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To: All Members of the **LICENSING COMMITTEE**

The following papers have been added to the agenda for the above meeting.

They were not available for publication with the rest of the agenda.

Yours sincerely

Damian Roberts

Chief Executive

SUPPLEMENTARY PAPERS

		Pages
4	Hackney Carriage (Taxi) and Private Hire Licensing Policy 2021-2026	3 - 12
	<ul style="list-style-type: none">• Imran Quasid – Email Representation• Paul Holliday – Email Representation• Appendix 11 to the Proposed Policy – Guidance for Drivers and Operators Covid-19	
6	Review of Hackney Carriage (Taxi) and Private Hire Licensing Fees	13 - 14
	<ul style="list-style-type: none">• Timeline for actions – Fee Setting	
10	Covid-19 Update	

To receive an update from the Executive Head of Community.

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Guidance for Drivers and Operators – COVID-19

Carrying out a COVID-19 risk assessment – drivers

As a self-employed driver of a vehicle you must conduct a risk assessment to understand the risks and what you can do about them. You should think about how you work and ways you can protect yourself and your passengers. For more guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

As a driver, you do not have to write anything down about your risk assessment.

As part of the risk assessment you undertake, you may decide you want to install a safety screen behind the front row seats to separate yourself from the passengers in the rear of the vehicle. The decision on whether to use a screen rests with you and the local licensing authority. If you decide to fit one, guidance on how to choose and fit a screen safely in a vehicle is available.

<https://www.gov.uk/government/publications/coronavirus-covid-19-safety-screens-for-taxis-and-phvs>

NHS COVID-19 app

To help control the spread of COVID-19, drivers should download and use the NHS COVID-19 app <https://covid19.nhs.uk/>

Picking up passengers

Before a passenger enters your vehicle, you should ask if they have:

- Coronavirus symptoms – a fever, new cough or loss of smell or taste
- Had a positive coronavirus test in the last 10 days

You should refuse service if they have.

You should wash or sanitise your hands if you come into contact with a passenger or their luggage. You should do this before and after contact.

You must continue to provide support to disabled passengers to safely enter and exit your vehicle. You must continue to assist disabled passengers with their luggage and mobility equipment.

Show passengers your face while socially distancing so that they can identify you as their driver.

To help control the spread of the virus, you should remind passengers of the rules on social distancing in place, but you do not have to refuse to carry them.

In the vehicle

Passengers must wear a face covering in a taxi or PHV, unless they are exempt. You can refuse to take a passenger if they are not wearing a face covering and they are not exempt. Passengers do not have to provide proof that they are exempt.

You do not have to wear a face covering, but we recommend that you do if it does not affect your ability to drive safely. Your licensing authority or operator may ask you to wear a face covering. You should follow their guidance if it does not affect your ability to drive safely.

You may need to remove your face covering in order to communicate with passengers who are deaf or hard of hearing.

You should ask passengers to sit as far from you as possible or put a mark where you would like them to sit. Where possible they should not sit in the front of the vehicle.

Open windows when carrying passengers and/or use the car's vents to bring in fresh air from outside. You should not use the recirculated air option for the car's ventilation system when carrying passengers.

End of journey – leaving the vehicle

Take contactless payment if you can.

If not, you should wash your hands with soap and water or sanitiser after handling money.

You should remind passengers to wash or sanitise their hands after the journey.

Preparing your vehicle for the next passenger

COVID is carried in the air by tiny droplets. Larger droplets can land on surfaces they touch. Smaller droplets (called aerosols), can stay in the air for at least 5 minutes and often much longer if there is no ventilation.

Between every journey you should:

- clean those parts of your vehicle that you or passengers may have touched, for example, door handles, payment devices, protective screens, buttons, seats
- open doors / windows to ventilate the car for 5 minutes
- wash your hands for at least 20 seconds or use hand sanitiser

If you have coronavirus symptoms or have been told to self-isolate

You should not work if you have coronavirus symptoms or you have been told to self-isolate. If you have coronavirus symptoms you should get a test as soon as possible. You should stay at home until you get the result.

Financial help for drivers

If you are told to self-isolate by NHS Test and Trace, you may be entitled to a payment of £500 from your local council under the Test and Trace Support Payment scheme.

Self-employed drivers may also be eligible for:

- the self-employed income support scheme <https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme>
- the coronavirus business interruption loan scheme <https://www.gov.uk/guidance/apply-for-the-coronavirus-business-interruption-loan-scheme>
- a coronavirus bounce back loan <https://www.gov.uk/guidance/apply-for-a-coronavirus-bounce-back-loan>

If you are clinically extremely vulnerable and have received a formal shielding notification, you are entitled to either Statutory Sick Pay or Employment Support Allowance.

Read more about coronavirus (COVID-19): what to do if you are self-employed and getting less work or no work <https://www.gov.uk/guidance/coronavirus-covid-19-what-to-do-if-youre-self-employed-and-getting-less-work-or-no-work>

PHV operators and taxi intermediaries

Carrying out a COVID-19 risk assessment – operators and intermediaries

PHV operators and taxi intermediaries that are employers must carry out a risk assessment in line with government guidance. <https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#risk-assessment>

If you have fewer than 5 employees including non-drivers (dispatchers, booking agents etc.), you don't have to write anything down as part of your risk assessment.

Providing health information to drivers and passengers

You should provide health information to drivers and passengers through your smartphone apps, text message and displaying posters within operating centres. You should also:

- encourage the drivers you work with to read the drivers guidance
- display posters to remind drivers and passengers of hygiene good practice
- share messages to encourage drivers and passengers to download and use the NHS COVID-19 app
- remind passengers of social distancing rules when they make a booking
- make clear to passengers that unless they are exempt, they must wear a face covering at all times when in the vehicle
- remind passengers to wash their hands for at least 20 seconds or use hand sanitiser before entering the vehicle

Drivers do not have to wear a face covering, but we recommend that they do if it does not affect their ability to drive safely.

Ride-sharing or pooled ride services should not be provided online or at taxi ranks.

Financial help for PHV operators and taxi intermediaries

Businesses and self-employed drivers may be eligible for:

- the Coronavirus Business Interruption Loan scheme
- a coronavirus Bounce Back loan

Find out what financial support schemes you may be eligible for <https://www.gov.uk/business-coronavirus-support-finder>

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Eddie Scott

Subject: Electric Vehicles

From: Imran Quasid [REDACTED]
Sent: 11 May 2021 13:44
To: Licensing Team <Licensing@surreyheath.gov.uk>
Subject: Electric Vehicles

Hi Paula

Hope your well.

I was wondering if you could let me know the council position and legislation towards electric private hire and hackney carriage vehicles. Is there still a time limit on these vehicles and/or a minimum range required. I was looking to invest in these vehicles to become more sustainably and reduce our carbon footprint but would like more information on the council guidelines. Although there is a government grant for these vehicles, they are considerably more expensive so will need to find out if it would be financially viable.

Kind Regards

Imran
Camberley Taxis

Sent from [Mail](#) for Windows 10

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Eddie Scott

To: Licensing Team
Subject: RE: [EXTERNAL] Hackney Carriage and Private Hire Licensing Policy Consultation

From: Holliday, Paul [REDACTED]
Sent: 11 May 2021 17:16
To: Paula Barnshaw <Paula.Barnshaw@surreyheath.gov.uk>
Subject: FW: [EXTERNAL] Hackney Carriage and Private Hire Licensing Policy Consultation

Hello Paula,

Lots of good stuff in your policy that I will steal when I look at ours later this year. I will try and find the time to complete the consultation, but just thought I'd quickly mention that (on page 86) it refers to attaching conditions to a HC driver licence. Unfortunately I do not believe you can do this, as there is no statutory condition to allow this, hence why most councils dual licence so they can attach conditions via the pH driver licence. Let me know if I need putting straight, but thought it worth an early shout.

Regards

Paul

From: Licensing Team <Licensing@surreyheath.gov.uk>
Sent: 11 May 2021 16:44

[REDACTED]

Subject: [EXTERNAL] Hackney Carriage and Private Hire Licensing Policy Consultation

Warning: email from outside of MVDC - if in any doubt do not open links or attachments, or carry out requested actions

Good afternoon all,

CONSULTATION Draft Hackney Carriage (Taxi) and Private Hire (PH) Licensing Policy 2021-2026

In July 2020 the Department for Transport (DfT) issued Statutory Taxi and Private Hire Standards. The document recommends that all councils make publicly available a cohesive policy document that brings together all their procedures on Taxi and PH licensing.

In response Surrey Heath has put together a draft Hackney Carriage (Taxi) and Private Hire (PH) licensing Policy, (The Policy), which brings together all of our relevant current Taxi policies and

procedures in one cohesive document. The draft Policy builds on our current good practice and acknowledges the potential impact that licensed vehicles may have on the environment.

The Council aims to ensure that licensed vehicles are of a good, safe standard. This includes an aim to minimise the impact of their emissions on both the public and the environment. Section 7 the draft Policy sets minimum standards for vehicles licensed in the Borough for both vehicle age and emissions, it is anticipated that these would replace our current standards.

We are also introducing a number of additional requirements that may affect the trade. Our aim is to minimise the costs to the trade whilst improving the service provided.

These requirements are set out below:

- Driver code of conduct and dress code
- Big face badge to be placed on dashboard
- Purpose built full hybrid, or plug in hybrid must have a minimum range of 16km (10 miles) using battery power only, a full electric vehicle must have minimum range of 112km (70 miles)
- A written HPI check on application (status of outstanding finance/ insurance write-off)
- Plate exemption criteria – proprietor must provide evidence that 80% of jobs are for a specified customer(s) and vehicles must be a certain type
- Taxi roof light to have TAXI on one side and Surrey Heath Borough Council TAXI on the other
- Replacement auto lamps to be kept in the vehicle
- No meters in Private Hire Vehicles from 01/04/2022
- Card payment terminals in all Taxis to enable contact less payment
- Vehicles with a 3rd row of seats must have adequate legroom and headroom and a gap of 300mm at the narrowest point to allow ease of egress
- Wheelchair accessible vehicles must have M1 classification on V5C and must comply with EC Whole Vehicle Type Approval
- Covid-19 considerations- advice to drivers and operators is provided.

Before finalising our new Policy it is recommended that we consult on proposed changes in licensing rules that may have significant impacts on passengers and/or the trade. We are therefore seeking your views on the proposed draft Policy which can be viewed on our website [Hackney Carriage \(Taxi\) and Private Hire Licensing Policy 2021-2026 | SURREY HEATH BOROUGH COUNCIL](#)

Have your say by emailing your comments to licensing@surreyheath.gov.uk by 21 June 2021. Alternatively you can write to the licensing team at the Council offices by the same date.

Once adopted we will keep the Policy under review and formally review it every 5 years. The Policy will be updated as appropriate.

If you would like further information on this consultation please email the Licensing team licensing@surreyheath.gov.uk .

Yours faithfully,

Paula Barnshaw
Senior Licensing Officer

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Timeline for updating Fees - including Statutory Steps which must be followed.											
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	March	April	
Licensing Committee- Consider Methodology for Calculating Fees	29th										
Exec Head of Community in Consultation with Portfolio Holder agree proposed methodology.		Week Commencing 2nd August									
Officer Time Recording	Officers carry out time recording for minimum 3 month period. Making any recommended amendments as necessary.										
Licensing Committee consider Proposed Revised Fees following time recording.				20th October							
Executive Head in Consultation with Portfolio Holder approve Proposed Revised Fees				Week Commencing 25th October							
Notice Placed in Local Paper -28 days allowed for Objections					Notice placed in newspaper week commencing 29th November - 28 days allowed to receive objections.						
No Objections received						Fees become operative at end of 28 day period. Intend to apply them from 1st April 2022.					
Objections received: Licensing committee consider Objections within 2 Months of end of Notice Period								16th February			
Recommended Fees are considered by Executive Head of Community in consultation with Portfolio holder and Executive Head of Finance.								Week Commencing 21st February. Consider and approve recommended fees			
New Fees are applied										1st April 2022	

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