



Notice of a public

Decision Session - Executive Member for Housing & Safer Neighbourhoods

- To:** Councillor Craghill (Executive Member)
- Date:** Thursday, 16 January 2020
- Time:** 2.30 pm, or on the rising of the Budget Decision Session of the Executive Member for Housing & Safer Neighbourhoods, to be held at 2:00 pm.
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democracy Support Group by 5:00pm on Monday 20 January.

*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Customer and Corporate Services Scrutiny Management Committee.

1. Declarations of Interest

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Minutes (Pages 1 - 2)

To approve and sign the minutes of the meeting held on 31 October 2019.

3. Public Participation

At this point in the meeting, members of the public who have registered to speak can do so. The deadline for registering is 5.00pm on Wednesday 15 January.

Members of the public can speak on agenda items or matters within the Executive Member's remit.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

Please note that, subject to available resources, this meeting will be filmed and webcast, or recorded, including any registered public speakers who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if recorded, this will be uploaded onto the Council's website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

https://www.york.gov.uk/downloads/file/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809

4. Taxi Licensing Policy / Vehicle Licence Conditions - Executive Vehicles (Pages 3 - 22)

In accordance with the requirements of the Council's Constitution, this report seeks Executive Member approval to amend the Taxi Licensing Policy (the Policy) with regards to Executive Vehicles. It follows a request from a vehicle licence proprietor and the operator of Executive Vehicles, and recommendations from the Licensing and Regulatory Committee.

5. Urgent Business

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer:

Name – Michelle Bennett

Telephone – 01904 551573

E-mail – michelle.bennett@york.gov.uk

For more information about any of the following please contact the Democratic Services Officers responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim (Polish)
własnym języku.

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

City of York Council

Committee Minutes

| | |
|---------|--|
| Meeting | Decision Session - Executive Member for Housing & Safer Neighbourhoods |
|---------|--|

| | |
|------|-----------------|
| Date | 31 October 2019 |
|------|-----------------|

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|---------|---------------------|
| Present | Councillor Craghill |
|---------|---------------------|

27. Declarations of Interest

The Executive Member was asked to declare, at this point in the meeting, any personal interests not included on the Register of Interests or any prejudicial or discloseable pecuniary interest that they might have in respect of the business on the agenda. None were declared.

28. Minutes

Resolved: That the minutes of the previous meeting of the committee held on 20 March 2019 be approved and signed as a correct record.

29. Public Participation

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

30. Homeless Review 2018/19

The Executive Member received a report on the prevention and relief work, main duty decisions and rough sleeping as well as the activity governed by the Housing Act 1996, the Homelessness Act 2002, The Localism Act 2011 and the Homeless Reduction Act 2017 and the City of York Council's Homelessness Strategy 2018-2023 in respect of the financial year 2018/19.

Tim Carroll, the Service Manager for the Housing Options and Support Team and Denis Southall, Head of Housing, were in attendance to present the report and to respond to questions.

During discussion, officers explained some of the challenges that their team had faced in relation to this aspect of service which included:

- the financial environment in York in terms of the ratio of wages to housing prices, making it harder for people to access affordable housing,
- cuts in funding from central government
- The Homeless Reduction Act 2017 – whilst this had been well-intended and welcome legislation, managing these changes locally had meant added work for the team, particularly in relation to adapting to a new IT system.

The Executive Member commended the team in their ability to absorb these challenges and noted that the department had worked very hard with all of our partners in the voluntary sector, on reducing the numbers of rough sleeping in York. She noted that many of York's residents were very concerned about this issue and that it was important to assure them that the housing team were already working hard to address this concern, whilst acknowledging that there is always more that could be done. She was pleased to note that the department had continued to gain funding to help prevent homelessness. The Executive would be considering work on how to help reduce the number of homeless people in York along with other initiatives within the council's budget in July.

Resolved:

- (i) That the Homeless Review report and the progress made by the service be noted.
- (ii) That the priorities and targets for 2019/20 as set out in paragraph 31 of the Homeless Review report, including renaming the 'Preventing Homelessness Together' to 'Preventing Homelessness and Rough Sleeping Together' be agreed.
- (iii) That there be a communication with residents outlining how they can help the homeless in York.

Reason: To ensure the council continues to meet the statutory duties under Housing Act 1996 (as amended) and Homeless Reduction Act.

Cllr Craghill, Chair

[The meeting started at 2.00 pm and finished at 2.10 pm].



Decision Session – Executive Member for Housing and Safer Neighbourhoods 16 January 2020

Report of the Assistant Director – Planning & Public Protection

Taxi Licensing Policy / Vehicle Licence Conditions – Executive Vehicles

Summary

1. In accordance with the requirements of the Council’s Constitution, this report seeks Executive Member approval to amendment to the Taxi Licensing Policy (the Policy) with regards to Executive Vehicles. It follows a request from a vehicle licence proprietor and the operator of Executive Vehicles, and recommendations from Licensing and Regulatory Committee.

Recommendations

2. The Executive Member is asked to approve Option 1 of this report.

Reason: to extend the Council’s already established ‘Private Hire Vehicle Licence Plate & Signage Exemption Policy’ with regards to executive vehicles and bring it in line with the other authorities in the West Yorkshire transport authority region.

Background

3. The Council has approved conditions relating to vehicle specification (Taxi Licensing Policy Appendix 1), that can be found at Annex 1, one of these conditions relates to the light transmittance of windows in all licensed hackney carriage and private hire vehicles. The condition being No 19:
 - i) All licensed vehicles shall be fitted with windscreen glass that has a light transmittance of 75% and windows to either side of the drivers head shall have a light transmittance of not less than 70%.
 - ii) All other windows within licensed vehicles shall have a light transmittance of not less than 50%.

- iii) For estate-type vehicles the windows overlooking the luggage space can be of any manufacturer's tint providing it is not opaque.
- iv) Any self applied material shall satisfy the requirements of i) ii) and iii) above if it has been approved by the Council.

4. Regulation 32 of the Road Vehicles (Construction and Use) Regulations 1986 requires the windscreen to have a minimum light transmission value of 75% and the windows to either side of the driver's head of not less than 70%.
5. As part of the review of the Taxi Licensing Policy, which was approved by the Executive on 26 January 2017, the light transmittance in relation to all other windows (ii) was reduced from 70% to 50% following representations received from the licensed trade.
6. On the 21 July 2014 Licensing and Regulatory Committee approved an Exemption Policy in relation to the displaying of licence plates and signage on licensed private hire vehicles who exclusively undertake executive contract work (legislation only allows this provision in relation to private hire vehicles). This exemption policy has been consolidated in the Policy (at Appendix 2 to the Policy 'Private Hire Vehicle Licence Plate & Signage Exemption Policy') and is attached at Annex 2 of this report.
7. The operator who has made the request for the change believes executive vehicles should be allow a darker tint to rear windows as:
 - their customers expect privacy;
 - the vehicles they wish to provide come fitted with tinted windows (privacy glass);
 - all their work is pre-booked on account; and
 - other licensing authorities allow tinted windows (privacy glass) in executive vehicles.
8. The proposed amended 'Private Hire Vehicle Licence Plate & Signage Exemption Policy' for executive vehicles can be found at Annex 3. An additional requirement would be included within the Policy, as follows:

'Condition 19 of the Private Hire Vehicle Licence Conditions does not apply, the light transmittance of windows can be:

- i) All licensed vehicles shall be fitted with windscreen glass that has a light transmittance of 75% and windows to either side of the drivers head shall have a light transmittance of not less than 70%.
- ii) All other windows within licensed executive vehicles can be of any manufacturer's tint providing it is not opaque.
- iii) Any self applied material shall satisfy the requirements of i) and ii) above if it has been approved by the Council.'

9. Members of Licensing and Regulatory Committee also recommended that that Point 12(n) within Annex 3 is amended, as they believed the current wording prevented drivers from taking a tip.

Current wording:

'The driver will not take money at the end of the hire.'

Recommended wording:

'The driver will not take the fare at the end of the hire.'

Consultation

10. A formal consultation has not taken place. Officers have sought the views of the Private Hire Associations, as well as other operators of executive vehicles. No responses have been received.
11. As the Council is working with the West Yorkshire Authorities with regards taxi licensing policy, Officers contacted the Authorities with regards to their requirements:
 - Bradford – allows executive vehicles to have manufacturer's tint for windows other than the windscreen and at either side of the drivers head.
 - Calderdale – allows executive vehicles to have manufacturer's tint for windows other than the windscreen and at either side of the drivers head.
 - Leeds – allows executive vehicles to have manufacturer's tint for windows other than the windscreen and at either side of the drivers head.

- Kirkless – allows executive vehicles to have manufacturer's tint for windows other than the windscreen and at either side of the drivers head.
- Wakefield – do not have a policy for executive vehicles.

Options

12. Option 1 - take into consideration the request made by the operator of executive vehicles, as well as the policies in place for the West Yorkshire Authorities and approve the amendments to Appendix 2 of the Taxi Licensing Policy in relation to Private Hire Vehicle Licence Plate & Signage Exemption Policy, as detailed at Annex 3.
13. Option 2 – take into consideration the request made by the operator of executive vehicles, as well as the policies in place for the West Yorkshire Authorities and make further amendments to Appendix 2 of the Taxi Licensing Policy in relation to executive vehicles.
14. Option 3 – refuse the request

Analysis

15. The 'Private Hire Vehicle Licence Plate & Signage Exemption Policy' has been in place since July 2014. The Council currently issues 10 exemptions to licensed vehicles. The type of vehicles issues the exemption are:
 - Mercedes S320
 - Mercedes E220
 - Mercedes Viano
 - Ford Galaxy
 - Skoda Superb
16. The Council has not received a complaint about a licensed vehicle that has been issued an exemption notice since the policy was approve.
17. Vehicles that have been issued the exemption notice **cannot** engage in standard private hire work (picking Mr Smith up from Dunnington on a Saturday night and taking him to Yates in the city centre), this includes passenger service contracts for the carriage of school children, young persons or vulnerable adults. The vehicles can **only** operator in accordance with contracts entered into for a chauffeur type executive level service.

18. Vehicles that have been issued the exemption must display an exemption certificate card on the inside lower nearside of the front windscreen. The exemption certificate must be carried within the vehicle at all time and produced on request by an authorised officer. The front and rear licence plates and door signage must be carried in the boot and produced on request.

Council Priorities

19. The taxi licensing functions undertaken by the council are statutory, supporting the new and existing trade, as well as local residents and visitors. The functions supports the Council's Plan of a good quality of life for everyone.

Implications

20. The direct implications arising from this report are:
 - (a) **Financial** – There are no financial implications.
 - (b) **Human Resources (HR)** - There are no HR implications.
 - (c) **Equalities** – There are no equalities implications.
 - (d) **Legal** – There are no legal implications.
 - (e) **Crime and Disorder** – There are no crime and disorder implications.
 - (f) **Information Technology (IT)** - There are no IT implications.
 - (g) **Property** - There are no property implications.
 - (h) **Other** - There are no other implications.

Risk Management

21. There are no known risks associated with this report.

Contact Details

| | | | |
|--|---|---|----------|
| Author: | | Chief Officer Responsible for the report: | |
| Lesley Cooke Licensing Manager 01904 551515 | | Mike Slater Assistant Director – Planning and Public Protection | |
| Report Approved | √ | Date | 07/01/20 |
| Specialist Implications Officer(s) | | | |
| Wards Affected: | | All | √ |
| For further information please contact the author of the report | | | |

Background papers

Taxi Licensing Policy

https://www.york.gov.uk/downloads/file/9715/taxi_licensing_policy
Annex 1 – Appendix 1 Taxi Licensing Policy**Annex 2** – Appendix 2 Taxi Licensing Policy**Annex 3** – Proposed Amended Appendix 2

Appendix 1**Private Hire Vehicle Licence Conditions**

1. The licensed vehicle shall display the following signs following approval by the Council:-
 - a) The licence plates issued by the Council, which should be securely fixed externally to the front and rear of the vehicle so that they are clearly visible. The licence plates will remain the property of the Council and must be returned to the Council immediately upon change of vehicle or when requested upon the suspension, revocation or expiry of a vehicle licence. Temporary plates shall be affixed to the inside of the front screen and rear window providing they do not obscure the visibility of the driver.
 - b) A sign on the rear passenger doors including the name and telephone number and/or website address of the firm and the words "PRIVATE HIRE VEHICLE – PRE BOOKED ONLY" in suitable lettering at least 50mm (2") high. The approval of the Council should be sought before the display of the sign. The sign must not include the words "FOR HIRE", "TAXI" OR "HACKNEY CARRIAGE".
 - c) A statement of fares and the means by which these are calculated placed in a prominent position inside the vehicle.
2. The licensed vehicle shall not display any other signs, notices, advertisements or artwork except those detailed above or otherwise approved by the Council.
3. Every licensed proprietor shall:-
 - a) provide means by which any passenger in the vehicle may communicate or talk with the driver;
 - b) keep the roof or covering watertight;
 - c) maintain the seats in a clean, secure and well maintained condition, properly cushioned and covered;
 - d) cover the floor with a proper carpet, mats or other suitable covering and maintain in a clean and sound condition;
 - e) keep the furniture and fittings in a clean and fit condition and maintain all interior door coverings and head linings in a clean and sound condition;
 - f) provide a fire extinguisher to comply with current standards;
 - g) maintain in an operable condition all doors, hinges, handles, locks and windows.
4. The licensed vehicle shall:-
 - a) be provided with at least two doors for the use of passengers conveyed in the vehicle together with a door for the driver (excluding tailgate);
 - b) be provided with any necessary windows and means of opening or closing not less than one window on either side;
 - c) be fitted with effective means of heating and ventilation;
 - d) be kept at all times in a good mechanical condition;

- e) comply with the requirements of any statute or of any vehicle test which the Council shall enforce;
- f) have a cubic capacity of not less than 1250 cc (engine) except for vehicles fitted with an engine rated with a Euro IV (or better) emission standard;
- g) not be fitted with bull bars or any other device on the front of the vehicle intended to supplement the resistance to impact offered by the vehicles standard bumper.

5. The seating capacity of a licensed vehicle shall be determined as follows:-

- a) where separate seats for each person are provided, one person shall be counted for each separate seat provided
- b) where the vehicle is fitted with continuous seats, one person shall be counted for each completed length of 400mm measured in a straight line lengthwise over the centre of the seat. The centre of the seat shall be determined as half the distance from the forward most point of the front edge of the seat to the rear edge of the seat. Where the seat is fitted with arms for the purpose of separating the seating spaces and such arms are so constructed that they can be folded back or otherwise put out of use, such seat shall be measured as if it were not fitted with such arms
- c) All licensed vehicles shall comply with the following minimum standard of internal space:-
 - i) the distance from the rear seat-back to the rearmost part of the seat in front of that seat or other partition shall not be less than 610mm when the seat in front is in its rearmost position without modification
- d) In addition, licensed vehicles with a third row of seats must also comply with the following minimum standard of internal space:-
 - i) the distance from the seat-back of the third row of seats to the rearmost part of the seat in front shall be not less than 610mm when the seat in front is in its rearmost position without modification
 - ii) where there is no door adjacent to a row of seats, no passenger must have to pass through a gap of less than 280mm at the narrowest point in order to exit the vehicle via the rear side door
 - iii) the middle row of seats must have at least one seat capable of adequately tilting to provide a safe exit route for passengers and meet the necessary exit dimension of 280mm, at the narrowest point, at the exit door
- e) All licensed vehicles with a row of passenger seats without adjacent side doors must provide the following:-
 - i) means of operating signs which must provide clear instructions to operate the tilting mechanism with letters of no less than 25mm in height
 - ii) adequate lighting that illuminates the sign, catches and levers to operate the tilting mechanism
 - iii) the sign, catches and levers must be clearly visible.

6. The licensed vehicle must be of a suitable type and be in good condition. The vehicle must be maintained in such a condition as would satisfy the current MOT vehicle safety and exhaust emission standards as prescribed by the Department of Transport.

7. The licensed vehicle shall not be a licensed hackney carriage or private hire vehicle of any other Council.
8. If the licensed vehicle is fitted with a taximeter, the Council's Byelaws will apply, in particular:-
 - a) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the vehicle and for that purpose the letters and figures shall be capable of being suitably illuminated during the period of hiring.
 - b) The operator, owner or driver or a private hire vehicle shall not tamper or permit any person to tamper with the taximeter fitted to the vehicle, with the fittings thereof or with seals affixed thereto, provided this shall not prevent the taximeter being removed from the vehicle to a place of safety when the private hire vehicle is not in use.
 - c) Unless the hirer wishes to engage by time, the taximeter shall be activated at the commencement of hiring and shut down immediately on completion of the hiring but the amount of fare recorded shall remain displayed to allow the hirer a reasonable opportunity to examine it.
9. No taximeter shall be used unless it has first been tested and approved by the Council. Arrangements must be made with the Council to re-test the taximeter upon a change in the scale of fares.
10. The licensed proprietor shall immediately notify the Council of the name and address of any other proprietor or person concerned in the keeping, employing or letting for hire of the licensed vehicle.
11. Upon a change of proprietor, the Council shall be notified within 14 days of such change by the licensed proprietor (which expression includes both Companies and Partnerships).
12. The Council's Taxi Licensing Section shall be notified within 72 hours of the following:-
 - a) any accident or incident affecting the safety, performance or appearance of the licensed vehicle or the comfort or convenience of passengers
 - b) any alteration in the design or construction of the vehicle
13. The licensed proprietor of a private hire vehicle shall permit the inspection of all documents relating to the licensed vehicle at all reasonable times and by prior arrangement by the Officers of the Council.
14. Only one two way radio may be operational at any one time and this shall be an approved radio used exclusively for the hackney carriage or private hire trade and properly licensed. The radio shall be securely fixed to the vehicle.
15. Licensed vehicles exceeding five years old on the day of licensing (calculated from the date of first registration), will be subject to two vehicle inspections in any 12 month period. One inspection shall be the initial grant or annual inspection conducted by the Council, the second inspection will take place approximately six months from the date of the initial grant or annual inspection at a date determined by the Council and can be completed by:-

- a) presenting the vehicle for inspection by the Council's vehicle examiner within a time scale determined by the Council;
 - or
 - b) successfully completing a MOT test within a time scale determined by the Council
16. Seatbelts must be available for each passenger that the vehicle is licensed to carry. Exemption will be granted where the proprietor can prove to the satisfaction of the Taxi Licensing Officer that it is technically impossible to provide a seat belt to comply with type approval.
17. Licensed vehicles must display a sign or signs in a prominent position visible to all passengers (whether seated in the front or rear of the vehicle) reminding them of their legal requirement to wear a seatbelt.
18. Licensed vehicles must display a sign supplied by the Council inside the vehicle in a visible position to passengers, displaying the Council's details and the plate number of the vehicle. The sign will remain the property of the Council and must be returned to the Council when requested upon the suspension, revocation or expiry of a vehicle licence.
19. i) All licensed vehicles shall be fitted with windscreen glass that has a light transmittance of 75% and windows to either side of the drivers head shall have a light transmittance of not less than 70%.
- ii) All other windows within licensed vehicles shall have a light transmittance of not less than 50%.
- iii) For estate-type vehicles the windows overlooking the luggage space can be of any manufacturer's tint providing it is not opaque.
- iv) Any self applied material shall satisfy the requirements of i) ii) and iii) above if it has been approved by the Council.
20. Every licensed proprietor shall provide means of carrying and securing luggage and in the case of any vehicle without a secure boot so as not to exceed the height of the rear seat.
21. The licensed vehicle shall have a luggage space, separate from the passenger compartment, which is capable of holding, at a minimum, two suitcases (a larger one measuring 720mm x 460mm x 280mm and a minimum one measuring 660mm x 430mm x 280mm) and a folded wheelchair (not at the same time). This condition shall not apply to vehicles already licensed by the Council.
22. The licensed vehicle shall not be equipped with any CCTV system unless approved by the Council.
23. Where the licensed vehicle is so constructed or adapted as to be a wheelchair accessible vehicle it shall only be driven by a licensed driver who has:
- a) Completed and passed the Driving Standards Agency wheelchair exercise or equivalent, and
 - b) Completed and passed the City of York Council Disability Awareness Training Course (Taxi) or equivalent.

24. The licensed vehicle shall be right hand drive.

For the purpose of applying condition 19 (tinted windows), an estate car will be defined as:

- a) A vehicle with a long body and extended roofline which gives increased luggage capacity in the area behind the rear seats and is accessed from the rear, and
- b) Is described as an estate car on the vehicles registration document.

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Appendix 2**Private Hire Vehicle Licence Plate and Signage Exemption Policy**

1. The issues around the operating of a business involving executive vehicles has the same business, legal and public safety principles as other areas of transport licensed by the City of York Council, with public safety being paramount.
2. The Council recognises the very distinct role of executive vehicles in the arena of public transport. The distinction between the operator of standard private hire vehicles and the operator of executive vehicles is significant in terms of the type of client catered for and the type of service offered.
3. This policy sets out the requirements of the council with regards to the operators of private hire vehicles who wish to apply for or already hold an exemption with regards to the displaying of licence plates and signage.
4. Operators who wish to use their vehicle for executive contract hire work ONLY, can apply to licence their vehicle as private hire and write to the Licensing Manager requesting an exemption from the requirements of having to display the front and rear licence plates and the door signage (operator side plates).
5. An exemption from displaying licence plates and signage is a privilege rather than a right and the benefit of the exemption will be granted at the Council's discretion. The Council has the power to withdraw the exemption if the related conditions are not adhered to.
6. The Licensing Manager will consider each application on its own merit.
7. The vehicle type is not specified, however due to the nature of the work it will undertake it is recommended that the vehicle will be:
 - (a) 4 door saloon or people carrier;
 - (b) be right hand drive; and
 - (c) an engine size above 2000cc:
 - (d) The following types of vehicles would be considered appropriate for executive use (this list is not exhaustive and other vehicles would be considered):
 - Rolls Royce
 - Mercedes S class and E class
 - Jaguar XJ SWB and LWB,
 - BMW 5 series upwards
 - Audi A5 or above
 - Lexus GS and LS

- Ford Galaxy or similar
8. The vehicle will be in immaculate condition with no visible defects, dents or blemishes to the external bodywork or internal trim.
 9. The service provided must only be for executives and other VIPs, weddings, tours etc. An executive is a senior manager in an organisation travelling as part of his/her employment.
 10. If the vehicle is approved it will be issued with a City of York Council Vehicle Exemption Certificate once the appropriate fee is received.
 11. The following conditions will form part of the exemption and must be adhered to at all times:
 - (a) The vehicle will not be engaged at all in any specific passenger service contracts for the carriage of school children, young persons or vulnerable adults.
 - (b) The vehicle will operate only in accordance with contracts entered into for a chauffeur type executive level of service. This does not include normal airport journeys and private hire work.
 - (c) The driver must follow a formal dress code, suit and collared shirt. The suit jacket may be removed in warmer weather.
 - (d) The driver will be exempt from the requirement to wear the private hire driver's badge issued by City of York Council whilst acting as driver of the vehicle. The private hire driver's badge shall be carried on the driver's person at all times and be produced for inspection at the request of any authorised person.
 - (e) It is recommended that all bookings undertaken by the vehicle shall be by means of a written contract between the Private Hire Operator and the business user.
 - (f) No advertising or identification (including company logos) may be displayed on or in the vehicle at any time.
 - (g) The council's exemption certificate card will be displayed on the inside lower nearside of the front windscreen.
 - (h) The council's exemption certificate will be carried in the vehicle at all times and will be produced on request by an authorised officer.
 - (i) The front and rear licence plates will be carried in the boot at all times and must be produced on request to an authorised officer.
 - (j) The private hire operator's door signage (side plates) will be carried in the boot at all times and must be produced on request to an authorised officer.
 - (k) The internal plate issued by City of York Council shall be displayed within the glove box lid.

- (l) No taximeter or PDU type unit will be displayed within the vehicle.
- (m) All fares will be agreed in advance with the hirer and paid after the issue of an invoice from the operator.
- (n) The driver will not take money at the end of the hire.
- (o) A notice of fares shall be carried within the vehicle at all times and will be produced on request by the hirer or authorised officer on request.

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Appendix 2**Private Hire Vehicle Licence Plate and Signage Exemption Policy**

1. The issues around the operating of a business involving executive vehicles has the same business, legal and public safety principles as other areas of transport licensed by the City of York Council, with public safety being paramount.
2. The Council recognises the very distinct role of executive vehicles in the arena of public transport. The distinction between the operator of standard private hire vehicles and the operator of executive vehicles is significant in terms of the type of client catered for and the type of service offered.
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 - (d) The following types of vehicles would be considered appropriate for executive use (this list is not exhaustive and other vehicles would be considered):
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 - Mercedes S class and E class
 - Jaguar XJ SWB and LWB,
 - BMW 5 series upwards
 - Audi A5 or above
 - Lexus GS and LS

- Ford Galaxy or similar
8. Condition 19 of the Private Hire Vehicle Licence Conditions does not apply, the light transmittance of windows can be:
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 - ii) All other windows within licensed executive vehicles can be of any manufacturer's tint providing it is not opaque.
 - iii) Any self applied material shall satisfy the requirements of i) and ii) above if it has been approved by the Council.
 9. The vehicle will be in immaculate condition with no visible defects, dents or blemishes to the external bodywork or internal trim.
 10. The service provided must only be for executives and other VIPs, weddings, tours etc. An executive is a senior manager in an organisation travelling as part of his/her employment.
 11. If the vehicle is approved it will be issued with a City of York Council Vehicle Exemption Certificate once the appropriate fee is received.
 12. The following conditions will form part of the exemption and must be adhered to at all times:
 - (a) The vehicle will not be engaged at all in any specific passenger service contracts for the carriage of school children, young persons or vulnerable adults.
 - (b) The vehicle will operate only in accordance with contracts entered into for a chauffeur type executive level of service. This does not include normal airport journeys and private hire work.
 - (c) The driver must follow a formal dress code, suit and collared shirt. The suit jacket may be removed in warmer weather.
 - (d) The driver will be exempt from the requirement to wear the private hire driver's badge issued by City of York Council whilst acting as driver of the vehicle. The private hire driver's badge shall be carried on the driver's person at all times and be produced for inspection at the request of any authorised person.
 - (e) It is recommended that all bookings undertaken by the vehicle shall be by means of a written contract between the Private Hire Operator and the business user.
 - (f) No advertising or identification (including company logos) may be displayed on or in the vehicle at any time.

- (g) The council's exemption certificate card will be displayed on the inside lower nearside of the front windscreen.
- (h) The council's exemption certificate will be carried in the vehicle at all times and will be produced on request by an authorised officer.
- (i) The front and rear licence plates will be carried in the boot at all times and must be produced on request to an authorised officer.
- (j) The private hire operator's door signage (side plates) will be carried in the boot at all times and must be produced on request to an authorised officer.
- (k) The internal plate issued by City of York Council shall be displayed within the glove box lid.
- (l) No taximeter or PDU type unit will be displayed within the vehicle.
- (m) All fares will be agreed in advance with the hirer and paid after the issue of an invoice from the operator.
- (n) The driver will not take the fare at the end of the hire.
- (o) A notice of fares shall be carried within the vehicle at all times and will be produced on request by the hirer or authorised officer on request.

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