



## Licensing Panel

<b>Date:</b>	<b>Friday, 22 August 2014</b>
<b>Time:</b>	<b>10.00 am</b>
<b>Venue:</b>	<b>Committee Room 3 - Wallasey Town Hall</b>

**Contact Officer:** Anne Beauchamp  
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## AGENDA

**1. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

Members of the Panel are asked to declare any disclosable pecuniary and non pecuniary interests, in connection with any application on the agenda and state the nature of the interest.

**2. HACKNEY CARRIAGE VEHICLE LICENCE APPLICATION (Pages 1 - 6)**

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## WIRRAL COUNCIL

### LICENSING PANEL

**22 August 2014**

<b>SUBJECT:</b>	<b>HACKNEY CARRIAGE VEHICLE LICENCE APPLICATION</b>
<b>WARD AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>STRATEGIC DIRECTOR OF REGENERATION &amp; ENVIRONMENT</b>
<b>KEY DECISION?</b>	<b>NO</b>

#### **1.0 EXECUTIVE SUMMARY**

1.1 The purpose of this report is to consider an application to license the following vehicle: a LTI TXI, registration number GX51 OKL, as a Hackney Carriage Vehicle.

#### **2.0 BACKGROUND AND KEY ISSUES**

2.1 The Hackney Carriage Vehicle has been licensed by Mr C since 28 April 2014 and that licence expired on 9 August 2014.

2.2 A month prior to the expiry date of the licence a renewal reminder letter was sent to the licence holder, Mr C. This letter indicates the date that the licence is due to expire and states that there are no “days of grace” for licences and that the licence expires on the date given. The renewal reminder letter also advises that the application to renew must be submitted well in advance to ensure that the licence can be renewed before it expires. A copy of a renewal reminder letter is attached at Appendix A.

2.3 Mr C had the vehicle tested on 4 August 2014 at Walsh Autos, one of the Council’s approved testing stations. The vehicle failed the test and was subsequently issued with a suspension notice. At the time the notice was issued Mr C was advised by a Licensing Enforcement Officer of the importance to renew the Licence before 9 August 2014 which was the expiry date of the Licence. As the 9 August was a Saturday this would have been 8 August.

2.4 On Monday 11 August 2014 Mr C submitted an application to Licence his Hackney Carriage Vehicle. This application was accompanied with a pass certificate from Walsh Autos.

2.5 There is currently a limit on the number of Hackney Carriage Vehicle Licences and any available licences are allocated using a random selection process. The criteria for a new Hackney Carriage Vehicle Licence include the requirement for the vehicle to be no more than three years old. Officers therefore do not have delegated authority to issue a licence.

2.6 Members are asked to consider whether to license this vehicle as a Hackney Carriage Vehicle.

2.7 Should Mr C have attended the Licensing Office on or before 8 August with a pass certificate the vehicle would have been licensed as a Hackney Carriage Vehicle.

2.8 Mr C will attend the meeting and his vehicle will be available for Members to inspect prior to the start of the meeting.

### **3.0 RELEVANT RISKS**

3.1 There are none arising directly from this report.

### **4.0 OTHER OPTIONS CONSIDERED**

4.1 There is no provision for other options to be considered.

### **5.0 CONSULTATION**

5.1 Statutory consultation has been undertaken in respect of this application.

### **6.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS**

6.1 There are no previously approved actions outstanding.

### **7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

7.1 There are no specific implications arising from this report.

### **8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

8.1 There are no specific implications arising from this report.

### **9.0 LEGAL IMPLICATIONS**

9.1 A decision of this Committee can be subject to Appeal.

### **10.0 EQUALITIES IMPLICATIONS**

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No because there is no relevance to equality.

### **11.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS**

11.1 There are no specific implications arising from this report.

### **12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

12.1 There are no Planning implications arising from this report.

### **13.0 RECOMMENDATIONS**

13.1 Members are asked to consider whether or not to license this vehicle.

## 14.0 REASONS FOR RECOMMENDATIONS

14.1 It is a delegated function of this Panel to determine applications for Hackney Carriage Hire Vehicle Licences in circumstances when an officer does not have such delegated powers.

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## APPENDICES

- Hackney Carriage Vehicle Licence renewal reminder

## BACKGROUND PAPERS/REFERENCE MATERIAL

- None

## BRIEFING NOTES HISTORY

- None

## SUBJECT HISTORY (last 3 years)

Council Meeting	Date



Regeneration & Environment Directorate  
Licensing Office  
Town Hall  
Brighton Street  
Wallasey, Wirral  
Merseyside CH44 8ED

Telephone: 0151-691-8043  
Fax: 0151-691-8215  
Email: [licensing@wirral.gov.uk](mailto:licensing@wirral.gov.uk)

Date: As Postmark

Renewal of Vehicle Licence Number: <b>XXX</b>	Start date:
<b>COLOUR/MAKE/MODEL</b>	
Registration No. <b>XXXXXX</b>	Expiry date:
Renewal Type: <b>Hackney Vehicle</b>	

According to our records, the licence detailed above is due to expire on **9th August 2014**.

- You must apply to renew well in advance of this date to ensure that your licence can be renewed before it expires.
- **To make an appointment to renew your licence you can telephone 0151 691 8043 or call into any Council One Stop Shop.**
- **There are no “days of grace” for licences.**
- The licence expires on the date given.
- Do not wait until the last few days of the licence to apply for renewal.
- Licences can be renewed up to one month in advance.
- A licence **cannot** be renewed after the expiry date. A new application would be required which would be subject to the criteria for a new licence.

Should you wish to renew this licence, and no significant changes have taken place since your last application, the following are required:

- The declaration form on the reverse of this letter which must be completed and signed
- Proof of address if any change since last application
- The appropriate licence fee – ( 6 month licence - £84.70 / 12 month licence £160.20)
- Insurance certificate
- Compliance test pass certificate (**from one of the 4 appointed testing stations**)
- MOT certificate (**from one of the 4 appointed testing stations**)
- V5C Logbook
- Current vehicle licence plate

If any significant changes have taken place, you will need to complete a full application form – available from your local One Stop Shop, online at [www.wirral.gov.uk](http://www.wirral.gov.uk) or the Licensing Office.

**If you are unable to comply with the above requirements but you wish to renew your licence, please contact the Licensing Office for advice BEFORE the expiry date. If you do not do so you will not be able to renew the licence and any application submitted will be subject to the criteria for a new licence.**

<b>For Office Use Only:</b>		<b>WK/214016728</b>		
<input type="checkbox"/> V5C (Logbook)	<input type="checkbox"/> Proof of Address (if changed)	<input type="checkbox"/> Valid Insurance Document		
<input type="checkbox"/> Compliance test pass slip	<input type="checkbox"/> MOT Certificate	<input type="checkbox"/> Current plate		
		Amount	Date	Receipt
	Licence Fee paid			
<b>Checked by (Officer signature)</b>				

## Renewal Declaration

**Mr XXXXX**  
**ADDRESS**  
**Wirral**  
**POSTCODE**

Telephone Number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date Of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I wish to apply for renewal of my vehicle licence and

**I declare that**

- I reside at the address given
- No significant changes have been made to the information given in my last application.
- I understand that if I have made any false statement or omitted any material particular(s) I may be liable to prosecution.

**Signature:** ..... **Date:** .....

Completed forms should be submitted, with the appropriate documents and fee, to the Licensing Office before the expiry date of the current licence. If all is in order, the licence will be renewed.

**Notes:**

- If you do not wish to renew a vehicle licence then the plate must be returned to the Licensing Office immediately or in any case within seven days of the expiry of the licence. Failure to do so is an offence and may result in prosecution.
- The Council has a responsibility to protect public funds and, in this regard, may use information you have provided on this form to prevent and detect fraud and to comply with statutory obligations, and may share the information, for the same purposes, with other organisations responsible for handling public funds.

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