

BRENTWOOD BOROUGH COUNCIL

LICENSING OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVERS

**POLICY STATEMENT ON THE PROCESSING OF APPLICATIONS FOR COMBINED
HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVER'S LICENCES**

1. Brentwood Borough Council intends to comply fully with the Criminal Records Bureau (CRB) Code of Practice and undertakes to treat all applications for a Combined Hackney Carriage & Private Hire Vehicle Driver's Licence (taxi drivers) fairly, within the constraints of the duty placed upon it by the Local Government (Miscellaneous Provisions) Act 1976.
2. The Council is committed to the fair treatment of applicants regardless of race, gender, religion, sexual orientation, responsibility of dependents, age, physical/mental disability or offending background.
3. The Council has a written policy with regard to the granting of licences. This is made available to prospective applicants.
4. It is deemed that, because a driver will be in a position which involves working with children and contact with vulnerable adults, all applicants will be required to provide a Disclosure. Details are provided within the application documents.
5. At the initial stage of the application for a Combined Hackney Carriage & Private Hire Vehicle Driver's Licence applicants will be required to provide a completed Disclosure application form.
6. Applicants for a Combined Hackney Carriage & Private Hire Vehicle Driver's Licence, as taxi drivers, are included in the Exemption Schedule to the Rehabilitation of Offenders Act 1974. Any convictions may be taken into account when applying the fitness and propriety test imposed by Section 51 and 59 Local Government (Miscellaneous Provisions) Act 1976.
7. All those engaged in the licensing regime who are involved in the process of determining applications will be given guidance and appropriate training to assess the relevance and circumstances of offences.
8. Before an application is determined by the Council's Licensing/Appeals Committee, the applicant will be given an opportunity to make a written or oral presentation in support of his application. He may be legally represented or have a friend present.
9. The Council makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and a copy is available on request.
10. Having a criminal record will not necessarily prevent the issue of a licence. Each application will be considered on its merits and the principle of proportionality will apply.

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