

	Section	Section	Current	Change to	Change	Why
Main Body	ALL				Change of effect date from 2021 to 2026.	New effect date
Main Body		Executive Summary	Details of the 2021 review		Paragraph deleted	No longer relevant
Main Body		Definitions		Updated references to DfT Guidance and Statutory standards		Both have since been updated
Main Body	1.2.2	National Guidance and Standards			Addition of a link to the best practice guidance and that it was last updated in 2023.	To ensure that the correct version of the guidance is looked at.
Main Body	1.3	Objectives			Change of link to the Medway Council Plan and addition of new objective.	Previous link didn't work. New objective is to reflect the need to ensure operational viability.
Main Body	1.4.1	Consultation and Implementation			Removal of Medway Access Group	As they no longer seem to exist.
Main Body	1.6.2	Revisions and Updates	The Authority will keep this policy and appendices under review and will consult where appropriate on proposed revisions to the policy with appendices amended when required under delegated powers.	1.6.2 Any substantial amendment to this policy, will only be implemented once authorised by the Cabinet or relevant Committee of the Council following appropriate consultation. For the purpose of this section, any substantial amendment is defined as one that: 1.6.2.1 Will have a significant financial effect on licence holders; 1.6.2.2 Will have a significant procedural effect on licence holders, or; 1.6.2.3 May not be perceived by the trade or public to be consistent with the objectives in section 1.3 of this policy 1.6.3 Any non-substantial amendments to this policy may be authorised by the Assistant Director (Legal and Governance).	Addition of paragraphs to make minor amendments with Assistant Director approval.	We want a process for minor amendments to be able to be approved by an individual, without having to go out for consultation.
Main Body	2.1.1.3	Types of Vehicle licence	Restricted Private Hire vehicles, which are technically Private Hire vehicles whose use is restricted by condition(s) placed upon the licence. In Medway, most Restricted Private Hire vehicles can only be used for contracted school runs but there are some that are restricted for executive car hire and a couple restricting journeys which commence and terminate outside the Medway area	Restricted Private Hire vehicles, which are technically Private Hire vehicles whose use is restricted by condition(s) placed upon the licence. In Medway, there are two types of restricted private hire vehicle licences. The first is for contracted school runs only and the second is for executive car hire.	Change of wording	Amended for clarity
Main Body	2.2.4	Vehicle criteria			Paragraph deleted	No longer required

Main Body	2.5	Wheelchair Accessible vehicles		In order to maintain and gradually improve the balanced nature of the licensed fleet, the Council will continue with the requirements set out in 2.5.7 and 2.5.8.	Change of wording	To show that there has been a small increase since the implementation, but the requirement should stay in order to gradually continue to the increase the numbers. Only 8% of the HC vehicles (7% of HC and PH) are WAV. (this doesn't include restricted or executive vehicles)
Main Body	2.6	Environmental Considerations			Update to wording to show that the implementation of Euro 6 was from 1 May 21 and will continue.	Clarity that this requirement is ongoing
Main Body	2.7	Vehicle testing and Interim inspections	Vehicle testing (MOT Tests)	Vehicle testing and interim inspections	Change of section name	Amendment to the title to cover interims, and addition of information regards the interim inspection process. Interims are annually to the MOT not to the new/renewal application inspection
Main Body	2.7.4	Vehicle testing	The Council currently allows these routine MOT tests to be carried out at a garage of the proprietors' choosing from a list of Medway Council Approved Garages.		Paragraph deleted	We can't tell a proprietor where they must get their MOT carried out.
Main Body	2.7.5	Vehicle testing and Interim inspections		The Council no longer routinely requires MOT pass certificates to be provided. Instead, the Council will ordinarily check the MOT status of vehicles online via the GOV.UK website. The Council may however nevertheless require MOT pass certificates to be provided in certain circumstances as determined by them.	Addition of paragraphs to make minor amendments with Assistant Director approval.	Following the implementation of a new garage agreement, proprietors don't have to present their documents at the inspection.
Main Body	2.8	Inspections	Inspections	Pre-Inspections and other inspections	Change of section name	Following the removal of the Interim inspection from this area.
Main Body	2.8.1	Inspections	All vehicles will ordinarily require inspection before a new, renewed, transferred or amended vehicle licence will be granted in order to ensure that the vehicle is fit and meets our criteria. Full details are provided within the vehicle pages of taxi and private hire applications and guidance section of the Council's website	All vehicles will ordinarily require inspection before a new and renewed vehicle licence will be granted in order to ensure that the vehicle is fit and meets our criteria. Full details are provided within the vehicle pages of taxi and private hire applications and guidance section of the Council's website	Removal of inspection in relation to transferred or amended.	Inspections are not routinely expected when a vehicle licence is transferred or amended.

Main Body	2.8.2	Pre-inspections and other inspections	In order to better ensure that the high standards expected by the council are maintained, in support of its corporate and policy objectives, and ensure their fitness,; the frequency of routine inspections is intended to be six-monthly; an annual inspection to include an MOT and a six monthly interim inspection (or other such intervals as may be specified) after the implementation date of this policy. Any such inspections will be at the licence holders' cost and carried out within Medway at such place as the council requires. Changes will be notified to licence holders in advance and full details will be maintained on the council's website.	In addition to the MOT testing and Interim inspections, all vehicles will ordinarily require inspection before a new, or renewed vehicle licence will be granted in order to ensure that the vehicle is fit and meets our criteria. All such inspections will routinely be carried out by one of the Council's approved garages.	Simplification of paragraph	Amendments for clarity about when different inspections are required.
Main Body	2.8.2	Pre-inspections and other inspections	All such inspections will routinely be carried out by one of the Council's approved garages.	All such inspections will routinely be carried out by one of the Council's approved garages no more than one month prior to the submission of the application.	Addition of time period	To ensure that inspections are carried out within an appropriate time of the application.
Main Body	2.8.6	Inspections	The Council's view is that for a vehicle to be considered as 'fit' it must comply with all applicable requirements set out within this policy and its appendices, in particular those in relation to MOT testing and compliance with the criteria and conditions found in Appendices A to C.	The Council's view is that for a vehicle to be considered as 'fit' it must comply with all applicable requirements set out within this policy and its appendices, in particular those in relation to MOT testing and compliance with the criteria and conditions found in Appendices A to B.	Replacement of Apendices A to C, to A to B	Appendix C is not related to vehicle licences.
Main Body	2.8.7	Inspections	All vehicles should therefore, at all times, be kept at or above the standard required to pass an MOT test and comply with all applicable elements of the vehicle criteria and conditions found in Appendices A to C, or elsewhere in this policy. Failure to do so is likely to result in enforcement action being taken.	All vehicles should therefore, at all times, be kept at or above the standard required to pass an MOT test and comply with all applicable elements of the vehicle criteria and conditions found in Appendices A to B, or elsewhere in this policy. Failure to do so is likely to result in enforcement action being taken.	Replacement of Apendices A to C, to A to B	Appendix C is not related to vehicle licences.
Main Body	2.9.1	Insurance	All vehicles and their drivers must be appropriately insured at all times and certification must be produced at the Approved Garage at the time of inspection to evidence this and provided to the Council when requested.	All vehicles and their drivers must be appropriately insured at all times and certification must be provided to the Council to evidence this as required/requested.	Document to be provide to Council not garage.	Following the update of the garage contract to a written agreement and the removal of the need to provide the garage with these documents.

Main Body	2.10.1	Plates	In order to help identify their licensed status, all licensed vehicles, except for limousines (see 2.17) and those issued with an exemption (see 2.10.4), are required to display Council-issued plates externally on the rear of the vehicle at all times. Hackney carriage plates are white, private hire vehicle plates are yellow, restricted private hire vehicle plates for home to school contract work are green and all other restricted private hire vehicle plates are red.	In order to help identify their licensed status, all licensed vehicles, except for limousines (see 2.17) and those issued with an exemption (see 2.10.4), are required to display Council-issued plates externally on the rear of the vehicle at all times. Hackney carriage plates are white, private hire vehicle plates are yellow, restricted private hire vehicle plates for school runs only are green and restricted private hire vehicle plates for executive car hire are red.	Change of 'all other restricted' to 'executive'	There are only four colours of plate and four types of licence.
Main Body	2.10.3	Plates	The ability to identify a licensed vehicle through the display of vehicle plates is important in terms of protecting both the public and trade; however there are limited occasions when their display might have the opposite effect, or adverse commercial implications. The operation of chauffeured, executive and limousine vehicles is a case in point. Identification of the vehicle as licensed may allow “high risk” passengers to be more readily targeted; putting both them and the driver at risk, and the display of plates may also deter some customers from using the service.	The ability to identify a licensed vehicle through the display of vehicle plates is important in terms of protecting both the public and trade; however there are limited occasions when their display might have the opposite effect, or adverse commercial implications. The operation of chauffeured, luxury and limousine vehicles is a case in point. Identification of the vehicle as licensed may allow “high risk” passengers to be more readily targeted; putting both them and the driver at risk, and the display of plates may also deter some customers from using the service.	Replacement of the word 'executive'	To clarify that it isn't a presumption that a private hire executive vehicle will get an exemption to display the plate and reinforce that only the highest calibre of vehicles can potentially receive an exemption.
Main Body	3.1.2	Types of driver licence			Removal of options in relation to dual licences	All existing Hackney Carriage Driver licences are Dual Licences.
Main Body	3.1.3	Types of driver licence			Addition of executive car hire vehicles	Clarity on who can drive what
Main Body	3.1.4	Types of driver licence			Amendment to clarify that RPHD can drive RPHV for school runs only	Clarity on who can drive what
Main Body	3.6	Right to a licence checks			Removal of reference to operator	This section is for Drivers, so a similarly worded section has been added into the Operator area of the policy.

Main Body	3.6.8	Right to a licence checks	When the licence has been issued on the basis of a Certificate of Application which states that work is permitted, or that the applicant has an outstanding in-time Home Office application, appeal or administrative review, which has been verified by their Evidence and Enquiry Unit, the licence may be issued for a maximum period of six months from the date of the licence decision.	The licence holder will need to provide documentation or a new check code which supports their right to continue living and working in the UK, before the licence is granted.	Remove of reference to contact Home Office	We no longer need to contact the Home Office for this information, just obtain the evidence from the licence holder.
Main Body	3.9	Safeguarding			Removal of time frame.	All applicants and licence holders must attend safeguarding when required.
Main Body	3.11.3	Criminal record checks	In order to reduce the burden and uncertainty of carrying out such checks via hard copy applications every three years, from 1 May 2018 the Council introduced a phased requirement for all existing drivers to sign up to the DBS Update Service, and give the Council permission to check the status of their certificate as considered necessary, in perpetuity, from their next point of application (as well as for all new applicants).		Paragraph deleted	Out dated information
Main Body	3.11.5.2	Criminal record checks	All existing drivers who are not already registered with the DBS Update Service to provide a current (less than 3 months old at the date of application) Enhanced DBS Disclosure Certificate (see 3.11.6), register for the DBS Update Service and give the Council ongoing permission and the information required to check the status of their certificate every six months or otherwise as considered necessary, by no later than 1 July 2021. Any driver who fails to do so will be subject to suspension or other enforcement intervention as appropriate.		Paragraph deleted	Out dated information
Main Body	3.11.8	Criminal record checks			Inclusion of the need to provide certificate and evidenc of Update registration prior to a suspension being lifted.	Clarity
Main Body	3.14.14	Licence History			Amendment to the NR3S name	Previously called NR3, now NR3S
Main Body	3.19	Duration of licences			Removal of reference to DVLA expiry.	Licences are now issued for the full three years and then DVLA chased when needed. Their Council licence will be suspended if we do not receive the new DVLA licence.

Main Body	3.20.2	Licence conditions	It is not permitted to attach conditions to a hackney carriage driver's licence; however, with the implementation of this Policy all Medway issued dual hackney carriage and private hire driver licences enable both hackney carriages and PHVs to be driven, hackney carriage licence holders are required to comply with the same conditions under the private hire 'element' of their licence.	It is not permitted to attach conditions to a hackney carriage driver's licence; however, all Medway issued dual hackney carriage and private hire driver licences enable both hackney carriages and PHVs to be driven, hackney carriage licence holders are required to comply with the same conditions under the private hire 'element' of their licence.	Removal of reference to dual licence being implemented at this policy.	Not implemented as the 2026 policy
Main Body	3.22	Disability Awareness			Removal of reference to existing drivers doing training by 1 Sept 21	Out dated information
Main Body	4.6.2	Criminal record checks		Where an operator is a Medway-licensed driver, and they are registered with the DBS Update Service, an annual check will be made on their enhanced disclosure.	Additional paragraph	To explain what we do for those that are registered with the update service.
Main Body	4.6.3.2	Criminal record checks		All existing operators, who are not already Medway licensed drivers registered with the DBS Update Service, must provide a current (less than 3 month old) Basic DBS Check Certificate annually on the anniversary of their licence start date. Any operator who fails to do so will be subject to suspension or other enforcement intervention as appropriate.	Paragraph deleted	All existing operators are already providing this evidence.
Main Body	4.6.6	Criminal record checks	Once an Operator has registered for the Update Service they must remain registered, and give the Council permission to check the status of their certificate as considered necessary, for the duration of their time as a licensed Operator with the Council.		Paragraph deleted	You can't register a basic disclosure.
Main Body	4.7	Right to a licence checks			Section added in relation to right to licence checks for Operator	This information was previously stated in the driver section of the policy. This isn't then clear for operator applicants, as they are unlikely to look at the driver sections of the policy
Main Body	4.12	Name and address of Operator		In the event of an operator changing their business address, they will have to make an application for a new operator licence. You cannot transfer the office location of an operator licence.	Paragraph added	For clarity

Main Body	6.1.3	Determination of applications		The assessment, for all licence application types, will include, amongst other things, consideration being given as to whether the applicant is a fit and proper person to hold a licence, taking into account cautions, convictions, and fixed penalty notices, whether spent or unspent, and history as a licence holder/applicant, but only in so far as they are relevant to an application for a licence.	Addition of vehicle applications to the fit and proper checks	To align with the guidance.
Main Body	6.1.3	Determination of applications	The Council will aim to process and determine complete licence applications within two weeks from the date of submission and contact applicants once determined, or sooner if any documentation/information appears to be missing/incorrect.	The Council will aim to process and determine complete licence applications within two weeks from the date of submission and will contact applicants if any documentation/information appears to be missing/incorrect.	Removing of contacting every applicant upon grant of licence.	We do not routinely contact every applicant at the grant of the licence.
Main Body	7	Grant and renewal of licences	The grant of a licence is conditional upon all eligibility and application requirements being satisfied and, in the case of driver and operator licence applications, there being no adverse information that would render the applicant not 'fit and proper' in the opinion of the Council.	The grant of a licence is conditional upon all eligibility and application requirements being satisfied and there being no adverse information that would render the applicant not 'fit and proper' in the opinion of the Council.	Addition of vehicle applications to the fit and proper checks	Aligning with the guidance that vehicles proprietors need to be check to be fit and proper
Main Body	8	Fares			Removal of 5.1.3 and 5.1.4 and reordering of paragraphs	No longer required as there is a policy for tariff reviews and for clarity
Main Body	14	Penalty Point System	Scheme	Replaced with system throughout the policy.	Replacing the word Scheme for System through the policy, in reference to the penalty point system	There was a mixture of scheme and system in the policy. Amended for clarity.
Appendix A	2	Type Approval	Link to GOV.UK for Vehicle Certification Agency.	Link to VCA's own website	New website link added	Link to GOV.UK didn't work anymore. VCA have their own website.
Appendix A	5.4	Standardisation	Vehicles not falling with the above criteria but with special characteristics will be considered on their individual merits by the Licensing Manager and if necessary the Licensing and Safety Committee.	Vehicles that do not meet the above criteria but have special characteristics, will be considered on their individual merits by the Licensing Manager, and if necessary the Licensing and Safety Committee.	Reworded	To provide clarity
Appendix B	18.3	Taximeters	Taximeters must only be programmed with the fares applicable to that type or size of vehicle.		Paragraph deleted	There is only one tariff, they are not split by size or passenger number etc.

Appendix B	23	Use of Vehicle (Restricted)	Unless specified otherwise in writing by the council, a restricted private hire vehicle can only be used for carrying out contracted school runs through a Medway-licensed private hire operator and issued by the local education authority or for any other restricted purpose as specified on the licence.	Unless specified otherwise in writing by the council, a restricted private hire vehicle with a green plate can only be used for carrying out contracted school runs through a Medway-licensed private hire operator and issued by the local education authority. A restricted private hire vehicle with a red plate can only be used in line with the restricted purpose as specified on the licence.	Additional wording	Clarity on what the two different restricted licences can do.
Appendix B	25	Vehicle and safety equipment (Limos)	Stretched limousines and similar vehicles shall comply with the existing conditions of licence applicable to all licensed private hire vehicles as specified within the 'Conditions That Apply To All Licensed Vehicles' and the 'Additional Conditions That Apply To Private Hire Vehicles' in so far as they are not superseded by these additional conditions.	Stretched limousines and similar vehicles shall comply with the 'Conditions That Apply To All Licensed Vehicles' and the 'Additional Conditions That Apply To Private Hire Vehicles' in so far as they are not superseded by these additional conditions.	Reworded	To provide clarity
Appendix B	25	25.2.1	The fire extinguisher required to comply with the standard conditions applicable to all licensed vehicles must be mounted on brackets, in a convenient position in the driver's compartment;		Paragraph deleted	Fire extinguishers are not required for any licensed vehicle.
Appendix C	1	General	The purpose of this appendix is to provide guidance on the criteria taken into account by the council when determining whether or not an applicant or an existing licence holder is a fit and proper person to hold a hackney carriage and/or private hire driver licence and/or private hire operator licence in relation to convictions.	The purpose of this appendix is to provide guidance on the criteria taken into account by the council when determining whether or not an applicant or an existing licence holder is a fit and proper person to hold a hackney carriage and/or private hire driver licence, hackney carriage and private hire vehicle licence, and/or private hire operator licence in relation to convictions.	Addition of vehicle applications to the fit and proper checks	Aligning with the guidance that vehicles proprietors need to be check to be fit and proper
Appendix C	1.8	General	In addition, the council will want to be satisfied that a licensed driver/operator will not defraud, discriminate against or otherwise act inappropriately towards or in front of their customers, i.e. the public.	In addition, the council will want to be satisfied that a licensed driver/proprietor/operator will not defraud, discriminate against or otherwise act inappropriately towards or in front of their customers, i.e. the public.	Addition of vehicle applications to the fit and proper checks	Aligning with the guidance that vehicles proprietors need to be check to be fit and proper

Appendix C	1.14	Fitness and Proprierty	In particular, applications may be rejected where the applicant's record includes any term of imprisonment or custody; any conviction in relation to a violent or sexual offence, or dishonesty, which is of a serious nature; any serious motoring offence such as dangerous driving, driving whilst disqualified, or drink driving, or; the accumulation of more than six current points on a DVLA driving licence.	In particular, applications may be refused where the applicant's record includes any term of imprisonment or custody; any conviction in relation to a violent or sexual offence, or dishonesty, which is of a serious nature; any serious motoring offence such as dangerous driving, driving whilst disqualified, or drink driving, or; the accumulation of more than six current points on a DVLA driving licence.	Amending the paragraph to reflect it is the accumulation of more than six, not six or more.	1.14 and 14.5.2 - 1. One of these paragraphs is more than 6 points the other is 6 or more. 2. One paragraph says Reject and one Refuse. Clarity was needed on both points.
Appendix C	2	Existing licence holders	Licensed drivers and operators who are convicted of any criminal or motoring offence during the period covered by their licence, must disclose the conviction and the penalty involved to the council in writing via email within seven days of the conviction(s). For these purposes, any offence resulting in the acceptance of a fixed penalty notice will be considered to be a conviction. The exception to this is a parking ticket, which is in fact a penalty charge notice.	Licence holders who are convicted of any criminal or motoring offence during the period covered by their licence, must disclose the conviction and the penalty involved to the council in writing via email within 48 hours of the conviction(s). For these purposes, any offence resulting in the acceptance of a fixed penalty notice will be considered to be a conviction. The exception to this is a parking ticket, which is in fact a penalty charge notice.	Amendment from seven days to 48 hours	To align the whole policy with the time in which they must notify the authority of their arrest, release, charge, conviction.
Appendix C	14.5.2	Fitness and Proprierty	In particular, an application will normally be refused where the applicant has 6 or more penalty points on their DVLA licence (whether or not the applicant was convicted by a court for the offences for which the points were imposed) or where the applicant has more than one conviction for this type of offence within the last 6 months.	In particular, an application will normally be refused where the applicant has more than 6 penalty points on their DVLA licence (whether or not the applicant was convicted by a court for the offences for which the points were imposed) or where the applicant has more than one conviction for this type of offence within the last 6 months.	Amending the paragraph to reflect it is the accumulation of more than six, not six or more.	1.14 and 14.5.2 - 1. One of these paragraphs is more than 6 points the other is 6 or more. 2. One paragraph says Reject and one Refuse. Clarity is needed on both points
Appendix C		Major Offences		CD33 - Causing serious injury by careless or inconsiderate driving and DR70 - Failing to co-operate with a preliminary test.	Addition of CD33 and amendment to DR70	To align with the Government endorsements.
Appendix D	10.2	Convictions and Criminal Record Checks	If the driver is convicted, cautioned or bound over for any offence, he shall within seven days give details of the conviction, caution or binding over to the council in writing and send by email.	If the driver is arrested, released, charged, convicted, cautioned or bound over for any offence, he shall within 48 hours give details of the conviction, caution or binding over to the council in writing and send by email.	To include arrest, release and charge and change the reporting time.	To align the policy
Appendix E	2.1	Issuing of Penalty Points	Where a range of points for a particular breach is provided, the licensing officer will determine the appropriate number of points to be given in line with the following:	The licensing officer will determine the appropriate number of points to be given in line with the following:	Removing the reference to 'range of points'	There are no ranges of points.

Appendix E	T2	Penalty Points	Failure to notify change of address on a hackney carriage licence	Failure to notify change of address on a hackney carriage licence within seven days	Addition of the time period	To clarify the time period, in line with the policy and legislation.
Appendix E	P21	Penalty Points	Failure to notify the Council of any amendment to the details of a licence within fourteen days	Failure to notify the Council of any amendment to the details of a licence within seven days	Amendment of the time period	To clarify the time period, in line with the policy and legislation.
Appendix E	P27	Penalty Points	Failure of a licence holder to disclose convictions within seven days of conviction - 12 points	Failure of a licence holder to disclose convictions within 48 hours of conviction - 12 points	To include arrest, release and charge.	To align the whole policy
Appendix E	P47	Penalty Points	Failure to produce a valid MOT certificate every 6 months upon request of an authorised officer		Paragraph deleted	Six monthly MOTs are not required.
Appendix F	8	Disclosure of Convictions - Operator	The operator shall, within seven days of conviction, notify the Council in writing and send by email, of any conviction or fixed penalty notice imposed on them during the period of duration of their operator's licence.	The operator shall, within 48 hours of conviction, notify the Council in writing and send by email, of any conviction or fixed penalty notice imposed on them during the period of duration of their operator's licence.	To include arrest, release and charge and change the reporting time.	To align the policy
Appendix F	20	Use of PSV and PCV	Where a private hire vehicle is unsuitable, for example where a larger vehicle is needed because more than eight passenger seats are required or to accommodate luggage, the booker must be informed that a PSV is necessary, and that a PCV licensed driver will be used who is subject to different checks and not required to have an enhanced DBS check.	Where a private hire vehicle is unsuitable, for example where a larger vehicle is needed because more than eight passenger seats are required or to accommodate luggage, the booker must be informed that a Public Service Vehicle (PSV) is necessary, and that a Passenger Carrying Vehicle licensed driver (PCV) will be used who is subject to different checks and not required to have an enhanced DBS check.	Expansion of the acronyms	Amended for clarity