




Surrey Heath Borough Council Scheme of Delegation of Functions to Officers

Urgent Action Form – Regulatory Function

Consultation by Chief Executive or Executive Head of Service or Head of Service involved with relevant Chairman (or Vice Chairman) of the relevant Committee

| | |
|---|--|
| To Councillor | Vivienne Chapman |
| Chairman of | Licensing |
| Proposal | To issue renewal driver licences without a medical report |
| Background | Licensed drivers with appointments for a taxi driver medical's have informed Licensing that appointments are cancelled due to the strain on NHS services by COVID-19. |
| Options | Request drivers to sign the declaration attached, issue driver's licence and badge for a period of 6 months. |
| Risk of delaying the decision | <p>Driver's that require a medical to renew will be unable to work and the licence will lapse, they will be unable to drive the licensed vehicle.</p> <p>The policy is to treat lapsed drivers as new applicants with the requirement to provide certificates and documents including DBS, DVSA test, medical etc., costly to the driver.</p> <p>The majority of driver's who require a medical to renew will be aged 65 and over, they may have been "grandfathered" in, in which case they have not previously sat a knowledge test or completed a taxi driver practical test.</p> |
| Legal advice | |
| Resource implications | Drivers who lapse and then reapply as new applicants is time consuming and officer resource dependant, licensed drivers are unable to work for an extended period. |
| Contact Officer for further information | Paula Barnshaw 01276 707625- |

| | |
|---|--|
| Decision Making Officer – Chief Executive/ Relevant Executive Head | |
|---|--|

Signed  Deputy Chief Executive Dated 18/3/2020

I agree with the above action proposed

Signed V. E. Chapman Dated
Chairman of Licensing Committee 18/3/2022

Application to issue PHD/HCD Badge before all enquiries are complete

| | |
|--------------|--|
| Name | |
| Address | |
| Email | |
| Badge Number | |

Please state reason in box below why you are unable to provide a medical at this time.

| |
|--|
| |
|--|

Declaration

I confirm that any changes in my medical condition or medication since the issue of my PH/HC driver licence are listed in the box below: (If there are no changes please write "None"). Please provide copies of any supporting documents you may have.

I understand that if I make a false declaration my licence will be suspended or revoked.

By signing and returning this form, I consent to a review of my PHD/HCD licence by a Licensing Officer to see if my Driver Badge can be issued whilst waiting for the medical to be completed.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

File notes

Correspondence to: Licensing Officer, Surrey Heath Borough Council, Surrey Heath House, Knoll Road, Camberley GU15 3HD

Telephone: 012476 707100 (9am-4pm)

Email: Licensing@surreyheath.gov.uk

FOR OFFICE USE ONLY:

| | | | |
|-------------------|--|------|--|
| Officer Signature | | Date | |
| Issued Yes/No | | Date | |