much more severe, possibly leading to the suspension of the licence.