

Licensing Committee Report

Ward(s) affected: All Wards

Report of the Joint Strategic Director Economy, Planning & Place, Ezra Wallace

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# **Taxi and Private Hire Licensing Annual Update**

## **1. Executive Summary**

1.1 The Council in its role as the Licensing Authority for the taxi and private hire trades is responsible for administering and enforcing a number of pieces of legislation and guidance surrounding the Councils licensing and registration functions.

1.2 This report seeks to provide the first of an annual update on the on the licensing of Taxi and Private Hire drivers, vehicles and operators. A separate report will be presented for the other licensing areas.

1.3 The report sets out the details of the service, including:

- Council's responsibilities

- Details of service
- Statistics
- Service requests
- Future projects

## **2. Recommendation to Committee**

- 2.1 That the Committee notes the updates provided, which is intended to be an annual update for the Committee's information.

## **3. Reason(s) for Recommendation:**

- 3.1 To ensure the Committee is briefed on the Council's Licensing and Registration functions.

## **4. Exemption from publication?**

- 4.1 This report is not exempt from publication.

## **5. Purpose of Report**

- 5.1 The purpose of this report is to brief the Committee on Taxi and Private Hire Licensing activity updates with the intention that the report forms a basis for future annual updates.

## **6. Strategic Priorities**

- 6.1 The Council's Licensing function contributes to our fundamental themes as follows:

- **A more sustainable borough**

The licensing process sets standards for licence holders to meet via licensing policy considering the Council's climate emergency and aims to protect the environment so as to ensure the protection and promotion of the environment via the licensing process, balancing the needs of the licensed business community with those of residents of the Borough.

- **A more prosperous borough**

The licensing process supports the local economy by assisting business to comply with the law creating a level playing field for good businesses to thrive. Licensing also ensures that any business needing a licence has one and those licensed businesses are aware of and compliant with licensing legislation and promoting the relevant licensing objectives; so as to ensure the safety and wellbeing of employees and the public in licensed establishments and vehicles.

- **A more inclusive borough**

The licensing process helps tackle inequality in communities by promoting a safe and inclusive licensed trade, ensuring customers with a disability are able to use licensed establishments/vehicles and supporting the employment of local people in local businesses through complaint and prosperous licensed businesses.

- **Decent and affordable homes**

The licensing process ensures a balance between those providing a service regulated by the Council do not do so in a way which disturbs residents in their own homes, contributing positively to local residential communities. The wider regulatory service function also licences Houses in Multiple Occupation and Mobile Home sites to ensure housing standards in these accommodations are maintained.

- **A resilient and well-managed council**

The licensing process serves our residents, businesses, and visitors where there are distinct responsibilities on the Council in its role as the

'licensing authority' under many different areas of licensing. This is not just simply relating to the processing of applications, but also includes:

- setting the local framework through a statement of licensing policy
- considering applications with a view to promoting the licensing objectives under the Licensing and Gambling Acts, or the public protection and economic growth aspects of other licensing regimes.
- undertaking inspection and enforcement activities to ensure conditions of licences are being met, and to ensure that any operator whom requires a licence has one
- maintaining the required statutory registers
- ensuring members of the licensing committee are supported to make decisions on Council Policy or individual applications.

## **7. Background**

7.1 The Guildford Borough Council licensing service is responsible for the following areas:

- Licensing Act 2003
- Gambling Act 2005
- Sexual entertainment venues and shops
- Taxi and Private Hire drivers, vehicles and operators
- Charitable street and house to house collections
- Street trading
- Pavement licensing
- Animal activity licensing

7.2 In addition, the Licensing specialism is responsible for other legislation concerning the microchipping of dogs, and antisocial behaviour involving animals. Furthermore the Licensing specialism also attends a number of stakeholder groups such as JAG (including associated sub-groups),

SOCJAG, Safety Advisory Group, Business Crime Reduction Partnership, Guildford Pubwatch, Licensing Responsible Authority monthly meetings and manages the stray dog collection contract. The service previously undertook the co-ordination and submission of the Council's Purple Flag award prior to its lapse due to insufficient resource dedicated to and interest in its retention.

- 7.3 The current licensing resource, involved on a day-to-day basis with above legislation is as follows: 1 FTE Licensing Lead, 2 FTE Licensing Compliance Officer; 1 FTE Animal Welfare Officer. The figure above includes an uplift from February 2024 with an additional 1 FTE Licensing Compliance Officer following a successful growth bid for further resource. Additionally, 4 FTE Case Workers, managed by the Case Services Team Leader are responsible for the administration of applications and other work for Regulatory Services, amongst other duties across the Customer Case and Parking Service area.
- 7.4 Licensing contributes to corporate projects such as town centre regeneration where it is a key stakeholder concerning changes to taxi ranks, introduction of new licensed premises and relocation of the market. Officers are also involved in training Councillors, staff and stakeholders in licensing matters.
- 7.5 Unlike most other areas of 'regulation' there are distinct responsibilities on the Council in its role as the 'licensing authority' under many different areas of licensing. This is not just simply relating to the processing of applications, but also includes:
- setting the local framework through a statement of licensing policies for each area

- considering applications with a view to promoting the licensing objectives under the Licensing and Gambling Acts, or the public protection and economic growth aspects of other licensing regimes.
- undertaking inspection and enforcement activities to ensure conditions of licences are being met, and to ensure that any operator who requires a licence has one
- maintaining the required statutory registers

7.6 There are very clear links between the work of the Licensing Service and the aims of the Councils Corporate Plan. Furthermore, as the licensing authority under the Licensing Act 2003 the Council must conduct its functions with a view to promoting the licensing objectives. This duty is legislated under section 4(1) of the Licensing Act 2003 and consequently the Council must ensure it takes the steps necessary to contribute to preventing crime, protecting public safety, protecting children from harm and preventing public nuisance through the licensing process.

7.7 The Council in its role as the Licensing Authority for the hackney carriage and private hire vehicle trades has a paramount obligation to ensure the safety of the public. The current Hackney Carriage and Private Hire Licensing Policy approved in April 2021, reflecting Guidance issued by the Department of Transport in July 2020, introduced positive changes to the licensing function reflecting this obligation.

#### 7.8 Licensing Legislation

The Taxi and Private Hire trades are regulated under two principal pieces of law;

The Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. There are 5 different types of licence regulated:

- Hackney Carriage Vehicles – the teal-coloured liveried vehicles which can ‘ply for hire’ in the Borough.
- Private Hire Vehicles – or minicabs which must be pre-booked via a Private Hire Operator.
- Hackney Carriage Drivers – drivers entitled to drive a hackney carriage or private hire vehicle.
- Private Hire Drivers – drivers entitled to drive a private hire vehicle only
- Private Hire Operators – a licence to make provision for inviting and accepting bookings for private hire vehicle journeys.

## 7.9 Taxi and Private Hire Applications

The Taxi and Private Hire Licensing function takes up the significant portion of staff and Councillors sitting on the Licensing Committee’s time.

This table shows the number of new and renewal applications for the past 4 years. Whilst the covid pandemic has undoubtedly affected the trade with a number of drivers leaving to search for other opportunities due to the downturn, Guildford has somewhat bucked the national trend of driver shortages by having more new drivers over the period.

Number of applications	2021	2022	2023	2024
New HCD	57	107	107	101
Renew HCD	60	69	66	107
Convert from	46	32	7	6

PHD to HCD				
New PHD	16	21	30	38
Renew PHD	48	46	22	19
New HCV	10	14	38	31
Renew HCV	110	115	125	147
New PHV	28	45	68	76
Renew PHV	159	140	136	178
New PHO	3	5	12	14
Renew PHO	13	12	1	2
Total new/renewal applications	550	606	612	719

#### Other Applications

Number of applications	2021	2022	2023	2024
Driver Revocation	0	1	3	6
Driver Surrendered	3	1	0	0
Driver Suspension	14	13	11	13
Vehicle Revocation	0	0	0	0
Vehicle Surrendered	21	7	4	4

Vehicle Suspension	20	20	8	2
Vehicle Change	9	8	14	9
Vehicle Transfer	14	10	19	21
Replacement PHV Signage	36	36	88	89
PHV Plate Exemption	23	20	26	28
CCTV Exemption	-	-	23	14
Operator Revocation	0	0	0	0
Operator Surrendered	2	2	0	0

#### Cases considered by the Licensing and Regulatory Sub-Committee

The Licensing and Regulatory Sub-Committee hears a number of matters relating to new and existing licence holders, mainly determinations as to whether an applicant or current driver is a 'fit and proper person'. There was reduced activity in 2020 and 2021 likely due to restrictions affecting the trade, whereas 2022 to 2024 has seen significantly more referrals to the Sub-Committee, caused by an increase in new applications and matters relating to existing drivers which have come to the Authorities attention.

Number of Sub-Committee Decisions	2021	2022	2023	2024
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New Driver	0	9	8	4
Existing Driver	0	3	8	13
Vehicle	0	1	0	0
Operator	0	0	0	0
Appeals	0	1	3	2

#### 7.10 Licensing Service Requests (taxi related)

In total, 357 service requests were made to the council about the taxi and private hire trade in 2024. The number of requests is higher than the previous two years, showing a continual demand for the Licensing Service to ensure the licensed trade is operating to a high standard.

Complaints reported to the council relate to driver conduct, licence breaches and possible traffic offences. In most of these cases licensed drivers are given verbal or written warnings, a record of which is placed on their licensing file. If a driver continues to receive complaints, they may be referred to the Licensing Committee.

Each complaint is dealt with on its own merits. Many complaints relate to the key aspect of the licensing scheme, namely the safety and comfort of the travelling public. Many relate to whether the driver is honest, reliable, and trustworthy i.e., 'fit and proper' to hold a licence.

The table below shows the number of service requests received by type:

Service Request type	2021	2022	2023	2024

Taxi/PH Complaint	43	133	149	191
Taxi/PH Enquiry	107	132	128	134
Accident report	17	26	28	32
Total Taxi/PH Service Requests	167	291	305	357

## 7.11 Current work

### 7.11.1 Member Training

Following the Licensing Specialist delivering three Member training sessions covering Licensing Act 2003, Taxi & Private Hire and 'Other Licensing' for both Guildford and Waverley Councils after the May 2023 local elections, Members were invited to an 'evening tour' of Guildford to observe the Night Time Economy (NTE) 'in action' in late May 2024. This was well attended by Licensing Committee Members and involved visiting a number of licensed premises, including late night venues speaking to staff, meeting the Chair of Pubwatch, going to see the taxi ranks and speaking to licensed drivers and visiting other 'hot spots' in the NTE. A repeat session for those unable to attend and new CLB management is being planned.

### 7.11.2 Licensing Service Improvement

The past four years has also brought about significant organisational changes through the 'Future Guildford' programme. The intention of this work has been to increase customer self-service through making applications online and the establishment of a Customer and Case team where applications and customer enquiries are dealt with. This programme originally resulted in a reduction of 2 FTE Licensing Officers.

Unfortunately, many of the ICT efficiencies and transition of work to the Caseworker team identified by Future Guildford have yet to be realised and there is currently a review of the Caseworker model which licensing have contributed to setting out ideas as to how the model could be improved for the benefit of the service and customers. However, we continue to work with colleagues to improve the efficiency and effectiveness of our service to customers through ICT solutions and in partnership with our Case team, with 2024 seeing more taxi applications be made available via the online application portal.

In addition the successful growth bid in late 2023 to re-establish one of the FTE posts previously lost following Future Guildford has reduced some of the risk to the service and will provide increased resilience with a new Officer taking post in February 2024.

### 7.11.3 Enforcement

The Council has adopted an Enforcement Policy containing the principles of the Hampton Report (on effective inspection and enforcement, published in 2005) in its enforcement concordat. Formal enforcement will be a last resort and proportionate to the degree of risk. To this end the key

principles of consistency, transparency and proportionality will be maintained. The service has regard to the Regulators' Code when setting standards or giving guidance, which includes basing regulatory activities on risk.

The aim of taxi and private hire licensing is to protect the public with proactive enforcement work, rather than reacting to complaints, seen as being key to this aim. Whilst the uplift in resource has assisted with being able to undertake more licensing resilience and respond to service requests more effectively, there is still considerably more proactive enforcement which could be done with the Taxi and Private Hire trade although is not possible with the current FTE and other demands.

#### 7.11.4 Taxi Policy Review and Implementation

Following publication of the Statutory Taxi and Private Hire Standards in July 2020, the Council's Licensing Policy was reviewed, and an updated version approved following consultation in April 2021.

The Policy included a number of updates including a requirement for all vehicles to be fitted with approved CCTV from April 2023 and requiring that all drivers sign up to the DBS update service.

Following a procurement exercise, work to implement the CCTV Policy has continued whereby any new or renewal vehicle application from 1 April 2023 would be required to be fitted with CCTV from an approved installer. In turn, Officers have dealt with an increased number of concerns relating to the CCTV Policy in addition to resolving installation issues between suppliers and proprietors. There have been a number of positives from the CCTV whereby Officers are able to access cameras

following a complaint which provide a definitive account of an event. There have also been a number of requests from drivers for footage following an accident and from the Police as a result of an incident.

In addition, a new DBS provider has come online which will facilitate drivers signing up to the DBS Update Service and allow the Council to check for any updates to a driver's DBS at regular intervals. 2024 has also seen the production of new vehicle licence plates which will be more environmentally friendly and should increase the efficiency of renewal applications. The Taxi Knowledge Test is also scheduled for review, with Officers wishing this to be completed on IT 'in house' to ensure the integrity of the process.

In November 2023 the Department for Transport issued an updated version of its Taxi and Private Hire Licensing, Best Practice Guidance following a consultation on a draft in March 2022. Officers have disseminated this information to Members and the trade for information, with a training session for Members on the updated guidance in completed in March 2024.

In September 2024 Licensing Committee considered a report regarding the strategic direction for the Council's Policy Review following publication of the updated guidance and Officers are currently reviewing the Policy and drafting an update for the Committee to consider at some point in 2025.

#### 7.11.5 Hackney Carriage Fares

Hackney Carriage Fares were reviewed in July 2024 and following running the Council's Calculator the Lead Councillor for Regulatory Services

decided not to make any changes to the approved table of fares. A report was presented to Licensing Committee in September 2024 detailing the review and decision.

#### 7.11.6 Taxi and Private Hire Advisory Group

The Council's Taxi and Private Hire Advisory Group met in April and December 2024 where relevant issues affecting the trade locally and nationally were discussed.

#### 7.11.7 North Street Redevelopment

The St Edwards Redevelopment will bring significant regeneration and opportunity to the centre of Guildford. However in the short term for the Hackney Carriage Trade and Licensing Service there will be significant impact caused by the works in 2025. The main Hackney Carriage Stand at the Friary (at the junction of Onslow Street and North Street) is scheduled to close for approximately 3-4 months in summer 2025. Work is ongoing to relocate a temporary replacement at Bedford Road however this relocation, in addition there will be a likely increase in demand on Licensing through having to manage the concerns from the Taxi trade, Police and venues from having a new, smaller, location for taxis in the night-time economy. A separate report following the required consultation on this, and other changes are presented to the Committee.

### 7.11.8 Multiagency Groups

Licensing is currently involved in a number of multiagency groups to support the promotion of the licensing objectives by working in partnership with others to achieve this aim.

Guildford Pubwatch – Pubwatch schemes are local, independent groups formed of people working in licensed premises with the objectives of tackling and preventing anti-social behaviour and criminal activity, promoting a safe drinking environment for customers and secure working environments for staff, and improving communication and sharing information between licensees. Guildford has a very active Pubwatch which organises a number of safety/awareness campaigns and supports other initiatives to improve safety in licensed premises. Pubwatch meet monthly and in turn are supported by Licensing who provide updates and advice. It is perhaps worth noting that Jane Lyons, the long serving Chair of Guildford Pubwatch is stepping down after 25 years due to relocating premises away from Guildford. This will be a huge loss to both Pubwatch and Guildford as a whole as her hard work, passion and commitment will be hard to replace. Licensing would like to formally thank Jane for her excellent work.

Joint Action Group – The aim of the group is to reduce crime and disorder in the Borough and to help people feel safe in their communities, concentrating on anti-social behaviour, safeguarding, localities working, partnership arrangements and Intelligence sharing.

Safety Advisory Groups – The Council desires to work with even organisers to uphold reasonable standards of public safety at events and to encourage the wellbeing of the public, officials, event organisers and

performers. The SAG acts as a conduit for organisers to share their event plans and to receive agency feedback.

Surrey Licensing Forums – Guildford officers attend and lead both the Surrey Licensing Leads and Animal Licensing Forum Groups. These groups seek to develop consistency and best practice in licensing across Surrey.

LGA Licensing Policy Forum – the Licensing specialist both Chairs and represents Guildford and the South East region at the Local Government Association Licensing Policy Forum which looks at national issues and upcoming changes to legislation. This group provides a valuable link between Government departments and local authorities and has been able to provide a local authority view in several key legislative changes.

Institute of Licensing – The professional body for licensing matters has been instrumental in providing access to case law and legislation updates, training, and information sharing. The Licensing specialist represents Guildford as an authority with considerable taxi case law on the IoL Taxi Consultation Panel which looks at national issues and upcoming changes to legislation again providing a local authority view in several key legislative changes.

## 7.12 Future Plans

### 7.12.1 New Government

July 2024 saw a general election with a new Labour Government elected. The new Government has set out priorities including health (including alcohol and tobacco related health), opportunities, growth, safety and a cleaner environment, with a particular focus on safer streets including

targets to halving crimes relating to knives and VAWG. Clearly, the licensing system is incredibly relevant to all these priorities, and it is anticipated that there will be further demands on the service as this agenda unfolds into new legislation and guidance, most of which is still to be established.

Additionally, the Budget in late October also committed to exploring how the licensing system could be used to expand tax conditionality to other sectors in order to reduce the tax gap from the 'hidden economy'. The existing tax conditionality requirements affect the taxi and scrap metal trades and mandate the Licensing Authority to check that the applicant has registered for their tax responsibilities before an application can be accepted. Expanding this duty to other local licence types will doubtless increase demand on the service.

#### 7.12.2 Taxi Law

Although there was no election manifesto commitment to update Taxi and Private Hire Legislation, in October 2024 there was a Parliamentary Debate about Taxi and Private Hire Licensing and concerns arising from out of area working. Concerns familiar to many such as lesser standards, impact on local business and lack of enforcement were raised by the MP for Harlow, Chris Vince. In response, the Minister, Simon Lightwood Under-Secretary for Transport committed that the government is aware of the concerns around 'out of area working' and committed to work with all those involved to look at solutions. However in the meantime the Minister encouraged better collaboration between Local Authorities to regulate the trade. He also encouraged authorities to ensure that those wishing to enter the trade were able to do so in an efficient and cost-effective manner.

Time will tell what, if anything, progresses from the comment the Government is 'looking' at the issue. Whilst there is likely to be no progress on the previous Government proposals affecting taxis in the previous Levelling Up White Paper, however the new Government has confirmed its intentions for Local Government 'reorganisation' with the establishment of regional Mayors which may affect Taxi and Private licensing. Similarly, previous commitments to national minimum standards and enforcement powers which were not progressed during the last Parliament still remain raised regularly by both trade and Authorities.

### 7.12.3 Licence Fees

Licence fees were last reviewed in March 2024 and are due to be reviewed for 2025/26. Officers are working with colleagues from Finance on the review.

### 7.12.4 Hackney Carriage Fares

The last review of review of taxi fares took place in July 2024 with an annual review scheduled again for Summer 2024.

### 7.12.5 Hackney Carriage Rank Review

As set out previously, the North Street redevelopment will cause both temporary and permanent changes to Hackney Carriage Stands in Guildford. The updated Best Practice Guidance recommends it is important that rank provision is reviewed regularly. The temporary arrangements, together with the loss of spaces on North Street in addition to the limit on permits issued at Guildford Station are likely to increase

demand for existing rank space and increase work for the Licensing Service to manage both expectations from the trade and likely complaints about mis-use.

#### 7.12.6 Test Purchasing/Mystery Shopping

The updated Best Practice Guidance also recommends the use of 'mystery shopping' exercises with the last exercise completed in 2017. Furthermore, test purchase operations were also conducted regularly prior to Future Guildford which led to a number of successful 'plying for hire' prosecutions. A repeat of this work has not been possible since due to resource although it is very much an area which Officers wish to explore.

#### 7.12.7 Online Applications

Progress was made in 2023 to add Driver licensing (new and renewal applications) to the suite of applications which are available online following vehicle licensing being made available in 2022. Work remains ongoing to move more application types online with testing currently taking place for:

- Changing the details on the licence
- Surrender a licence
- Replace drivers badge
- Variation to driver licence

### **8. Consultations**

8.1 The taxi and private hire trade are always consulted upon decisions which affect their industry. Furthermore a regular newsletter highlighting local

and national issues is produced, and trade forums also regularly take place.

## **9. Key Risks**

- 9.1 The principle work areas, the Licensing Act and Taxi and Private hire regimes set out very clearly a legislated obligation for the Council to carry out its duties to promote the licensing objectives (preventing crime and disorder, preventing nuisance, public safety and protecting children). The statutory guidance also requires that the Council be sufficiently resourced to achieve this aim.
- 9.2 Furthermore matters must often be dealt with within strict timescales with a clear separation of duties between the officer investigating a complaint and the officer making a licensing decision, with a view to avoiding corporate risk or more importantly protecting the public.
- 9.3 Late 2022 saw the creation of a shared Executive Head of Regulatory Services for Waverley Borough Council and Guildford Borough Council, with a mandate to explore opportunities for further efficiency through collaboration. As part of that process there is potential opportunity for joint working on Licensing issues which could bring economies of scale and improved efficiency.

## **10. Financial Implications**

- 10.1 The Licensing service is fairly unique compared to other teams within Regulatory Services in that the service charges fees for the various

permissions administered with the aim for the Council to be able to recover its costs.

10.2 Taxi and Private Hire Licensing fees are reviewed annually in order to recover costs.

10.3 The level of expenditure in providing the taxi licensing service is set out below:

Cost Element	2021/22	2022/23	2023/24	2024/25
Employee Related Expenditure	£53,568	£56,866	£37,971	£56,632
Supplies and Services	£20,350	£20,240	£28,497	£6,819
Support Services including Legal Costs, Case Workers, HR, ICT, Finance	£64,420	£68,621	£70,996	£74,545
Income	(£127,751)	(£128,523)	(£172,135)	(160,000)
Service Cost	£10,587	£17,204	(£33,032)	(£22,004)

10.4 However please note that 24/25 figures are budgeted as the financial year has not finished.

## **11. Legal Implications**

11.1 Unlike most other areas of 'regulation' there are distinct responsibilities on the Council in its role as the 'licensing authority' under many different areas of licensing. This is not just simply relating to the processing of applications, but also includes:

- setting the local framework through a statement of licensing policy
- considering applications with a view to promoting the licensing objectives under the Licensing and Gambling Acts, or the public protection and economic growth aspects of other licensing regimes.
- undertaking inspection and enforcement activities to ensure conditions of licences are being met, and to ensure that any operator whom requires a licence has one
- maintaining the required statutory registers

## **12. Human Resource Implications**

12.1 The legislative update can be managed from within the current resource although the Licensing Committee are asked to note the number of potential future projects and the current capacity of the service.

## **13. Equality and Diversity Implications**

13.1 Under the general equality duty as set out in the Equality Act 2010, public authorities are required to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation as well as advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

- 13.2 The protected grounds covered by the equality duty are: age, disability, sex, gender reassignment, pregnancy and maternity, race, religion or belief, and sexual orientation. The equality duty also covers marriage and civil partnership, but only in respect of eliminating unlawful discrimination.
- 13.3 The law requires that this duty to have due regard be demonstrated in decision making processes. Assessing the potential impact on equality of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can demonstrate that they have had due regard to the aims of the equality duty.
- 13.4 Licensing Policies and Licensing decisions all have regard to the Council's Equalities duties.

#### **14. Climate Change/Sustainability Implications**

- 14.1 The Council's Taxi Licensing Policy is drafted recognising that the Council has declared a climate change emergency.

#### **15. Summary of Options**

- 15.1 As the Annual Report is presented for information only there are no further options available to Council as no further action is necessary.

#### **16. Conclusion**

- 16.1 It is good practice to provide an overview of information to Committee members, which will thus enable Members to be informed about licence

applications, decisions made by Licensing Committee hearings, enforcement action including suspensions and revocations, and future work planned by the licensing area.

16.2 This information enables Members to be informed and to aid decision making in the future.

## **17. Background Papers**

[Guildford Borough Council Licensing Policies: Available Publicly online](#)

[Local Government Association – Councillor Handbook: Taxi and PHV Licensing](#)

[Department for Transport – Statutory Taxi and PHV Standards](#)

[Department for Transport – Taxi and Private Hire Vehicle Licensing: Best Practice Guidance](#)

## **18. Appendices**

None

Please ensure the following service areas have signed off your report. Please complete this box and do not delete.

Service	Sign off date
Director	19/12/2024
Finance / S.151 Officer	19/12/2024
Legal / Governance	16/12/2024
HR	19/12/2024
Equalities	19/12/2024
Lead Councillor	19/12/2024
CMB	19/12/2024
Committee Services	11/12/2024