

Summary of Main Proposed Changes for the Taxi and Private Hire Licensing Policy Stoke City Council 2025

IOL Guidance = Guidance on determining the suitability of applicants and licensees on the hackney and private hire trades April 2018 [Guidance on Suitability Web Version \(16 May 2018\).pdf \(instituteoflicensing.org\)](#)

DFT Best Practise Guidance =Taxi and private hire vehicle licensing best practise guidance for licensing authorities in England [Taxi and private hire vehicle licensing best practice guidance for licensing authorities in England - GOV.UK \(www.gov.uk\)](#)

DFT Statutory Taxi and Private Hire Standards [Statutory taxi and private hire vehicle standards - GOV.UK \(www.gov.uk\)](#)

	Proposed change	Current Policy:	Proposed Policy:	Justification for the change
1.	Drivers Exceptional Circumstances	Appendix H Application procedure 1.12 Drivers applying after expiry date (within 3 months) considered by Chair or Vice Chair	To be considered by Officers	More reasonable quicker for applicants IOL Guidance (Introduction 1.7) By High Court in R (on the application of Nicholds) v Security Industry Authority can depart from Policy if there are exceptional circumstances
2.	Drivers Conviction Notification	Appendix I 1.3, 1.4 and 1.5 Drivers must notify Licensing within 7 days of a charge, caution, conviction, arrest and questioning	Drivers to notify Licensing within 48 hours	Safety DFT Statutory Taxi and Private Hire Standards (4.12)

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3.	Drivers Drivers DBS Update Service Subscription	General requirements Fit and Proper test 4.3 & appendix H 1.5 The Enhanced Disclosure report from the National Disclosure and Barring Service is only valid for 3 months so you must complete the process within this time period once you have this obtained this report All drivers must subscribe to the DBS update service after their first initial application and ensure that they remain subscribed for the duration that they are licensed	To be enforced and amended to: Applicants must provide at application an enhanced disclosure certificate that is subscribed to the update service. All unclear DBS's will be considered in line with the IOL guidance. DBS certificates will be checked on-line at application and intermittently for any changes	Safety/Easier for applicants/Speed up the application process IOL Guidance 3.23, also its mandatory for school contracts
4.	Drivers Safeguarding	Nothing in current policy	At the end of Codes of Conduct add: Drivers are required to contact Licensing regarding any safeguarding and or wellbeing concerns around their customers	There have been 2 cases in the last couple of years of drivers taking advantage of vulnerable customers.
5.	Drivers Yellow Badge	Appendix F Vehicle Conditions 3.10 You must fix the yellow Identity Card holder we give you in the vehicle so that the drivers ID card is plainly visible to all passengers. The card holder must be kept in good condition at all times. Drivers code of conduct	Removed from policy	Not necessary as the white badge should be on display at all times and the holders are not practical

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6.	Driver Application Decisions	Nothing in current policy	4. General Dual Driver Requirements 4.7 The Council will make decisions in line with the Institute of Licensing Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades	Safety Institute of Licensing Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades
7.	Drivers and Vehicles licence parts A,B & C	Throughout the policy Mentions the old system of parts A,B & C of the old paper licence	Remove all reference to A,B,C	Not necessary due to digitalisation. Licences are a one-part document that is e-mailed to applicants and operators
8.	Drivers & Operators NR3 register (NAFN)	Background Data Protection 1.13 The details of any drivers who are refused a drivers licence or have their drivers licence revoked by the Council will be entered on to the NR3, Refusals and Revocations register held by NAFN	All applicants will be checked on the NAFN NR3 register and if there is a record a DPA request will be made to the relevant authority/s	Safety DFT Statutory Taxi & Private Hire Standards 3.17 IOL Guidance 4.5 pre-application requirements drivers

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9.	Drivers and Operators Taxis and Private Hire Vehicles (Disabled Persons) Act 2022	Not in the policy	Conditions/code of conduct and general requirements for drivers and operators amended to comply. We also have an on-line register of wheelchair accessible vehicles.	Drivers and Operators Taxis and Private Hire Vehicles (Disabled Persons) Act 2022
10.	Private Hire Plate Exemptions/ Courtesy Cars	General vehicle Requirements/Courtesy Cars provided with a driver 3.16 A complete application will be referred to the Licensing and Registration Panel for a decision	General Vehicle Requirements 3.10 and 3.11 A complete application will be referred to a Licensing Officer for a decision. At renewal vehicles will be inspected by a Licensing Officer to ensure that they still fit the criteria, this can be arranged before the application is submitted	Reduce Panel referrals when the decision is based on criteria 3.17 in policy Speed up the application process

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11.	All licensed vehicles Age restriction	General vehicle Requirements Maximum 3.5 Maximum age of vehicles. Grants must be less than 7 years of age. If a vehicle is over 10 years old a 6 month licence issued (from the date of first registration or if imported from the date of manufacture)	<p>From 01 April 2025 All new vehicles that are powered solely by an internal combustion engine must be Euro 6 Emissions Compliant</p> <p>From 01 April 2025, the Council will stop licensing vehicles which are of Euro 4 emissions standard and are powered solely by petrol, diesel or liquified petroleum gas (LPG) internal combustion engines (ICE). This will not affect electric vehicles, hybrid vehicles or those using hydrogen fuel.</p> <p>From 01 April 2025, until 31 March 2026, the Council will accept renewal applications for the last time in connection with vehicles which are of the Euro 5 emissions standard and are powered solely powered by petrol, diesel or liquified petroleum gas internal combustion engines. This will not affect electric vehicles, hybrid vehicles or those using hydrogen fuel</p> <p>From 01 April 2027, the Council will stop the new to licensing of vehicles which are powered solely by petrol, diesel or liquified petroleum gas internal combustion engines. This will not affect the renewal of ICE vehicles already licensed by the Council. Further, it will not affect the new to licensing or renewal licensing of electric vehicles, hybrid vehicles or those using hydrogen fuel.</p> <p>From 31 March 2030, the Council will stop the licensing of vehicles which are powered solely</p>	<p>Environmental Concerns/Safety</p> <p>We removed the upper age limit in 2016, since then the age of our fleet has increased with 18 yr old vehicles currently licensed. Euro 6 will ensure that vehicles are newer with lower emissions.</p> <p>IOL Guidance Chapter 4.5</p>

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			<p>by petrol, diesel or liquified petroleum gas internal combustion engines. This will not affect electric vehicles, hybrid vehicles or those using hydrogen fuel.</p> <p>Vehicles renewals over 10 year old will be issued a 12 month plate but must supply a MOT & suitability certificate from Cromer Road every 6 months. Failure to do so will lead to your vehicle being suspended</p>	
12.	All licensed vehicles CCTV	Not included in policy at the moment	Background 1.6 CCTV provides protection for the driver and customer. We strongly recommend that consideration is given to installing it in licensed vehicles images. Vehicle proprietors and drivers are responsible for storing and using images in line with Information Commissioners Office Guidance (ICO)	<p>Driver Safety DFT Statutory Taxi and Private Hire Standards (7.7) Are there local circumstances which indicate that the installation of CCTV in vehicles would have either a positive or an adverse net effect on the safety of taxi and private hire vehicle users, including children or vulnerable adults, and taking into account potential privacy issues?</p>
13.	Private hire Vehicles signage	Appendix D Signs and Signage Internal signage don't jump in stickers and door signs to be displayed	<p>No internal signage, don't jump in signs or door signs No Smoking sign and plates still required (Smoke free legislation)</p>	<p>To distinguish Hackneys from Private Hire and reduce plying for hire DFT Best Practise guidance 8.12 Vehicle identification and signage</p>

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14.	Hackney Carriage Vehicles Remove grandfather rights	Appendix B1. Vehicle Type – Vehicles with Grandfather rights Any Hackney Carriage proprietors' (vehicle) licence granted to a person for a saloon type vehicle may be renewed for a replacement non-wheelchair accessible vehicle, subject to compliance with sections 4, 7, and 11 of this appendix. 1.2 Any replacement vehicle proposed to be licensed as a hackney carriage vehicle under Grandfather rights must be BLACK in colour	No Grandfather rights all vehicles must meet current policy Appendix B 1.1	To ensure 100% of the fleet are wheelchair accessible Taxi and Private Hire Vehicles Disabled Persons Act 2022

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15.	DBS for Vehicles Proprietors	No requirement	Appendix A Applicants must provide at application a basic disclosure certificate that is subscribed to the update service All unclear DBS's will be considered in line with the IOL guidance	DFT Statutory Taxi and private Hire Standards 7.1 IOL guidance 4.5 pre-application requirements
16.	Operators people or directors can be added or removed	Not in policy at present	5. General Private Hire Operators requirements 5.1 People or directors can be added and removed from Operator licences as a separate process. DBS certificates, safeguarding certificate and proof of right to work are required for new applicants/directors if they are not a licensed Dual Driver. Operator licences can't be transferred from one limited company to another.	Convenience and cost for operators
17.	Operators Register of staff which includes basic DBS	Not in policy at present	Operators Conditions 7.1 Operators to keep a register of staff who will be taking bookings or dispatching vehicles This should include a basic DBS check that this is compatible with their policy on employing ex-offenders	IOL guidance 4.48 and 3.41 DFT Statutory Taxi and private Hire Standards 8.8A

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18.	Operators Booking records	General private Hire Operator Requirements 5.13 and Appendix J 6.1. Booking records must contain: Date and time booking the booking was made Time the vehicle is required Name of person taking the booking if not an automated system Name of hirer or other identifier Pick up point Time booking allocated to the driver Name of person allocating the booking Plate number or other identifier of the vehicle Badge number or other identifier of the driver	Add Destination Name of passenger Date the pickup is required Registration number Name of individual that dispatched the vehicle	DFT Statutory Taxi and Private Hire Standards and Licencing Policy 2021-2024 Report 8.13
19	Operator DBS	General Private Hire Operator requirements 5.2. Operator applicants must complete a basic disclosure check obtained no more than 3 months before the date of application	General Private Hire Operators Requirements 5.2 Private Hire Operator applicants must provide at application a basic disclosure certificate that is subscribed to the update service. All unclear DBS's will be considered in line with the IOL guidance	To make the application process easier and quicker