



REPORT TO:	Licensing Committee
DATE:	12 June 2013
LEAD OFFICER:	Head of Planning and Public Protection
CONTACT OFFICER:	Senior Licensing Officer licensing@denbighshire.gov.uk 01824 706451
SUBJECT:	Licensing Procedures

1. PURPOSE OF THE REPORT

1.2 For Members to approve a set of procedures, including Officer delegations, for Officers to follow when dealing with applications.

2. EXECUTIVE SUMMARY

2.1 For Members to consider and approve a set of draft procedures for hackney carriage and private hire licensing following an extensive review of the licensing regime.

2.2 Each procedure details appropriate delegations for Officers and it is therefore necessary to amend the existing scheme of delegation to reflect those detailed in the attached procedures.

3. BACKGROUND INFORMATION

3.1 Hackney Carriage and private hire vehicles are an important mode of local transport. The Council has a responsibility to provide a robust licensing system, which ensures the public travel safely and receive a good level of service.

3.2 Hackney Carriage and Private hire licensing is a particularly complex area of licensing. Co-ordination and communication between service areas of the Council and also partner agencies is integral to the safe operation of the system, and to protect the safety of the public.

3.3 To ensure that the licensing processes are as robust as possible and that all interested parties have an understanding of the licensing processes a full review commenced back in June 2012, initially facilitated by Internal Audit. There were a number of Officers present at the review meeting;

Licensing and Enforcement, Social Services, Fleet Services, School Transport and North Wales Police. This review was a useful tool as it identified areas for improved communication and achieved the desired outcome of clarifying roles and responsibilities within the hackney carriage and private hire licensing regime and a better understanding by all of how it should work.

- 3.4 Since the initial review in June 2012, Officers have met on a regular basis to finalise the 8 hackney carriage and private hire procedures.
- 3.5 The draft procedures have been scrutinised by James Button, a Licensing Legal Specialist and his comments have been considered and incorporated within the revised procedures. A copy of the 8 procedures can be found at Appendix A.
- 3.6 It is proposed that the attached procedures will come into effect on the 1st August 2013, allowing Officers sufficient time to implement same.
- 3.7 The procedures will be reviewed on an annual basis. The Head of Service will approve any minor operational alterations to the procedures. For any changes in delegations, Officers will refer the matter back to the Licensing Committee for Members consideration and approval.

4. **RECOMMENDATION**

- 4.1 That Members approve the 8 hackney carriage and private hire procedures as detailed in Appendix A, to come into effect on the 1st August 2013
- 4.2 That Members approve the delegations as detailed in the attached procedures, to form part of the scheme of delegation, to come into effect on the 1st August 2013