

Scheme of Delegated Functions - Licensing

All applications received that fall outside the Licensing Authority's standard conditions and policy will not be automatically granted/renewed. The table below indicates the likely process which will be followed, which may include review by senior officers or referral to the taxi licensing sub-committee, where the members of the committee will make a decision. This will not incur additional costs. Appeals following taxi sub-committee decisions can be made to the Magistrates Court and must be made within 21 days of the decision.

Table of delegated functions to consider applications and appropriate enforcement action to be taken:

Matter to be dealt with	Sub-committee decision required	Magistrate Court	Officers
Appeals following sub-committee decisions		Direct to Magistrate Court	
Grant/renewal of licence for dual driver			HC7 grade or above if all mandatory checks and test results are received and comply with policy and conditions.
Grant/renewal for dual driver licence with unspent cautions/convictions	All cases		
Application for dual driver licence with spent cautions/convictions not of a sexual, violent or similar nature.			Service Manager or Head of Service level. May refer to taxi sub-committee.
Application for dual driver/operator licence where the applicant is listed on a national offenders register or has spent/unspent convictions of a violent, sexual or similar nature or information is provided through the NR3 reporting system.	All cases		
Application for operator licence			HC7 grade or above if no information is received from a standard DBS, NR3 check, safeguarding or

			West Mercia Police information.
Application for operator licence with unspent convictions/cautions	All cases		
Application for vehicle licence which complies fully with licence conditions and policy			HC7 grade or above if all mandatory checks and test results are received and comply with policy and conditions.
Application for vehicle licence, which does not comply with licence conditions and policy			Service Manager or Head of Service level. May refer to taxi sub-committee.
Request to transfer vehicle licence, which complies with licence conditions and policy			HC7 grade or above if all mandatory checks and test results are received and comply with policy and conditions.
Request to transfer vehicle licence, which does not comply with licence conditions and policy			Service Manager or Head of Service level. May refer to taxi sub-committee.
Request to change vehicle on plate within standard conditions			HC7 grade or above iff all mandatory checks and test results are received and comply with policy and conditions.
Request to change vehicle on plate outside standard conditions			Service Manager or Head of Service level. May refer to taxi sub-committee.
Applications for dual driver with licence restored after disqualification under the totting up procedure i.e. speeding	All cases		
Applications for dual driver licence with isolated motoring cautions/convictions - not of a serious nature.			Service Manager or Head of Service level. May refer to taxi sub-committee.
Application for dual driver licence with	All cases		

cautions/convictions for major traffic offences which are less than 10 years old.			
If the traffic offence is a single offence and is more than 10 years old,			Service Manager or Head of Service level. May refer to taxi sub-committee.
Dual Driver application with cautions/convictions for driving without insurance	All cases		
Applications for dual driver licence with drink/drugs drive offences	All cases		
Dual driver licence application. If the offence is a single drink drive offence and is more than 10 years old.			Service Manager or Head of Service level. May refer to taxi sub-committee.
Offences/allegations committed during the term of the licence involving sexual offences, exploitation, violence or any public order/safety offences.			Immediate suspension recommended/verbally notified to licence holder by service Manager or above, to be reviewed at the next appropriate scheduled taxi sub-committee. The written suspension notice to be signed prior to issue as specified in signing of immediate suspension of dual driver.
Offences/allegations committed during the term of the licence not involving sex, exploitation, violence or public order offences.			Service Manager or Head of Service level. May refer to taxi sub-committee following suspension or for review.
Signing of immediate suspension of dual driver licence for public safety reason.			Any of the following:- Chief Executive, Corporate Director, Service Director or Head of Service.
Review of suspension of a dual driver licence following an			Service Manager or Head of Service level.

administrative suspension for failure to supply documents			May refer to taxi sub-committee.
Review of suspension of a dual driver licence as a result of being suspended after being involved in a criminal offence, where found guilty.	All cases		
Review of suspension of a dual driver licence as a result of being suspended after being involved in an investigation where found not guilty or case not pursued.			Service Manager or Head of Service level. May refer to taxi sub-committee.
Revocation of the dual driver licence	All cases		
Investigation of Minor Complaints			Licensing Team – HC7 grade or above.
Investigation of persistent /serious complaints			HC9 grade (Principal Officer) or above. May refer to taxi sub-committee for decision.
Applications for dual driver licence with unsatisfactory medical report from GP or other medical advisor i.e. Council's Medical Advisor Occupational Health.			Service Manager or Head of Service level.
Applications for dual driver licence where medical condition is now advised as satisfactory following suspension/refusal.			HC9 grade (Principal Officer) or above.
Issue of Penalty Points /Notices			Authorised Officers of the Licensing Authority. Officers will carry identification and authorisations can be checked during normal office hours. Prior to the issue of points, the HC11 service manager will review prior to issue.
Appeal for issue of Penalty Points/Notices			Head of Service. Any appeal must be made within 21 days of issue.

up to maximum permitted			
Exceeding maximum permitted penalty points or persistent offences/complaints of a similar nature	All cases		
New applicant barred on the ISA Register	All cases		
Notification of ISA barring during term of the licence	All cases		Immediate suspension issued by Service Manager or Head of Service level. To be reviewed at sub-committee.
Suspension of vehicle licence on public safety grounds			Service Manager or Head of Service level. May refer to sub-committee.
Review/re-instatement of suspension of vehicle licence on public safety grounds			Service Manager or Head of Service level. May refer to sub-committee.