

**HCPH
LICENSING
SERVICE**

NEWSLETTER

Season's
Greetings
&
Best Wishes in the
New Year

**Edition: 1
December 2018**

Inside this issue:

Winter Driving	2
DVLA Check Codes	2
Ensuring your vehicle is taxed	2
Proposed New Policy—Engagement	3
Drink & Drive Campaign	3

Service closure dates

Monday
24th December

Tuesday
25th December

Wednesday
26th December

&

Monday
31st December

Tuesday
1st January

Contact details

If you would like more information about this newsletter or would like to provide an article for possible inclusion in a future newsletter, please contact:

Sadiya Patel, Senior Licensing Officer:
taxi.testing@bradford.gov.uk

Hello

Welcome to the first newsletter from your Hackney Carriage & Private Hire team at Bradford Council. In this first edition you will find information about the service, what's changing, new team members as well as lots of information which will help you day to day.

Firstly the team, there have been a few changes with new team members starting with us so lets introduce them to you. Our new management team includes:

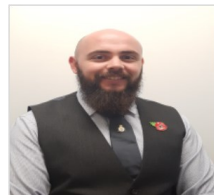
David James, Steve Knighton, Matt Bibby, Elisabeth Spencer and Sadiya Patel. They have a wealth of experience between them; 45 years management, 28 years IT, 27 years customer service, 16 years enforcement & licensing and 6 years project work.

Below is a quick introduction from each of them, with more to follow in the future.



Matt Bibby

Matt has been involved with the service for 6 years since he started in October 2012. He has had a number of roles within the department during the 6 years and he was appointed as the Licensing Manager in June this year. He has a keen interest in Sports and regularly attends big sporting events such as the 2012 Olympics to chaperone big names in sport. He regularly plays golf on the weekends come rain or sunshine.



Steve Knighton

Steve is your new Enforcement Manager and has been employed by Bradford Council for the last 10 years. Many of you will already know Steve following his 5 years as an Enforcement Officer. Steve classes himself as a "Petrol Head" and is an avid motorcyclist who started riding and racing at the age of 7. In his spare time he enjoys his young family adventuring in woodlands and on the Dales, getting wet and muddy as kids should!



Elisabeth Spencer

Elisabeth is the new Customer Services Manager. Her previous role was Team Manager at the Council's Customer Service Centre based in Keighley Town Hall. With over 25 years customer service experience she is well placed to bring in changes which will improve the way the Trade and Licensing Service communicate. Her favourite pastime is travelling to Australia & Scotland, where she spends time with family.



David James

David has over twenty years experience in the IT sector and has expertise in the Manufacturing, Logistics and Service industries. He has created and implemented new IT systems from the beginning to the end product. He strives to align systems & processes to maximise efficiency. He enjoys photography in his spare time and loves a bit of DIY.



Sadiya Patel

Sadiya recently joined the service as a Senior Licensing Officer (service support). She has a varied background working within the public sector as well as the private sector. Intending to utilise her skills throughout the years she will manage the service support team. Sadiya is an avid traveler regularly seeking adventure all over the world. Sadiya is a keen cook and enjoys cooking foods from different cultures inspired by her travels.

Winter Driving

Winters in West Yorkshire can be harsh and this can take its toll on your vehicle.

Failing to prepare your vehicle can cause many vehicle related issues which may keep you off the road, cause you delays or may result in expensive repair bills. Driving conditions also change drastically and this poses a risk to all road users.

You MUST be able to see, so clear all snow and ice from all your windows.

The full article to winter driving can be found at: [TBA](#)

You MUST ensure that lights are clean and number plates are clearly visible and legible.

Make sure the mirrors are clear and the windows are demisted thoroughly.

Remove all snow that might fall off into the path of other road users.

Check your planned route is clear of delays and that no further snowfall or severe weather is predicted.

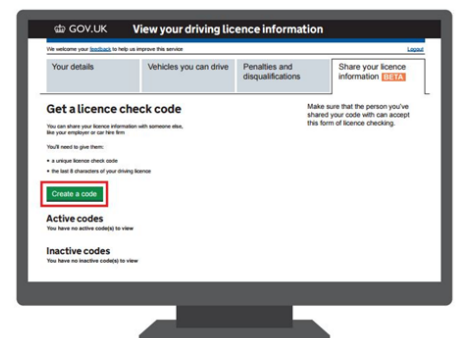


DVLA Check Codes

With effect from 1st December 2018 we will no longer be able to check your driving licence details via the DVLA website after you have signed a mandate with us. In future, when you renew your Private Hire or Hackney Carriage licence with us, or when you apply to become a new Hackney Carriage or Private Hire driver, we will send you a link with instructions showing you how to get a code from the DVLA. You will need to pass the code

to us so we can see your driving licence details. The code can only be used once, so please don't use before sending it to us, and has to be used within 21 days, so don't delay sending it to us.

This way of checking your details is very quick and secure. It saves paper, which is more environmentally friendly, and time, so your application might be processed quicker.



We hope you find this new process quick and simple, but if you have any problems, please email us at taxi.testing@bradford.gov.uk and we'll do our best to help.

Ensuring your vehicle is taxed

You may know that we carry out checks to ensure that your vehicle is taxed. We do this check when we receive your application and before we book the vehicle for test at the workshop.

If your vehicle shows as being not taxed on our systems you will be asked to provide us with evidence that you have done so. You will need to send us the receipt.

Once we confirm the vehicle is taxed we will then progress your application. Until we receive confirmation from you, your vehicle application will not progress.



Proposed New Policy - Engagement

Bradford Council would like to thank all those who took part in the survey for the proposed new policy:

Determining the Suitability of Applicants and Licensees as drivers in Hackney Carriage and Private Hire Licensing

The Council recognises that the role of Hackney Carriage and Private Hire drivers is a professional one. They are often the first point of contact for visitors to the district; provide the public with vital and recreational transport options and frequently transport many of our most vulnerable citizens.

The Institute of Licensing (IOL) and Local Government Association (LGA) have produced national best practice guidance on determining the suitability of applicants as licensed drivers. Bradford has been working closely with Calderdale, Leeds, Kirklees, Wakefield and York Councils with a view to adopting this as a common policy.

The reason for adopting a common policy across West Yorkshire is to ensure consistency and thereby reassure members of the public that all local licenced drivers are deemed suitable against the same policy/criteria. Licenced Operators may contract work across Local Authority boundaries and it is therefore important each Authority works to the same or similar standards when licensing drivers in order to protect the public.

This policy categorises the types of issues including, crime and driving convictions, that form part of the “fit & proper” test to facilitate the assessment of the potential risk to the public. As part of this assessment the Council is concerned to ensure that

- ◆ An individual does not pose a threat to the public.
- ◆ The Council’s obligations to safeguard children and vulnerable adults are met.
- ◆ The public are protected from dishonest persons.

Drink & Drive Campaign



This Christmas the Licensing Service, in cooperation with West Yorkshire Police are promoting the use of ‘Taxis’ (yes I said taxis!) as part of our Anti Drink Drive campaign.

Some of you may have already seen the stickers on Private Hire and Hackney Carriages designed to promote the use of taxis. We will also be distributing these to various pubs and clubs during the next few weeks.

If you wish to help promote the use of Taxi & Private Hire vehicles this Christmas and would like some free stickers, posters and business cards then we have stock at Shearbridge to give away. You can display the external car stickers anywhere on the vehicle. Additionally the Enforcement Officers will have some in their vehicles while out and about so please feel free to ask.