

Colchester Borough Council

Hackney Carriage Plate Allocation Policy and Process

This policy sets out the Council's proposed approach to allocation of a Hackney Carriage (HC) Plate.

The policy is intended as a guide to applicants and members of the licensing committee and provides information on what the Council expects to see in relation to re-allocation of a HC vehicle plate. The advice and guidance contained in the policy are intended only to assist applicants and other parties and should not be interpreted as legal advice.

Any comments on this policy should be sent via email to:

Licensing@colchester.gov.uk

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1. Background

- 1.1 In line with legislative requirements an unmet demand survey was carried out in 2011 to review the number of hackney carriage vehicle plates to be available in the Borough of Colchester. The current limit is set at 131 plates. This is unlikely to change until an unmet demand survey highlights the need to add numbers or until the limit is removed by legislation. The next unmet demand survey is due to take place in the autumn of 2015.
- 1.2 The overall objective of this policy is to enable Colchester Borough Council to allocate or reallocate a hackney carriage plate in a fair and open manner, should a plate become available.
- 1.3 There is currently no policy in place regarding the allocated or re-allocation of a hackney carriage plate.

2. Eligibility

- 2.1 In order to qualify for the allocation process the following eligibility criteria must be met:
 - The applicant must not currently hold more than one hackney carriage plate (including, for the avoidance of doubt, those proprietors who obtained their current licence via a transfer).
 - The applicant must not have had a licence suspended or revoked during a five year period immediately prior to the start of the process.
 - The applicant must be compliant with all conditions within the Council's current policy and have not received penalty points within one year prior to the start of the process.
 - The intended driver must have completed and passed the passenger assisted transport (PAT) scheme.

3. Vehicle specification

- 3.1 The vehicle must be compliant with the Council's vehicle conditions for a hackney carriage licence.
- 3.2 The vehicle must be adapted for wheelchair/disabled accessibility.
- 3.3 The vehicle must meet the Council's current policy in terms of age and specification at first registration.

4. Process

- 4.1 All current owners and drivers who have indicated an interest will be notified of a plate becoming available and the relevant process. A public notice will be

placed in a local newspaper and on the Colchester Borough Council website. This will detail the process and indicate a closing date for registration to apply and be entered in a randomly generated draw.

- 4.2 Those who apply and meet the relevant criteria detailed above will be entered into a draw that will consist of an excel based programme to randomly pick an applicant.
- 4.3 To avoid any ambiguity the draw will be carried out at a meeting of the Licensing Sub-Committee at a specified date and time.
- 4.4 The number of draws will depend on the number of plates available.

5. Timescales

- 5.3 The Licensing Team will notify the successful applicant within one week of the draw.
- 5.4 The successful applicant will need to carry out the full application process within 28 days of the notification. Failure to do so will result in another draw being held at the next Licensing Sub-Committee meeting.

6. Conditions

- 6.1 The plate that is newly re-issued cannot be sold or transferred for a period of five years from issue.
- 6.2 Should the successful applicant be an existing hackney carriage plate holder, they will not be allowed to sell or transfer any existing plate for a period of five years.
- 6.3 The outcome of the draw is final.

7. Declaration

- 7.1 Any new driver wishing to register an interest in the allocation process will be required to complete a statutory declaration confirming that they meet the requirements of this policy.