

Appendix 2 - Current and Proposed Policy if Service Improvement Plan points are implemented.

Please note that the final wording is subject to change. It is presented here to demonstrate the draft proposal and to highlight the sections of the policy which will be impacted in the Private Hire and Hackney Carriage Licensing Policy “The Policy Handbook”, April 2022.

Issue raised	Request made by the trade –  <b>Medicals are completed by Sandwell Hospital, Occupational Health Department, trade want to use other Doctors which will reduce costs for them.</b>	
April 2022 Policy Handbook page number and section number	Current Policy	Proposed Policy wording if Standards adopted
Page 11 2.1	<b>Medical with the Council's approved Doctor (Must be less than 1 month old)</b>	Medical with the applicant's registered General Practitioner (GP) or any GMC registered GP/Medical Practitioner who confirms in writing that they have seen the applicant's medical records. The certificate must be less than 1 month old and include the GMC registration number of the certifying GP/Medical Practitioner.
Page 13 2.3	In order to ensure the safety of both you and your passengers, you will have to successfully complete a medical assessment. The medical is carried out to DVLA Group 2 Medical Standards.  <b>All applicants must be medically examined by the Council's authorised Medical Examiner every 3 years.</b> In the case of applicants over the age of 65 years, a medical examination is required annually.	In order to ensure the safety of both you and your passengers, you will have to successfully complete a medical assessment. The medical is carried out to DVLA Group 2 Medical Standards.  All applicants must be medically examined by their registered General Practitioner (GP) or any GMC registered GP/Medical Practitioner every 3 years, and they must confirm in writing that they have seen the

	<p>In some cases, the <b>Medical Examiner</b> may determine that individual applicants are examined on a more regular basis.</p> <p>When attending for your Medical Examination you must take with you a copy of your medical history for the past two years and a list of any medication that has been prescribed to you. Any costs incurred in obtaining this information from your GP must be met by you. If you wear glasses or corrective lenses you must also produce a copy of your latest prescription.</p> <p>If you are an existing licence holder and the <b>Medical Examiner</b> determines that you are not fit to drive a licensed vehicle, your licence will be suspended with immediate effect on the grounds of public safety.</p>	<p>applicant's medical records. The certificate must be less than 1 month old and include the GMC registration number of the certifying GP/Medical Practitioner.</p> <p>In the case of applicants over the age of 65 years, a medical examination is required annually.</p> <p>In some cases, the GP/Medical Practitioner may determine that individual applicants are examined on a more regular basis.</p> <p>When attending for your Medical Examination you must take with you a copy of your medical history for the past two years and a list of any medication that has been prescribed to you. Any costs incurred in obtaining this information from your GP must be met by you. If you wear glasses or corrective lenses you must also produce a copy of your latest prescription.</p> <p>If you are an existing licence holder and the GP/Medical Practitioner determines that you are not fit to drive a licensed vehicle, your licence will be suspended with immediate effect on the grounds of public safety.</p>
<p>Page 13 2.3</p>	<p><b>The Council's authorised Medical Examiner is located at Sandwell &amp; West Birmingham Hospitals NHS Trust, Occupational Health &amp; Wellbeing Service, Courtyard Garden, Sandwell General Hospital, Lyndon, West Bromwich, West Midlands. B71 4HJ</b></p>	<p>To be removed if the above changes are to be approved.</p>

Page 13 2.3	<b>Medical Fitness Certificates from any other source will NOT be accepted by the Council.</b>	Remove if the above changes are to be approved.
Page 13 2.3	<b>The procedure for taking the medical is included in the application pack which can be downloaded from the council's website</b> <a href="http://www.sandwell.gov.uk/taxi">http://www.sandwell.gov.uk/taxi</a>	Remove if the above changes are to be approved.
Page 22 2.12	<b>You have not passed the Council's medical examination undertaken by the nominated provider.</b>	You have not passed a Group 2 medical examination undertaken by a GMC registered GP/Medical Practitioner.
Page 29 2.20	<b>b. The licence holder will successfully complete a medical examination on a 3 yearly basis. On attaining the age of 65, the licence holder shall complete the medical on an annual basis. Certain medical conditions may result in the Medical Officer requiring the licence holder to undergo more frequent examinations, at the licence holder's expense.</b>	<b>b. The licence holder will successfully complete a medical examination on a 3 yearly basis. On attaining the age of 65, the licence holder shall complete the medical on an annual basis. Certain medical conditions may result in the certifying GMC registered GP/Medical Practitioner requiring the licence holder to undergo more frequent examinations, at the licence holder's expense.</b>
Page 29 2.20	Missing wording in current policy for this situation.	<b>c. Should an authorised officer of the Council have reason to believe that a licensed hackney carriage or private hire vehicle driver has a medical condition that renders them unfit to drive, this includes but is not restricted to alcohol or drug misuse, a further independent medical examination will be requested, to a standard set by the Council, at a cost to the applicant.</b>  Addition to current policy as there is nothing in current policy to cover this situation or circumstance.

<p>Page 106 7.5.4</p>	<p>(i) to produce a certificate signed by a registered <b>medical practitioner</b> to the effect that he is physically fit to be the driver of a hackney carriage or a private hire vehicle; and</p> <p>(ii) whether or not such a certificate has been produced, to submit to examination by a registered <b>medical practitioner</b> selected by the district council as to his physical fitness to be the driver of a hackney carriage or a private hire vehicle;</p>	<p>(i) to produce a certificate signed by a GMC registered GP/Medical Practitioner to the effect that he is physically fit to be the driver of a hackney carriage or a private hire vehicle; and</p> <p>(ii) whether or not such a certificate has been produced, to submit to examination by a GMC registered GP/Medical Practitioner selected by the district council as to his physical fitness to be the driver of a hackney carriage or a private hire vehicle;</p>
<p><b>Issue raised</b></p>	<p><b>Request made by the trade –</b></p> <p><b>Garage appointments can't be booked without payment, payment is too slow and the wait time for appointments is too long. Can we use other garages like other Local Authorities?</b></p>	
<p>April 2022 Policy Handbook page number and section number</p>	<p>Current Policy</p>	<p>Proposed Policy wording if Standards adopted</p>
<p>Page 41 3.3</p>	<p>When you submit the application, <b>you will be given an appointment for the vehicle to be tested.*</b></p> <p><b>You should attend the garage appointment on time with the vehicle clean and tidy, and in a suitable condition for use as a Hackney Carriage or Private Hire Vehicle. If the interior, including boot area, or exterior of the vehicle are dirty the vehicle examiner may refuse to carry out the test and you will have to pay for the vehicle to be re-inspected</b></p>	<p>When you submit the application, you are required to upload a copy of your vehicle full test pass certificate as outlined at section 3.5 of the policy.</p> <p>You should book a garage appointment with one of the Councils approved providers.</p> <p>When the application has been processed and a licence is granted you will be offered an appointment to collect your Hackney Carriage or Private Hire Vehicle plates and licence.</p>

	<p>When the vehicle passes the test, you can use the drop-in service to be issued with your Hackney Carriage or Private Hire Vehicle plates and licence (subject to the application process being completed and the production of valid Private Hire/Hackney Carriage Insurance).</p> <p>If the vehicle fails the test, you can use the drop-in service to book an appointment to have the vehicle retested. You may have to pay a retest fee before this appointment can be made.</p> <p>*If the vehicle is 'Brand New', the vehicle will undergo a visual inspection by Authorised Licensing Officers only.</p>	<p>*If the vehicle is 'Brand New' as defined in section 3.5 of this policy, the vehicle will undergo a visual inspection by an Authorised Licensing Officer only.</p>
<p>Page 41 3.4</p>	<p>The renewal of a license is the applicants responsibility. If you are making a renewal application, you will receive the following information approximately six weeks before the expiry of the licence.</p> <ul style="list-style-type: none"> <li>• Notification letter, with a pre-booked appointment included.</li> <li>• An application form.</li> </ul> <p>The appointment includes both an office and a garage appointment. This means that you can make your application, pay the fee, have the vehicle tested and, subject to the vehicle passing the test, collect your new plates and licence, all in one visit.</p> <p>If you cannot attend your pre-booked appointment at the time and date given, you should telephone the</p>	<p>The renewal of a license is the applicants responsibility. If you are making a renewal application, you will receive a renewal reminder approximately six weeks before the expiry of the licence.</p> <p>At the point of submitting your application you should provide all necessary supporting documentation as outlined in the application process.</p> <p>Once your application has been received and processed, the office will contact you to make an appointment to collect your new vehicle plates.</p> <p>If you cannot attend the appointment to collect your new vehicle plates at the time and date given, you should telephone the Licensing Office immediately to</p>

	Licensing Office immediately to rearrange. Failure to do so may result in the Licensing Office being unable to offer you an alternative appointment before the expiry of your licence.	rearrange. Failure to do so may result in the Licensing Office being unable to offer you an alternative appointment before the expiry of your licence.
Page 42 3.5	Vehicle testing is carried out at the Council's Transport Depot in Waterfall Lane, Cradley Heath, on the same site as the Licensing Office. Some larger or specialist vehicles may be sent to another testing station if the Council's facility is too small to safely examine them.	Vehicle testing must be carried out by one of the garages on the Council's approved provider framework.
Page 42 3.5	<p><b>Interim Vehicle Check</b></p> <p>Interim Vehicle Checks are designed to ensure that licensed vehicles are suitably maintained throughout the lifetime of their licence. The Interim Vehicle Check lasts about half an hour and includes the taxi test. The number of Interim Vehicle Checks your vehicle will be subjected to are outlined in the table over the page. If your vehicle fails any of the tests or you fail to attend for your appointment and/or have failed to give 24 hours notice of being unable to attend, a further test fee will be required. If the application is submitted after the expiry of the licence, the vehicle will be subject to a full test.</p>	<p><b>Interim Vehicle Check</b></p> <p>Interim Vehicle Checks are designed to ensure that licensed vehicles are suitably maintained throughout the lifetime of their licence. The number of Interim Vehicle Checks your vehicle will be subjected to are outlined in the table below.</p> <p>If your vehicle fails any of the tests you will need to follow the recommendations of the garage and then re-book your vehicle to be retested. If the application is submitted after the expiry of the licence, the vehicle will be subject to a full test.</p>
Page 42 3.5	<p><b>Full Test</b></p> <p>The full test lasts about 1 hour and includes a full MOT, together with a taxi test. The taxi test covers items such as the general condition of the vehicle both in terms of the vehicles bodywork and interior condition,</p>	<p><b>Full Test</b></p> <p>The full test includes a full MOT, together with a taxi test. The taxi test covers items such as the general condition of the vehicle both in terms of the vehicles bodywork and interior condition, possible accident</p>

	possible accident damage and the examination of items such as the first aid kit and fire extinguisher.	damage and the examination of items such as the first aid kit and fire extinguisher.
Page 42 3.5	<p><b>You should ensure that you attend for your scheduled Interim Vehicle Checks, as failure to do so may result in your Licence being suspended.</b></p> <p><b>VEHICLE EXAMINATION CERTIFICATES SHALL ONLY BE VALID FOR A PERIOD OF TWO WEEKS. IF THE VEHICLE IS NOT LICENSED DURING THAT PERIOD IT WILL BE SUBJECT TO ANOTHER TEST AT THE COST OF THE APPLICANT OR LICENCE HOLDER BEFORE THE LICENCE CAN BE ISSUED.</b></p> <p><b>If a licensed vehicle fails a vehicle inspection at Waterfall Lane due to defects which warrant the licence being suspended with immediate effect, the vehicle identification plates and window stickers must be immediately removed from the vehicle and returned to the Licensing Office before the vehicle leaves the testing station.</b></p> <p><b>Likewise if a licensed vehicle is inspected by an authorised officer and that officer deems the vehicle to have serious defects which warrant an immediate suspension of the licence. The vehicle identification plates and window stickers must be immediately removed from the vehicle and handed to the authorised officer.</b></p>	<p><b>You should ensure that you undertake your Interim Vehicle Checks, as failure to do so may result in your Licence being suspended.</b></p> <p><b>VEHICLE EXAMINATION CERTIFICATES SHALL ONLY BE VALID FOR A PERIOD OF TWO WEEKS. IF THE VEHICLE IS NOT LICENSED DURING THAT PERIOD IT WILL BE SUBJECT TO ANOTHER TEST AT THE COST OF THE APPLICANT OR LICENCE HOLDER BEFORE THE LICENCE CAN BE ISSUED.</b></p> <p><b>If a licensed vehicle fails a vehicle inspection due to defects which warrant the licence being suspended with immediate effect, the vehicle identification plates and window stickers must be immediately removed from the vehicle and returned to the Licensing Office within 1 working day of the vehicle inspection.</b></p> <p><b>Likewise, if a licensed vehicle is inspected by an authorised officer and that officer deems the vehicle to have serious defects which warrant an immediate suspension of the licence. The vehicle identification plates and window stickers must be immediately removed from the vehicle and handed to the authorised officer.</b></p>
Page 58 3.16	7) The licence holder shall submit the vehicle for inspection/testing <b>by the Council's nominated testers,</b> when required.	7) The licence holder shall submit the vehicle for inspection/testing by one of the garages on the Council's approved provider framework, when required.

Page 61 3.17	6) The licence holder shall submit the vehicle for inspection/testing by the Council's <b>nominated testers</b> , when required.	6) The licence holder shall submit the vehicle for inspection/testing by one of the garages on the Council's approved provider framework, when required.
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