

EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council

Date: 5 November 2013

Place: Council Chamber, Civic Offices,
High Street, Epping

Members Present: Councillors Mrs M Sartin (Chairman), A Boyce (Vice-Chairman), K Angold-Stephens, K Avey, R Bassett, Mrs H Brady, W Breare-Hall, G Chambers, K Chana, T Church, Mrs R Gadsby, L Girling, P Gode, Mrs A Grigg, J Hart, Ms J Hart, D Jacobs, Mrs S Jones, Ms H Kane, P Keska, J Knapman, Ms Y Knight, Mrs J Lea, L Leonard, A Lion, Mrs M McEwen, J Markham, A Mitchell MBE, R Morgan, J Philip, Mrs C Pond, B Rolfe, Ms G Shiell, Mrs P Smith, P Spencer, D Stallan, Ms S Stavrou, Mrs T Thomas, H Ulkun, Mrs L Wagland, G Waller, Ms S Watson, A Watts, Mrs E Webster, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, N Wright and J Wyatt

Apologies: Councillors Mrs T Cochrane, R Cohen, H Mann, G Mohindra, B Sandler and D Wixley

Officers Present: G Chipp (Chief Executive), J Leither (Democratic Services Assistant), G Lunnun (Assistant Director (Democratic Services)), D Macnab (Deputy Chief Executive), C O'Boyle (Director of Corporate Support Services), R Palmer (Director of Finance and ICT), R Perrin (Democratic Services Assistant), P Seager (Chairman's Secretary), I Willett (Assistant to the Chief Executive) and T Carne (Public Relations and Marketing Officer)

51. WEBCASTING INTRODUCTION

The Assistant to the Chief Executive reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

52. MINUTES

RESOLVED:

That the minutes of the meeting held on 26 September 2013 be taken as read and signed by the Chairman as a correct record.

53. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

54. ANNOUNCEMENTS

(a) **Announcements by the Chairman of the Council**

(i) **The Roydon Play area**

The Chairman reported that she attended the official opening of a Play area within her ward in Roydon, which had come about through local parents efforts and the Parish Council and had been funded by the County Council.

(ii) Youth Celebrations – 29 October 2013

The Chairman reported that the Youth Council had held a Youth Celebrations event at the Civic Offices on 29 October 2013 to celebrate different youth groups within the District. The event was held to recognise the volunteer groups and promote a travel card wallet and volunteering guide for young people which had been produced by the Youth Council. The Chamber was transformed by lighting and music with the evenings entertainment including singers, dancers and musicians. Certificates were handed out to the youth groups and guest speakers spoke about the volunteering opportunities. She advised that it had been an inspiring evening and very informative about what the District provides for volunteering, training and funding for young people.

(iii) Epping Forest District Museum Closure and Refurbishment

The Chairman reported that she attended the closing party of the Epping Forest Museum in Waltham Abbey on 1 November 2013. The event celebrated the start of a 18 month refurbishment provided by Heritage Lottery funding, which would create more space for collections, an activity room and a lift, making the museum more accessible to all, due to be completed by 2015.

(iv) Red Cross Essex Branch Annual Assembly

The Chairman reported that she had attended the Red Cross Essex Branch Annual Assembly which had included the celebration of two long service awards for residents within the District. The first being Councillor Morgan's wife, Mrs Jean Morgan, for 25 years service and Kay Ericson for over 40 years service, although one member at the event had received an award for over 60 years service.

(v) Floral Display

The Chairman announced she intended to send the flowers from tonight's meeting to Alder House, Cheshire Home in Chigwell.

(b) Announcements by the Leader of the Council

The Leader advised that he had no announcements to be made under this heading.

(c) Announcements by Portfolio Holders

There were no announcements to be made under this heading.

55. PUBLIC QUESTIONS (IF ANY)

(a) North Weald Airfield

(i) By Mr T Blanks to Councillor Grigg, Asset Management and Economic Development

"Now that the future of North Weald Airfield has been resolved and secured by EFDC what immediate and long term plans do the Council have to improve the airfield's financial viability?"

Response by Councillor Grigg, Asset Management and Economic Development Portfolio Holder

“Whilst acknowledging the real progress that the Cabinet has made in relation to the future of North Weald Airfield, with particular reference to the commissioning of the Drivers Jonas Deloitte report and the decision taken at the Cabinet on the 22 July 2013, I would sound a note of caution that much work still needs to be done.

The master planning exercise approved by Cabinet is in hand. Consultants has been appointed, with a brief to report on the first phase of their work by Christmas 2013, and phase two by the end of March 2014.

However I can confirm that, in tandem with the on going work, the Council is actively pursuing revenue generating proposals to improve the financial viability of the Airfield. This work is being undertaken not only by officers from across the Council's Directorates but by specialist external advisers.

Whilst these projects are subject to discussion and detailed negotiation, I am not able to be specific for reasons of commercial confidentiality. I will of course report further through the appropriate channels when able.”

56. QUESTIONS BY MEMBERS UNDER NOTICE

There were no questions by Members under notice.

57. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET

The Council received written reports from the Asset Management and Economic Development Portfolio Holder, the Environment Portfolio Holder, the Finance and Technology Portfolio Holder, the Housing Portfolio Holder, the Leisure and Wellbeing Portfolio Holder, the Planning Portfolio Holder, the Safer, Greener and Transport Portfolio Holder and the Support Services Portfolio Holder.

The Chairman invited the Leader to provide an oral report and other members of the Cabinet give an oral update of their written reports.

(a) The Leader of the Council

Councillor Whitbread advised that he had attended a joint meeting of the Essex Leaders and Chief Executives, where the Regional Returning officer for the European Parliament Elections in May 2014 gave an update on preparations. The Leader advised that they also received a presentation on the establishment of an Employment Skills Board for the County. The intention behind the new Board was to achieve a greater level of involvement and influence from the Business Community, to ensure that young people leaving Further Education had the skills and abilities that employers were practically seeking.

Continuing with the theme of young people, he advised the Council that nine apprentices had now started the Council's Apprenticeship Scheme and wished them well in their future employment with the District Council.

Councillor Whitbread reported that he had attended a event hosted by the County Council and the Phoenix Publishing and Media Group at the former Little Chef and Motel on the A414 near North Weald on the 3 October 2013. Phoenix were a major Chinese publishing company who were refurbishing the site as a centre for promoting

Chinese Cultural Industries across the UK and Europe. He stated that this initiative should attract groups of Chinese business people and tourists to the area, supporting the local economy and also produce employment opportunities.

The Leader advised that he toured the District with Councillor Kevin Bentley, the County Council Portfolio Holder for Economic Development, visiting a number of employment and tourism sites across the area. He stated that Councillor Bentley was greatly impressed with their potential and this was a useful exercise, to create a greater understanding and to identify opportunities to work together with the County Council.

Councillor Whitbread advised that another area of common interest with the County Council had been the new Waste Management Contract. He had recently met with the County Council Cabinet member responsible for waste disposal, with Councillor Breare-Hall, who had provided more detail about the County's desire to renegotiate aspects of the Inter-Authority Agreement, within his Environment Portfolio Holder report.

The Leader drew attention to the training session on Safeguarding Children and Vulnerable Adults he had attended on 26 October 2013. It had been the current focus as a result of the recent high profile cases and high level of media interest. He advised members that everyone had a duty to protect children and vulnerable adults with whom they came into contact with, in their role as elected Members and those people who use the Councils services. The Leader felt that it was very important for all members to have an appropriate level of safeguarding training, and was in discussion with officers as to how this could be achieved.

(b) Planning Portfolio Holder

Councillor Bassett reported that an update session for Members on the legal issues and the weight that needed to be given to the reports for the Local Plan would be on 18 November 2013.

(c) Leisure and Wellbeing Portfolio Holder

Councillor Webster confirmed that Stage 3 of the Tour de France would be passing through the District on 7 July 2014. The stage would start in Cambridge and go through other areas in Essex onto Willingale, Fyfield, Morton, North Weald, Epping, along the A104 through the Epping Forest, Loughton, Buckhurst Hill and into London. She advised that this would be a great way to promote the District and committed to work with Town and Parish Councils.

58. QUESTIONS BY MEMBERS WITHOUT NOTICE

(a) Leisure Strategy

Councillor J H Whitehouse referred to the written report of the Leisure and Wellbeing Portfolio Holder regarding the Leisure Strategy and asked whether the Strategy would involve just the leisure centres or the wider leisure needs and if the latter how the public would be consulted.

Councillor Webster, Leisure and Wellbeing Portfolio Holder stated that the Leisure and Cultural Strategy was in its early stages and that it would cover all aspects of leisure and cultural provision. Currently officers were gathering information and that consultation with the District's residents would be required. Councillor Webster

advised that a Portfolio Holder Decision had been signed to establish the Advisory Group on Leisure and Culture Strategy.

(b) Mobile Homes presentation evening on 3 October 2013

Councillor Rolfe referred to the success of the information evening regarding the Mobile Homes Act 2013 and asked if this method of communication would be used in relation to updating residents.

Councillor Stallan, Housing Portfolio Holder advised that the evening had received positive feedback from all involved parties. Even though the subject matter was at times a little heavy, it was felt that further consultation and information on agreements between mobile home owners and site owners could be organised.

(c) Car Park Tariffs

Councillor Jacobs asked whether the Safer, Greener and Transport Portfolio Holder would consider differentiating the car park tariffs across the District and with this in mind consider not increasing the first half an hour or first hour tariff.

Councillor Waller, Safer, Greener and Transport Portfolio Holder advised that the consistent approach of the car parking tariffs across the District would become a more demand led tariff structure, dependant on the situation in each location. Parking would become the priority as a lack of parking could damage high streets. He advised members that he would keep them updated with the situation and welcome members' comments on future proposals.

(d) Increase of Business Rate

Councillor J M Whitehouse asked the Asset Management and Economic Development Portfolio Holder which section of the economy she thought would provide the greatest growth and what action she would be taking to make these areas flourish.

Councillor Grigg, Asset Management and Economic Development Portfolio Holder advised that the Council was working towards an Economic Strategy that was a key objective, and she was awaiting evidence from a consultant, which would then be brought forward to the Cabinet. With regards to the conversions of business units to residential units, the Cabinet had brought forward the decision to purchase the Bridgeman House in Waltham Abbey and looked to keep business units. She advised that to offset the businesses moving to the Enterprise Zone in Harlow, the Council had identified a number of viable business sites in the District and would be looking to increase employment on the Airfield following the Cabinet's decision.

(e) Green Deal

Councillor Jenny Hart asked whether the Council would be signing up to the Green Deal provider, so that the finances could be accessed by residents.

Councillor Waller, Safer, Greener and Transport Portfolio Holder advised that the Council had not yet signed up to the Green Deal, as it had not lived up to expectations and there were many uncertainties. He would keep the Green Deal under constant review.

(f) Highways Panel Funding

Councillor Leonard asked the Leader of the Council what could be done about the half a million pounds that had been reallocated from the Local Highway Panel for the provision of white lines and foot way repairs in other areas of the county.

Councillor Whitbread, Leader of the Council advised that he would prefer to see the funding spent within the District, although it was the responsibility of the County Council.

By invitation of the Council, Councillor Knapman, Chairman of the Local Highway Panel advised that there had been a year and half delay in the spending the 2011/12 funding, which had thirty projects approved by the Epping Forest Local Highway Panel. The funding from these projects would be what was being spent in the other areas of the county for white lines and footways, although the County Councillor responsible for Highways had agreed that the Council would receive some of the funding within the District.

He continued that the next tranche of funding had been made available and would implement the previous years projects, which would start in January 2014.

(g) Parking Issues

Councillor Markham referred to a resident in Clifton Road, Loughton that had to purchase a parking permit from North Essex Parking Partnership for carers who visited her husband with a terminal illness. Councillor Markham asked the Safer, Greener and Transport Portfolio Holder to approach the Partnership to change this policy.

Councillor Waller, Portfolio Holder for Safer, Greener and Transport stated that he was sorry to hear of the circumstances of that resident but that Civil Enforcement Officers were not able to make concessions themselves. He said he hoped the Partnership would view this matter sympathetically and he would be gladly liaise with the Partnership on this and similar issues in the future.

(h) Waste Contract

Councillor Angold-Stephens asked the Portfolio Holder for Environment whether he agreed that the minutes of last Cabinet meeting, regarding the Waste Contract which had made reference to a third wheeled bin should also have referred to the Council giving the consideration for an 'opt in or out' arrangement for a significant minority of residents with terrace houses or small gardens.

Councillor Breare-Hall, Portfolio Holder for Environment agreed that the 'opt and in and out' option had been mentioned at the meeting and would be considered in the complete dialogue stage of the waste procurement contract. He said in order to comment on whether this should have been minuted, he would have to review the proceedings.

(i) Broadway Parking

Councillor Jennie Hart asked the Portfolio Holder Safer, Greener and Transport whether the Broadway Parking Review was any closer and if so, could he advise of a date.

Councillor Waller, Portfolio Holder for Safer, Greener and Transport advised that the Broadway Parking Review would take place after the Buckhurst Hill Parking Review had been completed. He advised that they were making good progress with the Buckhurst Hill Review and he was hopeful the first part would be completed early in 2014. The forecast for expenditure was not likely to over run and there should be sufficient funds to complete the both reviews.

(j) Major Contracts and Leases - Broader Impact on Reserves

Councillor Watson thanked the Finance and Technology Portfolio Holder for the written reply to the question she has asked at the last Council meeting regarding the account of the North Weald Airfield market operator. She pointed out that income streams were reducing which would put a strain on the Council's reserves. In light of this she asked the Portfolio Holder if anything was being done to look at the financial soundness of the market operator and others with whom the Council had a major contract or lease and if so, what impact this might have on the Council's reserves.

Councillor Stavrou, Portfolio Holder for Finance and Technology advised that the reserves and revenue were reviewed continuously, along with the external factors that could affect them. She offered to provide more detailed information to councillor Watson outside of the meeting.

(k) Sainsbury's Redevelopment

Councillor Knapman referred to the derelict condition of the area in the vicinity of the Sainsbury's store at The Broadway. He said he was aware plans were being discussed for refurbishment works including a new Sainsbury's store, demolition of other lock-up shop units and a new car park. He asked the Asset Management and Economic Development Portfolio Holder, if she could take steps to speed up the process

Councillor Grigg the Portfolio Holder for Asset Management and Economic Development stated that Stobarts (agent for the leaseholder of the site) had closed several shops in the area with a view to redeveloping the site. She said she understood Stobarts had agreed terms with Sainsbury's for the proposals outlined by Councillor Knapman and confirmed that Council officers were having discussions regards regarding the matter. She said she anticipated submitting a report to members before the end of the year.

59. MOTIONS

The Chairman reported that there were no motions to be considered at this meeting.

60. REPORT OF THE CABINET - 94/94A LAWTON ROAD, LOUGHTON

Mover: Councillor Grigg, Asset Management and Economic Development Portfolio Holder

Councillor Grigg presented a report on the reasons for the release of covenants and right of pre-emption for 94/94A Lawton Road, Loughton.

Report as first moved ADOPTED

RESOLVED:

That the restrictive covenants and right of pre-emption in paragraphs (a), (b) and (c) of the Third Schedule of a Conveyance dated 6 January 1955 in respect of 94/94a Lawton Road, Loughton be released for the consideration of £127,500.

61. REPORT OF THE CABINET - ESTATES AND VALUATION SECTION - ADDITIONAL POST

Mover: Councillor Grigg, Asset Management and Economic Development Portfolio Holder

Councillor Grigg submitted a report seeking a supplementary estimate for the appointment of an additional post of a Valuation and Development Surveyor during the current financial year.

Report as first moved **ADOPTED**

RESOLVED:

That a supplementary estimate of £12,681 be approved for 2013/14 to enable the appointment of an additional post of Valuation and Development Surveyor to be made during the current financial year.

62. REPORT OF THE CABINET - SUPPLEMENTARY CAPITAL ESTIMATE - BRIDGEMAN HOUSE, WALTHAM ABBEY

Mover: Councillor Grigg, Asset Management and Economic Development Portfolio Holder.

Councillor Grigg submitted a report seeking a supplementary capital estimate for the purchase of the leasehold interest in the second floor of Bridgeman House, Waltham Abbey and the possible refurbishment work if required.

Report as first moved **ADOPTED**

RESOLVED:

That a supplementary capital estimate in the sum of £654,000 be approved for the purchase of the leasehold interest in the second floor of Bridgeman House, Waltham Abbey and to the carrying out of refurbishment work, if required.

63. OVERVIEW AND SCRUTINY**(a) Report of the Chairman of the Overview and Scrutiny Committee**

The Council received a written report from Councillor Morgan, the Chairman of the Overview and Scrutiny Committee.

Councillor Morgan informed the Council that Youth Council would be attending the Overview and Scrutiny Meeting on the 26 November 2013.

(b) Reports of the Overview and Scrutiny Committee

The Chairman announced that there were no reports to be considered under this item.

(c) Reports of Overview and Scrutiny Panels

The Chairman announced that there were no reports to be considered under this item.

64. REPORT OF THE DISTRICT DEVELOPMENT CONTROL COMMITTEE - SCHEME OF OFFICER DELEGATION FOR DEVELOPMENT CONTROL FUNCTIONS - PROPOSED CHANGES

Mover: Councillor Wyatt, Vice Chairman of the Committee

Councillor Wyatt presented a report proposing revisions to the Scheme of Delegation to allow prior approval applications submitted as a result of the recent changes to permitted development rights to be determined by the Director of Planning and Economic Development with the Proper Officer making the consequential amendments to the Constitution.

Councillor Wyatt sort leave of the Council to amend paragraph g) of Appendix A (Matters to be Determined by the Relevant Committee)to read;

“(g) Applications, including certificate of lawfulness in respect of existing use and development’ recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal.”

First Amendment moved by Councillor Watts and seconded by Councillor Knapman

“That paragraph (g) be removed from Appendix A (Matters to be Determined by the Relevant Committee) and that a protocol be drawn up and submitted to the District Development Control Committee for consideration on how the words ‘which are material to the planning merits’ should be determined..

Withdrawn

Second Amendment moved by Councillor Watts and seconded by Councillor Knapman

“That the District Development Control Committee conduct a review of the operation of (paragraph g) of Appendix A (Matters to be Determined by the Relevant Committee)taking account of how often a local council objection has been ruled out of consideration on grounds of not being material to the planning merits.”

Carried

Report as amended including the amendment of the Vice Chairman ADOPTED

RESOLVED:

(1) That the changes to officer delegation in respect of Council Development Control Functions underlined in Appendix 1 to these minutes be approved;

(2) That the proper officer makes consequential amendments to the Constitution; and

(3) That the District Development Control Committee conduct a review of the operation (paragraph g) of Appendix A as amended taking account of how often a Local Council objects has been ruled out as not being a material planning consideration.

65. REPORT OF THE LICENSING COMMITTEE - HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

Mover: Councillor Angold-Stephens, Chairman of the Committee

Councillor Angold-Stephens presented a report recommending the adoption of Hackney Carriage and Private Hire Licensing Policy.

Report as first moved **ADOPTED**

RESOLVED:

That the Hackney Carriage and Private Hire Licensing Policy attached in Appendix 2 to these minutes be adopted.

66. APPOINTMENTS TO VACANCIES ON COMMITTEES/PANEL

The Council considered nominations to fill vacancies which had arisen on the Audit and Governance Committee, the District Development Committee and Finance and Performance Management Scrutiny Panel

RESOLVED:

(1) That Councillor Leonard be appointed a member of the Audit and Governance Committee for the remainder of the current municipal year;

(2) That Councillor Jennie Hart be appointed a member of the District Development Control Committee for the remainder of the municipal year;

(3) That the nomination of Councillor Mann to fill the vacancy on the Finance and Performance Management Scrutiny Panel be referred to the Overview and Scrutiny Committee for consideration.

67. AUDIT AND GOVERNANCE COMMITTEE - REPORT OF RECRUITMENT PANEL

Councillor Watts presented a report advising of the decision of the Appointment Panel appointed by the Council to select a co-opted member on the Audit and Governance Committee.

RESOLVED:

That the decision of the Appointment Panel appointed by the Council, to select Mr A Jarvis of Chigwell, to fill the vacancy for a co-opted member on the Audit and Governance Committee with effect from 26 September 2013, be noted.

68. CALL-IN AND URGENCY - ALL WEATHER PITCH, TOWN MEAD, WALTHAM ABBEY

The Council noted that the Chairman of the Council had agreed that the decision of the Leader of the Council (a) to waive the requirements of Contract Standing Order C4 (Chief Officer to obtain at least three quotations for contracts exceeding £25,000 but not exceeding £50,000) and, (b) to accept a quotation in the sum of £45,635.13 from S & C Slatter as the most financially advantageous for the completion of the All Weather Pitch at Town Mead, Waltham Abbey, should be treated as a matter of urgency and should not be subject to call-in.

69. LEADER DECISION - NORTH WEALD AIRFIELD AND ASSET MANAGEMENT CABINET COMMITTEE

The Council noted a decision taken by the Leader of the Council to amend the terms of reference and title of the North Weald Airfield and Asset Management Cabinet Committee. The Leader clarified the title as the Asset Management and Economic Development Cabinet Committee.

70. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

The Chairman informed members that there were no reports to be considered on the business of joint arrangements and external organisations.

The Chairman advised that reports from representations on the Waltham Abbey Royal Gunpowder Mills, Stansted Airport Community Trust Fund and one other would be reported at the next Council meeting on 17 December 2013.

CHAIRMAN

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COUNCIL MINUTES – 5.11.13 – APPENDIX 1

**CONSTITUTION
PART THREE
(RESPONSIBILITY
FOR FUNCTIONS)**

**PLANNING DIRECTORATE – DELEGATION OF
COUNCIL FUNCTIONS**

Schedule 1 – Development Control

Schedule 2 – Forward Planning and Related Functions

DEVELOPMENT CONTROL FUNCTIONS

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
Care of the Environment	Town and Country Planning (Environmental Impact Assessments) (England and Wales) Regulations 1999	To determine the need for and scope of environmental impact assessments required under the Town and Country Planning Acts.	No
District Development Control Committee (Minute 30 – 7.12.10)	Planning (Hazardous Substances) Act 1990, Section 36, 36A and 36B	To determine applications for hazardous substances consent except those where there are objections from interested parties, which shall be determined by the relevant Area Planning Sub-Committee.	
	Planning (Hazardous Substances) Regulations 1992	To obtain and use necessary powers of entry to the land in relation to the above.	
Development Control	Town and Country Planning Act 1990 Section 70, 70(A), 191-3 etc	<p>1. Subject to Appendix A below, which are matters to be determined by Committee, to determine or decline to determine any:</p> <p>(a) planning applications;</p> <p>(b) applications for approval of reserved matters;</p> <p>(c) applications arising from any condition imposed on any consent, permission order or notice;</p> <p>(d) advertisement consents; and</p> <p><u>(e) listed buildings;</u></p> <p>2. To agree the precise wording of additional/revised conditions to be attached to planning permissions, at members' request, and discharge of conditions.</p>	Yes (See Appendix A to this Schedule)
District Development Control Committee (Minute 30 – 7.2.10)	Planning and Compensation Act 1991, Section 10		
	Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990, Part 1, Reg. 16-19		
Council Minute 29 – 28.6.11	Town and Country Planning (Development Management Procedure) (England) Order 2010, Part 6, Article 35		
	Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 3, Reg. 14-15		

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
	<p>Town and Country Planning General Permitted Development Order 1995, Part 6 and Part 31 of Schedule 2 as amended by SI 2008 No. 2362 <u>and</u> SI 2013 No. 1101</p> <p><u>Town and Country Planning (Development Management Procedure) (Amendment) (England) Order 2013</u></p>	<p>3. To determine whether prior approval of the method of any proposed demolition and any proposed site restoration is required and to give such approval where required except where objections from interested parties are received, which shall be determined by the Area Plans Sub-Committees.</p> <p>4. In relation to telecommunications equipment, to determine, after prior consultation with ward Councillors, whether the prior approval of the Council should be required to the siting and appearance of notified development.</p> <p>5. In relation to agricultural development, to determine whether to require the formal submission of details.</p> <p>6. To determine applications in relation to certificates of lawful use and development.</p> <p>7. To obtain and use necessary powers of entry to the land in relation to the above.</p> <p>8. To determine or decline to determine any non-material amendments.</p> <p>9. <u>To determine applications for prior approval for:</u></p> <p><u>(a) Single storey rear extensions to dwellinghouses;</u></p> <p><u>(b) Class J applications for prior approval for change of use from Class B1a offices to Class C3 residential;</u></p> <p><u>(c) Class K applications for prior approval for change of use from Class B1, C1, C2, C2a and D2 to State funded school; and</u></p> <p><u>(d) Class M development - Change of use from agriculture building (between 150 – 500 square metres) to a flexible use falling either within Class A1(shops), A2 (financial and professional services), A3 (restaurants and cafes), B1 (business), B8 (storage and distribution), Class C1 (hotels) or D2 (assembly and leisure).</u></p>	

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
		Subject to consultation with ward members in the cases where a <u>valid objection has been made and officers are minded to grant the application.</u>	
Enforcement District Development Control Committee (Minute 30 – 7.12.10)	<p>Town and Country Planning Act 1990 (as amended), Part 7, section 171-190, 196 A, B, C, 198-200 214(A)-(D), 215-219, 220 or 221 and 224, 325, 330</p> <p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 5, sections 27 and 30</p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990, Chapter 4, sections 38, 88, 88A and 88B</p> <p>Local Government (Miscellaneous Provisions) Act 1982 (Section 37)</p>	<p>Authority for Director of Planning and Economic Development or Director of Corporate Support Services to:</p> <ol style="list-style-type: none"> 1. Issue Stop Notices, Temporary Stop Notices, Enforcement Notices, Breach of Conditions Notices, Building Preservation Notices, Listed Buildings Enforcement Notices, Planning Contravention Notices, Conservation Area Notices, Discontinuance Notices in respect of advertisements and Section 215-219 Notices for all breaches of planning legislation, in accordance with the Council's adopted enforcement policy. 2. Prosecute the unauthorised display of advertisements, unauthorised works to a listed building, and non-compliance where enforcement action has previously been authorised. 3. Take appropriate enforcement action, including serving an injunction where the Director of Planning and Economic Development and/or the Director of Corporate Support Services, on their nominee, having regard to the evidence considers the circumstances to require urgent action. 4. Investigate if a temporary market has been held in breach of Section 37 of the 1982 Act. 5. Vary the requirements for compliance with notices already authorised, including altering the period required for compliance, service of further notices and withdrawal of notices. 6. Determine when action is not expedient in relation to breaches of control considered inconsequential or insignificant. 7. Obtain and use powers of entry necessary in relation to the above. 	
	Town and Country Planning Act	8. To authorise direct action (or re-charge the cost of that action) in pursuit	Subject to

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
	1990 (Section 178) (Council Minute 126 – 23.4.13)	of a valid enforcement notice under Section 178.	budget provision being available and to local District Councillors being notified

APPENDIX A: MATTERS TO BE DETERMINED BY THE RELEVANT COMMITTEE

- (a) Applications contrary to the provisions of an approved draft Development Plan or Development Plan, and which are recommended for approval;
- (b) Applications contrary to other approved policies of the Council, and which are recommended for approval;
- (c) Applications for major commercial and other developments, (e.g. developments of significant scale and/or of wide concern) and which are recommended for approval;
- (d) Applications for residential development consisting of 5 dwellings or more (unless approval of reserved matters only) and which are recommended for approval);
- (e) The Council's own applications on its land or property which are for disposal;
- (f) Those applications recommended for approval where there are more than two expressions of objections received, material to the planning merits of the proposal to be approved, apart from approvals in respect of householder type developments, telecommunication masts, shop fronts and vehicular crossovers and "other" category developments (changes of use, advertisements, listed building consents, conservation area consents), where more than four expressions of objections material to the planning merits of the proposal to be approved are received;
- (g) Applications, including certificates of lawfulness in respect of existing use and development, recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal;
- (h) Applications referred by a District Councillor, whose own ward must be within the remit of the relevant Area Plans Sub-Committee and who has firstly notified the relevant Ward Councillors in advance, so long as the referral has been requested in writing to Officers within 4 weeks of that applications notification in the Weekly List;
- (i) Applications where the recommendation conflicts with a previous resolution of a Committee;
- (j) Applications submitted by or on behalf of a Councillor of the Authority (and/or spouse/partner) or on behalf of a member of staff of Planning and Economic Development (and/or spouse/partner) and also in those cases where a councillor is an objector in a purely personal capacity;
- (k) Any other application which the Director of Planning and Economic Development considers it expedient or appropriate to present to committee for decision (e.g. those raising issues not covered by existing policies, or of significant public interest, or those with a significant impact on the environment);
- (l) An application which would otherwise be refused under delegated powers by the Director of Planning and Economic Development but where there is support from the relevant local council and no other overriding planning consideration necessitates refusal.

FORWARD PLANNING AND RELATED FUNCTIONS

Function	Relevant Legislation	Relevant Details	Exceptions
Forward Planning	Town and Country Planning Act 1990 Section 324 and 325	To obtain and exercise powers of entry to undertake surveys in connection with: (1) Statutory Plans (2) Applications for planning permission	No
Buildings	Planning (Listed Buildings and Conservation Areas) Act 1990 Section: 3 (1-8)	To serve Building Preservation Notices in urgent cases, subject to report to and review by the next meeting of District Development Control Committee. To obtain and exercise powers of entry to undertake surveys in connection with: (1) Statutory Plans (2) Applications for Planning Permission	Yes
Dangerous trees on private land	Local Government (Miscellaneous Provisions) Act 1976 Sections: 23 and 24	Discretionary power to take action to make safe trees on private land, including to: (1) Obtain and use necessary Powers of Entry to the land; (2) Serve relevant notices; (3) Respond to appeals; (4) Undertake works directly where necessary; and (5) Recover expenses.	No
Countryside hedgerows	The Hedgerow Regulations 1997 Sections: 5 to 15 incl.	The responsibility to: (1) Regulate the removal of certain hedgerows;	No

Function	Relevant Legislation	Relevant Details	Exceptions
		<ul style="list-style-type: none"> (2) Issue relevant notices, including to require hedgerow replacement; (3) Respond to appeals; (4) Take necessary enforcement or legal action; (5) Obtain and use necessary powers of entry to the land; (6) Surveying land in connection with any hedgerow removal notice; (7) Ascertaining whether any offences have been committed under Regulation 7; and (8) Determination of whether a notice should be served under Regulation 8. 	
High Hedges	Anti-social Behaviour Act 2003 (Part 8) Sections: 68, 69, 70, 74, 75, 77, 79 and 80.	<p>The responsibility to:</p> <ul style="list-style-type: none"> (1) Deal with complaints in relation to the height of domestic hedgerows; (2) Issue, withdraw or relax the requirements or relevant notices; (3) Serve relevant documents regarding notifications; (4) Notify interested parties; (5) Respond to appeals; (6) Take relevant legal or enforcement action, including undertaking works directly and recovering expenses; and (7) Obtain and use powers of entry necessary in relation to (1), (2), (3) and (6). 	No
Protection of trees	Town and County Planning Act 1990 (as amended) Part VIII	The duty and responsibility to:	No

Function	Relevant Legislation	Relevant Details	Exceptions
	Sections: 197, 198, 199, 201, 203, 205, 206, 207, 208, 209, 210, 211, 214, 214A, B, C&D, 324	<p>(1) Take all necessary measures to make Tree Preservation Orders where trees are at risk, and are of significant existing or potential amenity value, or where they are of wider or strategic importance, subject to publication of the details in the Council Bulletin;</p> <p>(2) Amend, confirm, decide not to confirm or revoke such orders (i.e. TPOs) subject to reporting any objections regarding the making of the order to the relevant Area Planning Sub-Committee for this decision;</p> <p>(3) Determine applications for works to preserved trees (other than felling) except as set out below:</p> <p>(i) applications recommended for approval where more than two expressions of objection material to the planning merits of the proposal have been received;</p> <p>(ii) applications recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal; and</p> <p>(iii) applications which a Councillor representing a ward within the relevant Area Plans Sub-Committee area requests in writing within four weeks of notification in the Council Bulletin should be referred to the appropriate Sub-Committee provided that the member has notified the Ward Councillor in advance;</p> <p>(4) Take any necessary action in respect of claims for compensation;</p> <p>(5) Take action to ensure replacement planting where appropriate, by serving relevant notices, or by undertaking such planting directly and reclaiming the costs, and to publish any decision not to require replacement planting in the Council Bulletin;</p> <p>(6) Respond to appeals;</p> <p>(7) Take legal action in aspect of breaches of Part VIII of the Act where expedient, in conjunction with the Director of Corporate Support Service, including injunctive action and recovery of costs;</p>	

Function	Relevant Legislation	Relevant Details	Exceptions
		<p>(8) Take appropriate action in respect of notification of works to trees in Conservation Areas, including the issue of the Tree Preservation Orders as necessary; and</p> <p>(9) Authorise all expedient measures to gain entry to land in respect of the execution of any of the above, including to:</p> <p>(i) issue a warrant if admission has been refused or if a refusal is reasonably anticipated or if the case is urgent;</p> <p>(ii) to take samples of trees or soil; and</p> <p>(iii) for the authorised person(s) to take with them such other persons as may be necessary.</p>	

- Note: The authorities to undertake the stated functions, as set under the relevant sections shall be taken to be automatically updated to take into account changes, modifications and updating as they occur in the relevant legislation, subject to no new authorities being created. All references are to the legislation as currently amended.

HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

(Including Licence Conditions)

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1. INTRODUCTION

- 1.1 The purpose of licensing of the Hackney Carriage and Private Hire Vehicle ('PVH') trades is to protect the public. Epping Forest District Council ('the Council') is also aware that the public should have access to Hackney Carriages and PVH because of the part they play in local transport provision and the economy of the District.
- 1.2 In preparation of this policy the Council has had regard to:
- The Department of Transport Best Practice Guide, and
 - Existing legislation
 - The Provision of Services Regulations 2009 ,to ensure requirements are:
 - (i) non-discriminatory;
 - (ii) justified by an overriding reason relating to the public interest;
 - (iii) proportionate to that public interest objective;
 - (iv) clear and unambiguous;
 - (v) objective;
 - (vi) made public in advance, and
 - (vii) transparent and accessible

2. CONSULTATION

- 2.1 The Council is keen to hear the views of persons who may be affected by this policy and has identified people and organisations who they consider may be interested in commenting on this policy before finalising and publishing this policy statement. The list of persons this Authority consulted is attached as appendix 1 to this statement.
- 2.2 The policy was approved at a meeting of the Full Council on ????, details are available in the Civic Offices and on the website.
- 2.3 Should you have any comments as regards this policy statement please send them via e-mail or letter to the following contact:
- Name: Senior Licensing Officer
Address: Civic Offices, High Street, Epping, Essex CM16 4BZ
E-mail: Licensing@eppingforestdc.gov.uk
- 2.4 It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements.

3. LICENSING OBJECTIVES

- 3.1 The Council will adopt and carry out its Hackney Carriage and Private Hire licensing functions with a view to protecting the public by promoting the following objectives:
- To ensure that safe, comfortable, reliable and accessible Hackney Carriage and Private Hire Vehicles are available for all who require them

- To ensure that all licensed drivers and Private Hire Operators are fit and proper persons
 - To provide clarity for licensees with respect to the Council's requirements and the decision making process
 - To promote a professional and respected Hackney Carriage and Private Hire trade
- 3.2 These objectives will be taken into account by the Council when making decisions.

4. DECISION MAKING IN RESPECT OF APPLICATIONS

- 4.1 The decision making powers of the Council may be carried out either by the Licensing sub-committee or by one or more officers acting under delegated authority. An indication of which applications will be heard by the sub-committee is shown in Appendix 4. The Council will in deciding these cases give priority to the safety of the public and their property.
- 4.2 When making a decision in respect of an application for a licence to drive a Hackney Carriage and/or Private Hire vehicle or to operate a Private Hire Vehicle the Council will take account of its Criminal Records Policy set out in Appendix 8.
- 4.3 It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements.

5. HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENCES

Legislative background

- 5.1 Section 47(2) of the Town Police Clauses Act 1847 permits a District Council to require that a Hackney Carriage licensed by them under the Act of 1847 to be of such design or appearance or bear such distinguishing marks as shall clearly identify it as a Hackney Carriage.

Section 48 of the Local Government (Miscellaneous Provisions) Act 1976 states that the Council shall grant a Private Hire Vehicle licence provided the Council is satisfied that the vehicle is

- Suitable in type, size and design for the use of a Private Hire Vehicle;
- Not of such a design and appearance as to lead any person to believe that the vehicle is a Hackney Carriage;
- In a suitable mechanical condition;
- Safe; and
- Comfortable;
- That there is in force in relation to the use of the vehicle a policy of insurance that complies with the Road Traffic Act 1988.

Licence Conditions

- 5.2 The conditions of the Hackney Carriage Proprietors licence is attached as appendix 2 and the Private Hire Vehicle licence as appendix 3. If there is a breach of these licence conditions the matter may be referred to the Council's Licensing sub-committee for consideration or in the case of a serious or urgent breach the appropriate officers have delegated authority to decide whether to suspend or revoke a licence.

Vehicle Testing

- 5.3 Prior to the grant of a new vehicle licence the vehicle must have been tested by the Council's authorised testing station.

Age Limits

- 5.4 Vehicles under the age of five years then will require six monthly testing at the Council's authorised testing station, whereas those over five years must be tested at four monthly intervals.
- 5.5 Failure to have interim tests carried out in accordance with this policy is likely to result in the suspension of the licence and repeated offenders may be prosecuted in the magistrates' court

Vehicle Identification

- 5.6 The requirement for roof and other signs are specified in the licensing conditions.

Insurance

- 5.7 The Council requires proof that the vehicle is insured prior to the issue of a new licence or on renewal and may require the Proprietor to provide it with details of insurance at any time whilst there is a current licence.

Duration

- 5.8 Licences for vehicles can be granted by the Authority for up to one year.

Executive Status – For Private Hire Vehicles only

- 5.9 The Authority has a duty of care to ensure that all residents, professional clients and general customers travelling in private hire vehicles are safe and secure at all times and that private hire vehicles are readily recognisable as such. To that end the Council's standard conditions require the display of private hire licence plates and door stickers, and forbid the use of tinted windows.
- 5.10 The Council is prepared to recognise a class of Executive Status vehicles which will be exempt from these requirements. For such vehicles, more discreet executive plates will be permitted.
- 5.11 The vehicle must be a high quality, executive or prestigious vehicle and must be in a pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim or seating.

- 5.12 The applicant must satisfy the Council that they intend to operate the vehicle for work of an executive or corporate nature and that they are required not to display plates. Two letters of reference not more than one month old are required when making the application and on each renewal of the licence.

6. DRIVERS

Legislative background

- 6.1 Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 require that “a district council shall not grant a driver’s licence to drive a private hire vehicle or hackney carriage unless they are satisfied that an applicant is a fit and proper person”

Council’s requirements

- 6.2 Prior to issuing a new licence the Council requires:

- A Medical Certificate;
- A search made at the Disclosure and Barring Service and/or a certificate of good conduct provided from the relevant embassy of an applicant from overseas;
- The applicant must have passed the Council’s Knowledge Test;
- For those not holding an EU passport, evidence will need to be provided of the applicant’s right to work in the United Kingdom which will include a relevant VISA or letter from the appropriate Embassy/Authority.

Further guidance and application forms are on the Council’s website.

Driving Experience

- 6.3 The Council requires that an applicant must have passed his or her driving test at least three years prior to the application. This is to ensure that the driver has the necessary skills and experience to be a licensed driver.
- 6.4 If an applicant considers that an exception should be made then the sub-committee will consider the application taking account of the driving history of the applicant, whether the applicant has been employed as a driver, the type of work to be undertaken and any other matter which the applicant considers relevant to demonstrate his or her experience.

Duration

- 6.5 The Council usually issues a licence for a period of one year.

Renewals

- 6.6 When an application is made to renew the Council will require:

- a new search made at the Disclosure and Barring Service and/or a certificate of good conduct provided from the relevant embassy of an applicant from overseas;

- a current doctor's certificate every five years for applicants of 45 years and over and every year at renewal for those applicants of 65 years and over;
- a copy of the driver's current driving licence;
- For those not holding an EU passport, evidence will need to be provided of the applicant's right to work in the United Kingdom which will include a relevant VISA or letter from the appropriate Embassy/Authority.

Further guidance and application forms are on the Council's website.

- 6.7 Serious or frequent complaints about a driver will be taken into account when considering any renewal of a driver's licence.

7. PRIVATE HIRE VEHICLE OPERATORS

Legislative Background

- 7.1 Section 55 of the Local Government (Miscellaneous) Provisions Act 1976 states that the Council shall grant a private hire operator licence provided the Council is satisfied that the applicant is a fit and proper person to hold such a licence.

Application

- 7.2. In order for an operator to prove that they are fit and proper they must provide evidence of:

- a new search made at the Disclosure and Barring Service and/or a certificate of good conduct provided from the relevant embassy of an applicant from overseas;
- references

- 7.3 Proof of Public Liability Insurance must also be provided.

Insurance

- 7.4 The Council may require the Proprietor to provide it with details of public liability insurance at any time whilst there is a current licence.

Premises

- 7.5 In order to ensure that accurate regulation and realistic enforcement is undertaken by the Council, a licence shall not be granted to any applicant whose operating centre or intended operating centre is outside of Epping Forest district unless that applicant is renewing a licence which was previously granted by the Council at a time when their operating centre was located outside the district. A landline telephone number will be required to which bookings can be made. Only telephone numbers which have been approved in writing by the Council can be used for the acceptance of bookings

8. LICENSING CONDITIONS

- 8.1 All Hackney Carriage Vehicle licences will be issued subject to the conditions specified in Schedule 5, those for Private Hire Vehicle Drivers licences those set out in Schedule 6 and those for Private Hire Vehicle Operators in Schedule 7.
- 9.2 The Council will take into account any failure to comply with these conditions when deciding whether a licence should be revoked, suspended or renewed.

9. ENFORCEMENT

- 9.1 Officers from the Licensing Service and Environment and Street Scene will aim to undertake enforcement fairly, providing advice where appropriate to ensure that drivers and proprietors fully understand the relevant legislation and conditions. Enforcement may be carried out in conjunction with other authorised bodies such as VOSA and police officers
- 9.2 Any enforcement action carried out will be proportionate and reasonable and will aim to treat all licensees fairly and consistently. Complaints received and warnings issued in relation to existing drivers and operators will generally be held on file and taken into consideration for a period of three years from receipt, although where a further warning is issued or complaint received during this period, the original warning / complaint will be kept on file from the date of the most recent warning.

APPENDIX 1

LIST OF CONSULTEES

Solicitors	Maggie McEwen
Attwater & Liell Solicitors	Ann Mitchell
Berwin Leighton Paisner Solicitors	Gagan Mohindra
Curwens Solicitors	Richard Morgan
Foskett Marr Gadsby & Head	Stephen Murray
Whiskers LLP	John Philip
Hammonds solicitors	Caroline Pond
Jarmans Solicitors	Brian Rolfe
	Brian Sandler
Breweries	Mary Sartin
Mitchells & Butlers	Glynis Shiell
McMullen & Sons	Penny Smith
Star pubs & bars (was Scottish & Newcastle retail)	Peter Spencer
Greene King	David Stallan
Spirit group brewery	Syd Stavrou
	Tracey Thomas
EFDC Councillors	Haluk Ulkun
Kenneth Angold-Stephens	Gary Waller
Ken Avey	Lesley Wagland
Richard Bassett	Sylvia Watson
Anthony Boyce	Antony Watts
Heather Brady	Elizabeth Webster
Will Breare-Hall	Chris Whitbread
Gavin Chambers	Janet H Whitehouse
Kewal Chana	Jon Whitehouse
Tony Church	David Wixley
Tessa Cochrane	Neville Wright
Richard Cohen	John Wyatt
Colin Finn	
Ricki Gadsby	Chief Executive/Deputy Executive
Leon Girling	Glen Chipp
Peter Gode	Derek MacNab
Anne Grigg	
James Hart	EDFC Senior Officers
Derek Jacobs	Mike Tipping
Sue Jones	Nigel Richardson
Helen Kane	John Preston
Paul Keska	Kassandra Polyzoides
John Knapman	Paul Pledger
Yolonda Knight	Bob Palmer
Jeane Lea	Coleen O'Boyle
Lance Leonard	Jim Nolan
Alan Lion	David Newton
Harvey Mann	Alison Mitchell
John Markham	Paula Maginnis

Peter Maddock
Graham Lunnun
John Kershaw
Alan Hall
John Gilbert
EFDC Senior Officers Cont.
Qasim Durrani
Mike Chapman
Janet Twinn
Roger Wilson
Julie Chandler
MP'S
MP- Eric Pickles
MP- Eleanor Laing
MP - Robert Halfon
Town Councils
Loughton - Mrs Enid Walsh -
Ongar - Aimi Middlehurst
Waltham Abbey - Kathryn Richmond
Epping - Ash Tadjrishi
Parish Councils
Abbess, Beauchamp and Berners Roding
Willingale - Mr E Fenwick
Theydon Mount - Anne Brewitt
Theydon Garnon - Mrs D Corsi
Theydon Bois - Sally Crone
Stapleford Tawney - Wendy Heard
Stapleford Abbots - Mr Jeffrey Blatt
Stanford Rivers - Mrs K Hayden
Sheering - Mr D Harris
Roydon - Mrs J Ballard
North Weald - Clerk
Nazeing - Mr B Blunden
Moreton, Bobbingworth & Lavers - L. Peters
Matching - Mr Ernie Fenwick
Lambourne - Mrs R Spiller
High Ongar - DeborahTonkiss
Fyfield - Louise Vandermark
Epping Upland - Mrs V Evans
Chigwell - Kay Canning
Buckhurst Hill - Clerk
Town Centre Partnerships
Loughton High Road - Doreen Corsi
- Peter Sheen
Buckhurst Hill - Peter Angel
Epping - Barbara Ford
- Barry Seager
Loughton Broadway - Dave Stannard

Ongar Town Forum - Martyn Pattie
Waltham Abbey - Norma Green
Responsible Authorities
Epping Police Station - Peter Jones
Pollution & Public Health – Richard Gardiner
Public Health - Steven Harcher
Head of Child Protection ECC
Health and Safety Executive
Trading Standards
Essex Fire and Rescue
Planning - David Baker
Environment Agency
Licensing Administration, public health NHS
Taxi Operators
Ongar Cars
Sadlers Taxi's
Bassett Cars
VIP Cars
Abbey Cars
Elite cars
Chigwell Cars
Lawlor Cars Services
Mayflower Cars
Sadlers Taxi
Advance Cars
Olympic Taxis
EFTA
Churches
St Stephen's Church
St. Thomas More & St Edward Catholic Church
Church of the Immaculate Conception RC
Church Of The Assumption
St. Michael's Church
Epping Forest Youth for Christ
St. Nicholas Church
St. Thomas More Church
Harlow Magistrates Court
Trinity Church
Restore Community Church
St. John's Church
St. Edmund's Church
St. Mary's Church
Loughton Baptist Church
Holy Trinity Church
St John the Baptist Church, Epping
St Elizabeth Church, Buckhurst Hill
St. Winifreds Church of England
St. Mary's Church Chigwell

Restore Community Church
The Salvation Army
Lea Valley Church A.O.G
Life Church Epping - Pastor Lee Carmichael
Epping Forest Community Church
Churches Cont.
Chigwell & Hainault Synagogue
St Mary's Church
Waltham Abbey Church
St Mary the virgin
Holy Innocents
St Michael and All Angels
All Saints Church
Epping Elm Church
Buckhurst Hill Baptist Church
St James' Church
Fyfield Benefice Essex
St. James United Reformed Church
St. Mary the Virgin
St. Peters Church
The Forest Hill Evangelical Church
St. Helens Catholic Church
All Saints & St Giles Church
Loughton Synagogue
Theydon Bois Baptist Church
Epping Green Chapel
Epping District Team Ministry
Epping Methodist Church
St. Paul's Church
St. Johns Church
Waltham Abbey, Holy Cross and St Lawrence
St Thomas Uphire
All Saints
Federation of Synagogues
Chigwell & Hainault Synagogue
Kingdom Hall Of Jehovah's Witnesses
St Martin's Chipping Ongar & St Peter's Shelley
Greensted Church
St Martins C Of E Church
St Helens Catholic Church
The Parish Church of Saint Margaret
Other
Consumers association
Stephen Carpenter- McDonalds
Epping Voluntary Action
City of London
West Essex PCT
All Premises Licensed by EFDC
All Essex County Councillors
Local Strategic Partnership

Epping Forest Safety Strategy Panel
Union of Shop Distributive and Allied workers
Unison
Licensed Victuallers Association
Disabled Coalition Group
Transport and general workers union
Whipps Cross NHS Trust
Arriva Bus Company
Princess Alexandra NHS Trust
Rural Community Council of Essex
Transport and General Works Union
Equity
Environment Agency
Epping Forest Conservators
Epping Forest PCT
Essex Ambulance NHS Trust
Essex County Council
Essex Police Service
Essex Probation Service
(West Essex Local Delivery Unit)
Essex Tourist Bodies
General Municipal & Boilermakers union
Health & Safety Exec Essex
Lea Valley Park Authority
HM Revenues and Customs
Local Chambers of Commerce
Local Council Liaison Committee
Local Round Table
Loughton Residents Association
LUL Transport for London
Musicians Union
Citizens Advice Bureau
Campaign for the protection of rural England
Council for Voluntary Services
East Herts District Council (Licensing)
Association of Licensed Retailers
British Transport Police

APPENDIX 2

HACKNEY CARRIAGE VEHICLE LICENCE

CONDITIONS OF LICENCE

Epping Forest District Council is the licensing authority in respect of Hackney Carriages. The Council considers that the following conditions are reasonably necessary for the regulation of hackney carriages in its district. These conditions may be amended or varied by the Council at any time.

The proprietor of the vehicle must ensure that the vehicle complies with the following conditions at all times:

VEHICLE LICENCE

Term of Licence

1. A Hackney Carriage Vehicle Licence shall be renewed annually unless the Council has agreed a shorter term.

Signs

2. A plate, bearing the number of the licence and the number of passengers for which the vehicle is licensed, shall be displayed in a vertical position, and fixed firmly to the outside of the vehicle close to the rear number plate. The vehicle shall not be used to convey a greater number of passengers than shown on the plate and licence. The plate must be returned to the Council on termination of the licence.
3. Window signs, as supplied by the Council, shall be displayed on each passenger window of the vehicle.
4. The licence holder shall not, and must ensure that the driver does not conceal from public view or deface the Hackney Carriage plate. The plate must be kept clean.
5. A Hackney Carriage shall display a roof sign which shall be illuminated, and showing to the front and rear the word "TAXI", except when the vehicle is under hire.
6. The trade name, address and telephone number may be displayed on the doors of the vehicle and/or on a maximum three inches depth advertisement panel in the rear window in a position not restricting rearward vision.
7. Only licensing plates issued by Epping Forest District Council shall be displayed on the vehicle

Vehicle Specification

8. All vehicles shall be in satisfactory mechanical order and body condition and in operational order in every respect. Vehicles shall have:
 - (a) A minimum of four doors, each adjacent to a seat and capable of being opened from the inside of the vehicle. All vehicle doors must be either front hinged or sliding.
 - (b) The centralised locking system should not be applied when carrying adult passengers.
 - (c) Seats with a minimum width of not less than 43cm per person.
 - (d) Accommodation for not less than four passengers.
 - (e) Be capable of carrying a wheelchair in a reasonable manner.
 - (f) The vehicle shall have minimum headroom of five feet.
 - (g) An adequate heating system for the passengers.
 - (h) Internal panelling or trimmed with such materials as would be suitable for passenger comfort and sound insulation.
 - (i) A serviceable spare tyre, jacking equipment and wheel brace. Where a vehicle is manufactured not to carry a spare wheel then subject to the vehicle being fitted with suitable run flat tyres or it carries a manufacturer's approved temporary repair kit then the requirement for a spare wheel to be carried shall not apply.
 - (j) Adequate luggage facilities and either have a separate luggage compartment or a fixed screen (of sufficient construction to protect passengers from injury from items in the luggage compartment) between the rear seat and the luggage compartment which shall be kept in position at all times. This condition shall not apply to people carriers or multi purposes vehicles.
 - (k) Be equipped with fully functional nearside and offside exterior rear view mirrors.
 - (l) The vehicle should not be driven unless the driver's badge is clearly displayed.

Vehicle Inspections

9. The proprietor shall submit the vehicle for inspection on first application for a licence and for every renewal.
10. If the vehicle is less than five years old the proprietor of a Hackney Carriage vehicle shall submit the vehicle for mechanical and/or such other inspection six months after the date when the licence is issued at premises that are approved by the Council.
11. If the vehicle is over five years old at four monthly intervals.
12. The Council may require a vehicle to be inspected at any other time.
13. The interim inspection reports must be submitted when renewing the vehicle licence.

Accidents

14. Without prejudice to any statutory duty imposed under the Road Traffic Acts, the proprietor of a Hackney Carriage shall report to the Council as soon as reasonably practicable, and in any case within seventy two hours of the occurrence of any accident causing damage which materially affects the safety, performance or appearance of the vehicle, or the comfort or convenience of persons carried in the vehicle. The licence holder must present the vehicle for inspection immediately if required by the Council. In the event that the vehicle fails an examination for serious body damage or mechanical defects it shall be subject to prohibition by written notice for use as a Hackney Carriage, until such time as the defect has been corrected to the satisfaction of the Council.

Advertising

15. Third party advertising is permitted on the doors and internally on the back of the seat headrests subject to the Council retaining the right to request removal of any particular advertisement that is considered offensive, harmful to health or considered unsuitable.

Condition of the Vehicle

16. The inside and outside of a Hackney Carriage vehicle shall be kept clean and free from damage, well maintained and in every way fit for public service.

Safety Equipment.

17. A Fire Extinguisher conforming to BS EN3 shall be carried and be readily available for use.

Convictions

18. The Proprietor shall notify the Senior Licensing Officer in writing of any conviction or police caution recorded against him or if the Proprietor is a company against any of its directors during the period of the licence within seven days of such conviction or caution.

Change of Address

19. The proprietor shall notify the Senior Licensing Officer in writing of any change of address during the licensing period within seven days of such change taking place.

Failure to comply with any of the conditions will result in a referral to Licensing Sub Committee for consideration of suspension or revocation of licence.

NOTE: Knowledge of these conditions will form part of the Knowledge Test

APPENDIX 3

PRIVATE HIRE VEHICLE LICENCE CONDITIONS

Epping Forest District Council is the licensing authority in respect of Private Hire Vehicles. The following conditions which it considers are reasonably necessary for the regulation of Private Hire Vehicles in its district will apply to all licences. These conditions may be amended or varied by the Council at any time.

The Proprietor of the Vehicle must ensure that the vehicle complies with the following conditions at all times.

VEHICLE LICENCE

Term of Licence

1. A Private Hire Vehicle licence shall be renewed annually unless the Council has agreed a shorter term.

Signs

2. A plate, bearing the number of the licence and the number of passengers for which the vehicle is licensed, shall be displayed in a vertical position, and fixed firmly to the outside of the vehicle close to the rear number plate. The vehicle shall not be used to convey a greater number of passengers than shown on the plate and licence. The plate must be returned on the termination of the licence.
3. Window signs, as supplied by the Council, shall be displayed on each passenger window of the vehicle.
4. A licence holder shall not, and must ensure that the driver does not conceal from public view or deface the Private Hire Vehicle plate. The plate must be kept clean.
5. The trade name, address and telephone number of the operator may be displayed on the doors of the vehicle and/or on a maximum three inches depth advertisement panel in the rear window in a position not restricting rearward vision.
6. There shall be **no** display of roof signs of any description or the display of the word "TAXI" or "CAB" whether in the singular or plural and whether alone or part of another word nor the word "FOR HIRE" in any form of wording which in any way suggests that the vehicle on which it is displayed is presently available to take up passengers wishing to hire it or would be available if not already hired.
7. Only Licensing Plates issued by Epping Forest District Council shall be displayed on the vehicle

Vehicle Specification

8. All vehicles shall be in satisfactory mechanical order and body condition and in operational order in every respect. Vehicles shall have:

- (a) A minimum of four doors, each adjacent to a seat and capable of being opened from the inside of the vehicle. All vehicle doors must be either front hinged or sliding.
- (b) Centralised locking of the doors should not be applied when carrying adult passengers.
- (c) Seats with a minimum width of not less than 43cm per person.
- (d) Accommodation for not less than four passengers.
- (e) Be capable of carrying a wheelchair in a reasonable manner.
- (f) The vehicle shall have minimum headroom of five feet.
- (g) An adequate heating system for the passengers.
- (h) Internal panelling or trimmed with such materials as would be suitable for passenger comfort and sound insulation.
- (i) A serviceable spare tyre, jacking equipment and wheel brace. Where a vehicle is manufactured not to carry a spare wheel then subject to the vehicle being fitted with suitable run flat tyres or it carries a manufacturer's approved temporary repair kit then the requirement for a spare wheel to be carried shall not apply.
- (j) Adequate luggage facilities and either have a separate luggage compartment or a fixed screen (of sufficient construction to protect passengers from injury from items in the luggage compartment) between the rear seat and the luggage compartment shall be kept in position at all times. This condition shall not apply to people carriers or multi-purpose vehicles.
- (k) Be equipped with fully functional nearside and offside exterior rear view mirrors.
- (l) Vehicles should not be driven unless the Driver's Badge is clearly displayed.

Vehicle Inspections

- 9. The licence holder shall submit their vehicle for inspection on first application and on every renewal.
- 10. If the vehicle is less than five years old the driver of a Private Hire Vehicle shall submit the vehicle for mechanical and/or such other inspection six months after the date that the licence is issued at premises that are approved by the Council.
- 11. If the vehicle is over five years old it must be submitted for inspection at six monthly intervals.
- 12. The Council may require a vehicle to be inspected at any other time.
- 13. The interim inspection reports must be submitted when renewing the vehicle licence.

Accidents

- 14. Without prejudice to any statutory duty imposed under the Road Traffic Acts, the proprietor of a Private Hire Vehicle shall report to the Council as soon as reasonably practicable, and in any case within seventy two hours of the occurrence of any

accident causing damage which materially affects the safety, performance or appearance of the vehicle, or the comfort or convenience of persons carried in the vehicle. The licence holder must present the vehicle for inspection immediately if required by the Council. In the event that the vehicle fails an examination for serious body damage or mechanical defects it shall be subject to prohibition by written notice for use as a Private Hire Vehicle, until such time as the defect has been corrected to the satisfaction of the Council.

Advertising

15. Third party advertising is permitted on the doors and internally on the back of the seat headrests subject to the Council retaining the right to request removal of any particular advertisement that is considered to be offensive, harmful to health or considered unsuitable.

Condition of the Vehicle

16. The inside and outside of a Private Hire Vehicle shall be kept clean and free from damage, well maintained and in every way fit for public service.

Safety Equipment.

17. A Non Halon Fire Extinguisher conforming to BS EN3 shall be carried and be readily available for use.

Change of Address

18. The proprietor shall notify the Senior Licensing Officer in writing of any change of address during the licensing period within seven days of such change taking place.

Convictions

19. The Proprietor must inform the Senior Licensing Officer in writing of any convictions or police caution recorded against him, or if the Proprietor is a company against any of its directors during the period of the licence within seven days of such conviction or caution.

Failure to comply with any of the conditions will result in a referral to the appropriate officer of the Council or to the Licensing Sub Committee for consideration of suspension or revocation of licence.

APPENDIX 4

Exceptions to delegations to decide Driver's licences

In the following circumstances application for a Hackney Carriage or Private Hire Driver's Licence will be decided by the Licensing Sub-Committee:

1. If the application is contested
2. Where there are breaches of condition or related law in the preceding 12 months
3. An applicant fails to comply with the Council's licensing procedure, pass the Knowledge Test, or meet the age, experience, or medical fitness requirements
4. Where in the opinion of the Council's medical adviser (or a doctor nominated by him) an applicant is not medically fit to hold a licence to drive a Hackney Carriage or Private Hire Vehicle.
5. An applicant for a driver's licence has a criminal conviction relating to the following:
 - Any unspent conviction for theft or similar offence, or
 - A conviction for violence against the person,, or
 - Any unspent drug related offence, or
 - An offence relating to indecency or sexual offence, or
 - Any unspent conviction for drunkenness
6. An applicant has motoring convictions contained in the list below:
 - Disqualification for driving by a court for any reason within the preceding five years, or
 - An accumulation of 10 or more penalty points from endorsable motoring offences in the last five years, or
 - Any motoring offences that the Authority considers the sub-committee should consider.
7. Where the Director of Corporate Support Services considers it appropriate to exercise her discretion because of her concern about the suitability of the applicant which is the subject of the licensing application.

APPENDIX 5

HACKNEY CARRIAGE DRIVER'S LICENCE CONDITIONS

Epping Forest District Council is the licensing authority in respect of Hackney Carriages. On granting a licence it will impose the following conditions which it considers are reasonably necessary for the regulation of hackney carriages and drivers in its district. These conditions may be amended or varied by the Council at any time.

Conduct of Driver

1. The driver must:
 - (a) be clean, respectable and act with civility towards every person travelling in the vehicle and shall comply with their reasonable requirements;

NB. Minimum standards of dress prohibit the wearing of vests or singlets. Shorts may be worn only if properly tailored and of sufficient length when the driver is seated as not to offend against decency;
 - (b) not smoke in the vehicle at any time even when the vehicle has no passengers;
 - (c) take all reasonable precautions to ensure the safety of persons travelling in or alighting from such vehicles;
 - (d) not apply the centralised locking system when carrying adult passengers.
2. If a driver carries a hirer to a certain place and the hirer asks the driver to wait, the driver may ask for his/her fare for driving there and ask also for a deposit against the waiting time. After accepting such a deposit, the driver shall not drive away without the consent of the hirer.
3. The driver of a Hackney Carriage who shall have agreed or shall have been hired to be in attendance with the vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at the appointed time and place.
4. When picking up the hirer, the driver shall make his/her presence known in person and shall not attract the hirer's attention by sounding the car horn, shouting or making any other disturbing noise.
5. The driver of a Hackney Carriage, when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
6. The driver shall not drive a vehicle that is a Hackney Carriage unless it is properly displaying the licence plate and it is clear and legible and all times.
7. The driver must not without the express consent of the hirer play any radio or sound reproducing instruments or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.

Badges

8. A driver shall, at all times, display his/her badge so that it is clearly visible.
9. The driver will return his/her badge to the Licensing Section immediately upon the expiry, revocation or suspension of their licence.

Change of Address

10. A Licence holder, on changing his/her address shall notify the Council of such a change within seven days.

Insurance /MOT/ Licence.

11. The driver is responsible for ensuring that any vehicle in his/her charge is insured for use as a Hackney Carriage.
12. The appropriate MOT Certificate and insurance documents covering the use of that vehicle and driver shall be produced within seven days when required by the Council. A copy of these documents shall also be carried on the vehicle and must be produced on request by an authorised officer of the Council or a police officer.
13. The driver of a Hackney Carriage shall produce his/her Licence on request for inspection by an authorised officer of the Council, or any police officer

Passengers and Luggage

14. A driver shall not carry or permit to be carried in his vehicle any greater number of persons than the number specified in the licence issued to that particular vehicle and must not refuse to carry fewer persons than the number marked on the plate.
15. Once a Hackney Carriage has been hired, a driver shall not carry anyone else during that hire, without the CONSENT of the first hirer.
16. Adequate luggage facilities must be provided, ensuring its safety and the driver shall, when requested by the hirer:
 - (a) afford reasonable assistance in loading and unloading such luggage;
 - (b) afford reasonable assistance in removing such luggage to or from the entrance of any building, station or place at which he/she may take up or set down such person;
17. A driver must take reasonable precautions to ensure the safety of persons entering or alighting from the vehicle and also to ensure that the relevant legislation regarding seat belts and child restraints are complied with.

Lost Property

18. The driver of a Hackney Carriage shall immediately after the termination of the hiring search the vehicle for any property, which may have been accidentally left therein. The driver shall on finding such property, carry it as soon as possible and in any case within 24 hours, to his/her operator. If the driver has no operator then the matter must be reported to the nearest Police Station as soon as possible and in any case within 24 hours of the finding.

Animals

19. Any animal belonging to or in the custody of any passenger can be conveyed in a licensed vehicle at the driver's discretion.
20. Any driver of a licensed vehicle which has been hired by or for a disabled person with their guide, hearing or prescribed assistance dog, or a person who wishes such a person to accompany him or her in the vehicle will have a duty to:-
 - (a) convey the disabled passenger's dog and allow it to remain with the passenger; and
 - (b) not make any additional charge for doing so.

An assistance dog is defined by regulations as a dog which is trained by a specified charity i.e. "Dogs for the disabled", "Support Dogs" or "Canine Partners for Independence", to assist a disabled person with physical impairment and which at the time that its owner hires a taxi is wearing a yellow jacket inscribed with the name of a charity.

21. A driver shall only be exempt from condition 20 on medical grounds and on having obtained an exemption notice from the Council. The notice of exemption shall be displayed in a prominent position.
22. If requested, the driver shall provide the hirer with a written receipt for the fare paid.

Use of Hackney Carriage

23. No driver licensed or otherwise, shall act as a Hackney Carriage driver without the consent of the owner of the Hackney Carriage.
24. A driver shall not leave his Hackney Carriage unattended in a public place, the Police being authorised to tow it away under such circumstances.
25. A driver shall not obstruct or hinder another Hackney Carriage driver in any way.

Medical Conditions

26. The driver shall notify the Council in writing of any medical condition that arises after the issue of the licence that may affect their ability to drive safely.

Criminal Convictions

27. In the event that a Licence holder is charged or summoned for any alleged criminal offence, then he/she shall within seven days of being charged or on receipt of the summons (as the case may be) report the fact, in writing, to the Licensing authority, giving particulars of each alleged offence and in which court the proceedings are pending.
28. In the event that a licence holder is convicted of any criminal offence, or has an official caution administered, he/she shall within seven days of such conviction report such conviction in writing to the Council, and give particulars of each conviction and any penalty points imposed in respect of it. **All driving offences shall be reported to the Council (this also includes a totting up of points.)**

29. Following any conviction or the issue of a fixed penalty notice which results in penalty points being endorsed on the Licence holder's DVLA driving licence, that Licence must be produced to the Council within seven working days of its return from the DVLA or a Court or a Fixed Penalty Office, following the endorsement of the offence thereon.

Failure to comply with any of the conditions will result in a referral to the appropriate officer of the Council or to the Licensing Sub Committee for consideration of suspension or revocation of licence.

NOTE: Questions on these conditions will form part of the Knowledge Test

APPENDIX 6

PRIVATE HIRE DRIVER'S LICENCE CONDITIONS

Epping Forest District Council is the licensing authority in respect of Private Hire Vehicles in the district. On granting a licence it will impose the following conditions which it considers are reasonably necessary for the regulation of private hire drivers in its district. These conditions may be amended or varied by the Council at any time.

Conduct of Driver

1. The holder of a Private Hire Vehicle licence shall also produce his/her licence for examination by the proprietor of the vehicle, both at the commencement of his/her employment and immediately after its renewal.
2. The driver must:
 - (a) be clean, respectable and act with civility towards every person travelling in the vehicle and shall comply with their reasonable requirements;

NB. Minimum standards of dress prohibit the wearing of vests or singlets. Shorts may be worn only if properly tailored and of sufficient length when the driver is seated as not to offend against decency.
 - (b) not smoke in the vehicle at any time even when the vehicle has no passengers;
 - (c) take all reasonable precautions to ensure the safety of persons travelling in or alighting from such vehicles.
 - (d) not to apply the centralised locking system when carrying adult passengers.
3. If a driver carries a hirer to a certain place and the hirer asks the driver to wait, the driver may ask for his/her fare for driving there and ask also for a deposit against the waiting time. After accepting such a deposit, the driver shall not drive away without the consent of the hirer.
4. The driver of a Private Hire Vehicle who shall have agreed or shall have been hired to be in attendance with the vehicle at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at the appointed time and place.
5. When picking up the hirer, the driver shall make his/her presence known in person and shall not attract the hirer's attention by sounding the car horn, shouting or making any other disturbing noise.
6. The driver of a Private Hire Vehicle, when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
7. The driver shall not drive a vehicle that is a Private Hire Vehicle unless it is displaying a licence plate and it is clear and legible at all times.

Badges

8. A driver shall, at all times, display his badge so that it is clearly visible.
9. The driver will return their badges to the Licensing Section immediately upon the expiry, revocation or suspension of their licence.
10. A licence holder, on changing his/her address shall notify the Council of such a change within seven days.

Insurance /MOT/ Licence.

11. The driver is responsible for ensuring that any vehicle in his/her charge is insured for use as a Private Hire Vehicle.
12. The appropriate MOT Certificate and insurance documents covering the use of that vehicle and driver shall be produced within seven days when required by the Council. A copy of these documents shall also be carried on the vehicle and must be produced on request by an authorised officer of the Council or a police officer.
13. The driver of a Private Hire Vehicle shall produce his/her licence on request for inspection by an authorised officer of the Council, or any police officer.

Passengers and Luggage

14. A driver shall not carry or permit to be carried in his/her vehicle any greater number of persons than the number specified in the licence issued to that particular vehicle and must not refuse to carry fewer persons than the number marked on the plate
15. Once a Private Hire Vehicle has been hired, a driver shall not carry anyone else during that hire, without the CONSENT of the first hirer.
16. Adequate luggage facilities must be provided, ensuring its safety and the driver shall, when requested by the hirer:
 - (a) afford reasonable assistance in loading and unloading such luggage;
 - (b) afford reasonable assistance in removing such luggage to or from the entrance of any building, station or place at which he/she may take up or set down such person.
17. A driver must take reasonable precautions to ensure the safety of persons entering or alighting from the vehicle and also ensure that the relevant legislation regarding seat belts and child restraints are complied with.

Lost Property

18. The driver of a Private Hire Vehicle shall immediately after the termination of the hiring search the vehicle for any property, which may have been accidentally left therein. The driver shall on finding such property, carry it as soon as possible and in any case within 48 hours, to his/her operator.

Animals

19. Any animal belonging to or in the custody of any passenger can be conveyed in a licensed vehicle at the driver's discretion.
20. Any driver of a licensed vehicle which has been hired by or for a disabled person with their guide, hearing or prescribed assistance dog, or a person who wishes such a person to accompany him or her in the vehicle will have a duty to:-
 - (a) convey the disabled passenger's dog and allow it to remain with the passenger; and
 - (b) not make any additional charge for doing so.

An assistance dog is defined by regulations as a dog which is trained by a specified charity i.e. "Dogs for the disabled", "Support Dogs" or "Canine Partners for Independence", to assist a disabled person with physical impairment and which at the time that its owner hires a taxi is wearing a yellow jacket inscribed with the name of a charity or has some other form.

21. A driver shall only be exempt from condition 20 on medical grounds and on having obtained an exemption notice from the Council. The notice of exemption shall be displayed in a prominent position

Fares

22. The driver shall not demand from the hirer a fare in excess of any previously agreed fare for that hiring.
23. Where a tariff is enforced, a tariff card shall be displayed on the inside of the vehicle in such a position as is plainly visible to persons travelling in the vehicle.
24. If requested, the driver shall provide the hirer with a written receipt for the fare paid.

Use of Private Hire Vehicle

25. No driver, licensed or otherwise, shall act as a Private Hire Vehicle driver without the consent of the owner of the Private Hire Vehicle.
26. A driver shall not leave his Private Hire Vehicle unattended in a public place, the Police being authorised to tow it away under such circumstances.
27. A driver shall not obstruct or hinder another Private Hire Vehicle driver in any way.
28. Private Hire Vehicles may not wait on any stand designated for the use of Hackney Carriages.

Medical Conditions

29. The driver shall notify the Council in writing of any medical condition that arises after the issue of the licence that may affect their ability to drive safely.

Criminal Convictions

30. In the event that a licence holder is charged or summoned for any alleged criminal offence, then he shall within seven days of being charged or on receipt of the

summons (as the case may be) report the fact, in writing, to the Licensing authority, giving particulars of each alleged offence and in which court the proceedings are pending.

31. In the event that a licence holder is convicted of any criminal offence or has an official caution administered to them, he/she shall within seven days of such conviction report such conviction in writing to the Council, and give particulars of each conviction and any penalty points imposed in respect of it. **All driving offences shall be reported to the Council (this also includes a totting up of points.)**
32. Following any conviction or the issue of a fixed penalty notice which results in penalty points being endorsed on the licence holder's DVLA driving licence, that licence must be produced to the Council within seven working days of its return from the DVLA or a Court or a Fixed Penalty Office, following the endorsement of the offence thereon.

Enforcement

33. The Council may suspend, revoke or refuse to renew on application a driver's licence if any of the above conditions are not complied with.

Failure to comply with any of the conditions will result in a referral to the appropriate officer of the Council or to the Licensing Sub Committee for consideration of suspension or revocation of licence.

NOTE: Questions on these conditions will form part of the Knowledge Test

APPENDIX 7

PRIVATE HIRE OPERATOR LICENCE CONDITIONS

Epping Forest District Council ('the Council') is the licensing authority in respect of Private Hire Operator Licences. The following conditions are reasonably necessary for the regulation of Private Hire Operators in its district. These conditions may be amended or varied by the Council at any time.

The operator of the private hire vehicle must ensure that he or she complies with the following conditions at all times.

Records

1. The operator must keep records of private hire bookings and of drivers and vehicles available to the operator and these shall be kept as follows:-
 - (a) Records must be kept in a form which gives easy access for inspection, e.g., in a bound book or if a booking is made by computer, a print out of each day's bookings, or bookings kept in computerised form so that the records can easily be made available for inspection by an authorised officer of the Council or Police Officer. Records must be kept for at least one year;
 - (b) The operator shall keep at each Operating Centre, records of the Private Hire Vehicle drivers and vehicles (including a copy of their licence) available to the operator for carrying out bookings accepted at that centre.
 - (c) All records must be made and retained in written or electronic form and securely stored.
 - (d) Records of each hiring must contain the following details:
 - Date and time booking made
 - Name of hirer
 - Name of principal passenger (if different from above)
 - Agreed time of pick-up
 - Agreed place of pick up
 - Destination(s) specified at time of hiring by the hirer(s)
 - Identity of vehicle undertaking the hiring (vehicle registration or Private Hire Vehicle licence number)
 - Name and licence number of the driver undertaking the hiring
 - Fare quoted to hirer (if requested when hired)
 - Time and date of journey (if different from date of booking)
 - Whether the booking was sub-contracted; if so, the name of the sub-contractor, the Licensing Authority and the operator licence number.
 - (e) Records of the Private Hire Vehicle driver(s) used by the operator must contain the following details:
 - Full name of driver
 - Date of birth

- Address (normal place of residence)
 - Date driver became available to operator
 - Category of vehicle for which eligible to drive
 - Private Hire Drivers licence number
 - Date driver ceased to be available to the operator
- (f) Records of the Private Hire Vehicle used by the operator must contain the following details:
- Manufacturer, model and colour
 - Registration number
 - Private Hire licence/plate number
 - Registered owner name and address (on registration document)
 - Date when vehicle became available to operator
 - Copy of current valid certificate of insurance
 - Date vehicle ceased to be available to the operator.
 - Service history of each vehicle including details of any modifications thereto and details of all accident repairs.

Operation Centre

2. The operator shall notify the Council of any changes to the information supplied on the application form, e.g., change of address or telephone number, must be notified to the Council within two weeks of the change.
3. Operators will be required to notify the Council of the name of the person responsible for the day-to-day running of each Operating Centre named on the licence, and of any changes.
4. Operators shall display a copy of their licence at the Operating Centre in a position that is accessible to members of the public
5. Operators must display on public view, at Operating Centres with public access, evidence of their public liability insurance and must provide the Council with copies on request.
6. Operators must indicate clearly at the Operating Centre or within any letter head, advertising or promotion of their service, that the service provided is in respect of pre-booked journeys only.
7. Operators must ensure that any telephone facilities and radio equipment provided are maintained in sound condition and that any defects are repaired promptly.

Waiting Areas

8. To ensure that any waiting area for members of the public is kept clean, adequately heated, ventilated and lit.
9. To ensure that there is public liability insurance for any area open to the public for at least 2 million pound and the Operator shall produce evidence of insurance to the Council when requested.

Fares

10. Details of fare tariffs should be available to members of the public and displayed on public view at the Operating Centre or made available upon request.
11. Fares will be in accordance with the operator's advertised table of fares, unless otherwise agreed with the hirer at the time of booking.
12. The operator should give details of the fare for a particular hiring to the hirer when the booking is being made, if requested by the hirer.

General

13. Operators shall not employ or otherwise engage, whether directly or indirectly, any vehicle that has not been licensed by the Council or a driver who does not have a valid licence, for any bookings.
14. Operators shall only accept booking at an authorised Operating Centre.
15. Operators shall only sub-contract bookings to a licensed operator.
16. Operators must establish a complaints procedure, ensuring that all complaint records include the driver's name, nature of complaint, details of complainant and action taken.
17. Operators must establish a procedure for dealing with client's property lost or found in a Private Hire Vehicle operated by them or under contract to them. This should include evidence that an attempt has been made to return the property to the owner, and a system for recording and storing lost property.
18. Operators must provide details to the Council of any licensed driver whose services are dispensed with by the operator, where the circumstances of the driver's dismissal relate to a breach of the licence conditions.
19. Details of any conviction incurred by the licensee during the currency of the licence must be reported in writing to the Council within two weeks of the date of the conviction.
20. Lost property should be returned to the operator, then at the earliest convenience given to the customer. If this is not possible it shall be handed into the nearest police station

Failure to comply with the conditions will result in a referral to the appropriate officer of the Council or the Licensing Sub Committee for consideration of suspension or revocation of licence.

APPENDIX 8

CRIMINAL RECORDS POLICY GUIDELINES FOR THE ISSUE OF HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER AND OPERATOR LICENCES

Introduction

When submitting an application for a licence to drive a hackney carriage and/or private hire vehicle or to operate a private hire vehicle the applicant is requested to declare any pending prosecutions, cautions or convictions you may have, even those regarded as 'spent' under the Rehabilitation of Offenders Act 1974. Failure to declare such information or giving false information to obtain a licence is an offence and will be treated very seriously. The information that is given is treated in the strictest confidence and will only be taken into consideration in relation to the application.

The applicant is required to consent to the Council carrying out a check with the Disclosure and Barring Service, which will disclose any cautions or convictions that he or she may have. Information received from the Disclosure and Barring is treated in the strictest confidence while the application is processed, and will be retained on manual and computer records for no longer than is deemed necessary.

The existence of a criminal record or disclosure of other information will not necessarily preclude the applicant from gaining a licence unless the Council considers that any conviction or convictions renders him or her unfit to hold such a position of trust. In making this decision the Council will take into consideration the nature of the offence, the time period since it was committed, what age the applicant was when the offence was committed, and any other factors the applicant brings to the Council's attention or the Council feel are relevant.

Any applicant refused a licence on the grounds that they are not a fit and proper person to hold a licence has a statutory right of appeal to a magistrates' court.

General Policy

1. Each case will be decided on its own merits.
2. A person with a current conviction for a serious crime need not necessarily be permanently barred from obtaining a licence, but should be expected to remain free from conviction for a period of three to five years, depending on the circumstances, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances, although persons with convictions for offences of a violent, sexual, child-related nature, a racially aggravated offence or other very serious crime will not normally be issued with a licence. The overriding consideration will always be the protection of the public.
3. In this policy, the time periods mentioned in each case refer to the time that has elapsed since the date of conviction. Where a custodial sentence has been imposed, however, the time period runs from the date of release from prison. Where several offences are being considered together, the pattern of offending will be taken into consideration and the Council will normally expect a person to have been free from conviction for a period of three to five years from the last conviction.

4. The Council reserves its right to take into consideration spent convictions and relevant cautions.
5. The Council reserves its right to require an applicant to undergo a substance abuse (illegal drugs) test where there is evidence to suggest that the applicant may have a drugs problem or there is a history of drug use. This would be at the expense of the applicant and would normally be required where two or more convictions or cautions under the Misuse of Drugs Act within the last ten years have been revealed.
6. Should the Council be minded to refuse an application or have concerns over convictions or driving endorsements the applicant will be invited to attend the Licensing Sub-Committee before making a determination. If an applicant does not attend, a decision will be made based on the information available.

The following examples afford a general, but not exhaustive indication as to the action likely to be taken where convictions are declared and/or revealed.

Types of Convictions

(a) Minor traffic offences

Convictions for minor traffic offences should not prevent the issue of a licence.

If 6 points or more have accrued the applicant should be warned as to future conduct and the warning recorded.

If an applicant has been disqualified under the totting up procedure he should be warned as to future conduct.

If his or her DVLA licence shows more than one disqualification for whatever period or reason (other than a drink drive offence) then he should not be issued a licence unless and until a period of at least 2 years free of convictions has elapsed since the expiry of his last period of disqualification

Minor Traffic offences not declared by driver

Where an applicant has failed to disclose one or more of the offences mentioned above on their application form but such offences are subsequently uncovered during a DVLA check or by any other means, the Council shall determine whether to issue the licence subject to a warning regarding future conduct or to refuse to grant the licence. A key consideration in reaching this determination will be whether there was a premeditated intent to deceive.

Existing drivers are under a legal obligation to declare to the Council all offences committed. Failure to do so may result in the revocation of the licence.

(b) Major traffic offences

An isolated, spent conviction for offences including dangerous driving or driving without due care and attention should normally merit a warning as to future driving and advice on the standards expected of hackney carriage and private hire drivers.

More than one conviction for this type of offence or a combination with other convictions within the last two years should merit refusal and no further application will then be considered until a period of at least five years free from conviction has elapsed.

(c) Drunkenness - With a motor vehicle

A serious view should be taken of convictions for driving or being in charge of a vehicle under the influence of drink.

An isolated incident in the past should not necessarily debar an applicant unless the applicant had been employed in duties as a taxi driver at the time of the offence. In that case the application should be refused.

At least five years should elapse after the restoration of the DVLA driving licence, following disqualification for an isolated offence of this nature.

If the applicant has more than one conviction for a drink/drive offence the application should be refused.

If there is any suggestion that the applicant is an alcoholic then a special medical examination should be arranged.

If the applicant is found to be an alcoholic a period of five years should elapse after treatment is complete before a further application is considered.

(d) Drugs

If an applicant has one conviction for a drug related offence then he should be required to show a period of at least three years free of conviction before the issue of a licence is considered.

If an applicant has two convictions within the previous ten years then he should be required to show a period of at least five years free of convictions. If applicant has three or more convictions for drug related offences then the application should be refused.

If the applicant is or has been a drug addict then he should be required to wait a period of 5 years after detoxification treatment before re-applying.

(e) Indecency offences

Hackney carriage and Private Hire Vehicle drivers often carry unaccompanied and/or vulnerable passengers. If an applicant has a conviction for any sexual offence the application will be refused.

(f) Violence

As Hackney Carriage and/or Private Hire Vehicle drivers and operators are in close contact with the public, a firm line should be taken with applicants who have convictions for grievous bodily harm, wounding or assault.

If the applicant has more than one conviction for violence within the preceding ten years then the application should be refused.

A conviction for Grievous Bodily Harm, Unlawful Wounding, Attempted Murder, Threats To Kill, or similar, should be considered by the severity of the sentence. In other words the rehabilitation periods under the Rehabilitation of Offenders Act 1974 should be used to justify the issue or refusal of a licence.

(g) Dishonesty

Hackney Carriage and/or Private Hire Vehicle drivers and operators are expected to be persons of trust. The widespread practice of delivering unaccompanied property, taking children to school and families on holiday is indicative of the trust that people place in drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare. Overseas visitors can be confused by the change in currency and become 'fair game' for an unscrupulous driver.

Similarly, any customer can be defrauded by a driver taking them by any other than the shortest route or by any property left in the vehicle being kept by unscrupulous drivers.

For these reasons a serious view should be taken of any convictions involving dishonesty. In general, a period of at least three to five years free from conviction should be demonstrated before an application is considered.

If an applicant has several convictions of a similar nature then a longer period than the three to five year period should be considered before consideration of the application.

(h) Insurance offences

A serious view will be taken of convictions for driving or being in charge of a vehicle without insurance.

An isolated incident in the past will not necessarily debar an applicant but the sub-committee will require evidence as to the facts of the case.

More than one conviction for this type of offence in the last five years will raise grave doubts as to an applicant's fitness to hold a Licence, unless there are exceptional circumstances. A driver found guilty of driving passengers for hire and reward whilst without valid insurance will have their Hackney Carriage and/or Private Hire Driver's Licence revoked immediately and no further application for such a licence will be considered by the Council for a minimum period of five years.

A Private Hire operator similarly convicted of operating a vehicle without valid insurance will have their licence revoked and no further application for such a licence will be considered by the Council for a minimum period of five years

(i) Use of Hackney Carriage or Private Hire Vehicles

Unlicensed drivers who have convictions for any offences relating to the use of a licensed vehicle will not be considered for a licence by the Council for a minimum period of three years. More than one conviction for this type of offence in the last five years will raise grave doubts as to an applicant's fitness to hold a Hackney Carriage and/or Private Hire Driver's licence, unless there are exceptional circumstances.

Licensed drivers who are convicted of plying for hire (or touting) or other offences relating to the use of licensed vehicles will have their licence revoked and will not normally be considered for a licence by the Council for a minimum period of three years from the date of conviction. Private Hire Operators found guilty of operating a vehicle where no private hire vehicle Licence is in place will have their licence revoked and no further application for such a licence will be considered by the Council for a minimum period of three years.

(k) Failure to respond to interview request

The Council considers failure to respond to officer's request for an interview whether formal or informal to be serious as it prevents the Council from investigating issues and complaints and shows a disregard for the safety of the travelling public. In these circumstances the Council shall consider suspension of a driver's licence pending the outcome of the investigation.

(l) Failure to report an accident

A first offence of failure to report an accident within the specified time will normally be dealt with by issuing a written warning. Subsequent offences may be dealt with by way of revocation of the licence and/or prosecution