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Our reference:

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Date: 22 June 2016

To all Members of the Council

Dear Councillor

A meeting of the RUSHCLIFFE BOROUGH COUNCIL will be held on Thursday 30 June 2016 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely



Deputy Monitoring Officer

AGENDA

Opening Prayer

1. Apologies for absence.
2. Declarations of Interest.
3. Minutes

To receive as a correct record the minutes of the Meeting of the Council held on Thursday 19 May 2016 (pages 1 - 5).

4. Mayor's Announcements.
5. Leader's Announcements
6. Chief Executive's Announcements
7. Positive Futures

The report of the Executive Manager - Communities is attached (pages 6 - 10).

8. Revision of Hackney Carriage and Private Hire Convictions and Fitness Policy

The report of the Executive Manager - Neighbourhoods is attached (pages 11 - 30).

9. To answer questions under Standing Order 11(2).

Meeting Room Guidance

Fire Alarm Evacuation: in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble in the Nottingham Forest car park adjacent to the main gates.

Toilets are located opposite Committee Room 2.

Mobile Phones: For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

Microphones: When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.



**MINUTES
OF THE MEETING OF THE
COUNCIL
THURSDAY 19 MAY 2016**

Held at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

PRESENT:

Councillor F A Purdue-Horan - Mayor
Councillor G Davidson - Deputy Mayor

Councillors R A Adair, K P Beardsall, N A Brown, B Buschman, R L Butler, H A Chewings, J N Clarke, T Combellack, L B Cooper, J E Cottey, A M Dickinson, J Donoghue, M J Edwards, A J Edyvean, J E Greenwood, R Hetherington, S J Hull, R A Inglis, Mrs C E M Jeffreys, K A Khan, N C Lawrence, E J Lungley, A MacInnes, Mrs M M Males, G R Mallender, S E Mallender, D J Mason, S C Matthews, G S Moore, A L R A Pell, A Phillips, E A Plant, S J Robinson, Mrs J A Smith, J A Stockwood, J E Thurman, R G Upton, D G Wheeler, J G A Wheeler

OFFICERS PRESENT:

D Banks	Executive Manager - Neighbourhoods
N Carter	Deputy Monitoring Officer
C Caven-Atack	Performance, Reputation and Constitutional Services Manager
P Horsfield	Monitoring Officer
P Linfield	Executive Manager - Finance and Corporate Services
K Marriott	Executive Manager - Transformation and Operations
D Mitchell	Executive Manager - Communities
V Nightingale	Constitutional Services Officer
A Poole	Constitutional Services Team Leader

APOLOGIES FOR ABSENCE:

Councillors M Buckle, R M Jones and M W Suthers.

OPENING PRAYER

The Meeting was led in prayer by Reverend Hetherington.

1. Declarations of Interest

There were none declared.

2. Minutes

The minutes of the meeting held on Thursday 3 March 2016 were received as a correct record and signed by the Mayor.

3. Address of the Outgoing Mayor

Councillor Purdue-Horan informed Members that he had felt privileged to be the 42nd Mayor of Rushcliffe, the finest Borough in England. He said that he had attended over 120 events during the year including a visit to Buckingham Palace, the Bingham BFest, the legendary 4th Ashes Test Match, the West Bridgford Horticultural Show and many regular community events. He had been impressed with the enthusiasm and commitment of local volunteers and organisers. He had attended many wonderful events that were organised by the Council's Community Events team including Lark in the Park and the West Bridgford Christmas Lights Switch On, which are enjoyed by thousands of people. He also highlighted the many wonderful events for children and young people which displayed the prowess of young gymnasts, actors, musicians and singers.

He informed Members that he had been the first Mayor to appoint two Mayor's Cadets, Air Cadet Sergeant Grace McDonald and Army Cadet Christopher Chrimes.

He stated that the beginning of his year had been difficult as the Mayor's Secretary had retired, the Head of Corporate Services had left the Authority to become a Chief Executive and the Executive Manager for Finance had died suddenly. This had been particularly difficult as the Senior Management Team had only just returned from their success of being honoured as the Best Management Team at the Municipal Journal Awards in London.

Councillor Purdue-Horan thanked the Deputy Mayor, Councillor Davidson, for attending events on his behalf during the year; his Chaplain for all his work and officers who had helped and supported him.

With regards to his charity, he highlighted the work of former Mayors, Eddie Fearon and Irving Korn, who had hosted events and Councillor Debbie Mason for her support. He informed Members that, so far, he had raised over £4,000 for the Stroke Association.

Finally, he thanked Mrs Maureen Stockwood for being a great Mayoress who had carried out her duties with grace, skill and consummate aplomb. He had been grateful for her advice and assistance, and he noted that it had helped that she was a former Mayor.

4. Vote of Thanks to Retiring Mayor

Councillor Clarke proposed a vote of thanks to Councillor Purdue-Horan for his successful year in office as the Mayor. He said that Councillor Purdue-Horan had performed an excellent job and had been an ambassador for the Borough. Referring to the official photo album, he highlighted some of the many engagements carried out by the Mayor, including many of the carnivals and fairs, especially Goose Fair. He referred to the many entertaining speeches that the Mayor had given, especially at the Civic Dinner. Finally, he stated that Councillor Purdue-Horan had chaired the Council meetings excellently.

Councillor Clarke then presented Councillor Purdue-Horan with his Past Mayor's Badge, an album of photographs from his year, and a photographic portrait.

Councillor MacInnes supported Councillor Clarke's comments and added that the Mayor was known for his repartee and off the cuff remarks and referred to the Mayor's speech at BFest. He emphasised the role of the Mayor and how this brought recognition to many community events and volunteers. He stated that Councillor Purdue-Horan had chaired the Council meetings with fairness, neutrality and that he had been able to relieve any tensions.

Councillor S Mallender endorsed the previous remarks and thanked the retiring Mayor for his work during his term of office and in particular his entertaining speeches and his activity on social media which had increased people's knowledge of the Mayor and the many events he had attended, including the Lady Bay Open Gardens in her ward.

RESOLVED that:

A vote of thanks be accorded to Councillor Purdue-Horan and Mrs Stockwood for the excellent manner in which they had carried out their duties during Councillor Purdue-Horan's year of office as Mayor of the Borough of Rushcliffe.

5. Election of Mayor 2016/17

Nominations were invited for the election of Mayor of the Borough of Rushcliffe for the 2016/17 municipal year.

It was proposed by Councillor Hull and seconded by Councillor S Mallender, and supported by Councillor Khan, that Councillor Davidson be nominated for the Office of Mayor of the Borough for the year 2016/17.

On being put to the vote Councillor Davidson was appointed as Mayor.

RESOLVED that:

Councillor George Davidson be elected Mayor of the Borough of Rushcliffe for the 2016/17 municipal year.

After being invested with the Chain of Office by the retiring Mayor, Councillor Davidson read and signed the declaration of acceptance of office and after thanking his proposer, seconder and Members, took the Chair. The Mayor announced his chosen charity for the year, Maggie's Nottingham. He stated that the work of this charity assisted carers, family and friends of people that were suffering from cancer. He stated that this was his 21st year as a Councillor and that he had now come of age. He presented Mrs Maureen Stockwood with a bouquet of flowers in recognition of all the work she had undertaken as Mayoress during 2015/16.

6. **Election of Deputy Mayor 2016/17**

Nominations were invited for the election of Deputy Mayor of the Borough of Rushcliffe for the 2016/17 municipal year.

It was proposed by Councillor Buschman and seconded by Councillor Lawrence that Councillor Cooper be nominated for the Office of Deputy Mayor of the Borough for the year 2016/17.

On being put to the vote Councillor Cooper was appointed as Deputy Mayor.

RESOLVED that:

Councillor Barry Cooper be appointed Deputy Mayor of the Borough of Rushcliffe for the 2016/17 Municipal Year.

Councillor Cooper read and signed the declaration of acceptance of office and after thanking his proposer, seconder and Members, was invested with his Chain of Office by the Mayor.

7. **Appointment of Cabinet**

Councillor Clarke informed Members that he had made a change to the membership of the Cabinet and he outlined the portfolio holders.

Councillor J N Clarke	Leader, Portfolio Holder for Strategic and Borough Wide Leadership
Councillor S J Robinson	Deputy Leader, Portfolio Holder for Finance and Economy
Councillor R L Butler	Portfolio Holder for Sustainability
Councillor J E Cottee	Portfolio Holder for Community and Leisure
Councillor D J Mason	Portfolio Holder for Safety and Well Being
Councillor R G Upton	Portfolio Holder for Environment

Councillor Clarke thanked Councillor Lawrence for all his sterling work for the environment.

8. **Appointment of Committees and Member Groups 2016/17**

It was proposed by Councillor Clarke and seconded by Councillor Robinson that the Membership of the following Committees, Member Groups and Working Groups with Chairmen and Vice Chairmen as set out in the Appendix be appointed for 2016/17.

Councillor Clarke stated that, following discussions, Councillor MacInnes would be the Vice Chairman of Corporate Governance Group instead of Councillor Hull as indicated in the appendix.

- Community Development Group
- Corporate Governance Group
- Partnership Delivery Group
- Performance Management Board
- Alcohol and Entertainment Licensing Committee

- Development Control Committee
- Employment Appeals Committee
- Interviewing Committee
- Licensing Committee
- Standards Committee
- Local Development Framework Group
- Member Development Group
- Strategic Growth Board
- Strategic Asset Review of Edwalton Golf Course Member Group
- Civic Hospitality Panel

RESOLVED that:

the nominations as set out in the Appendix to the report as amended be approved.

9. Appointment of Representatives to Outside Bodies 2016/17

Members were informed that there was one contested appointment, the Rushcliffe Nature Conservation Strategy Implementation Group. It was proposed by Councillor Clarke and seconded by Councillor Robinson that the representatives be appointed to the Outside Bodies as set out in the Appendix to the report, excluding the contested appointment which would be put to the vote.

RESOLVED that:

- a) the appointments to Outside Bodies for 2016/17, excluding the contested appointments, as indicated in the appendix to the report, be approved, and
- b) for the contested appointment Councillor R G Upton be appointed as the Council's representative to the Rushcliffe Nature Conservation Strategy Implementation Group.

The meeting closed at 8.05 pm.

MAYOR

Report of the Executive Manager – Communities

1. Summary

- 1.1 At Cabinet on 4 December 2012, a decision was made that the Positive Futures project should continue for a further 4 years and that the geographical scope of the project should be extended beyond Cotgrave.
- 1.2 In the period from January 2013 to date, the Positive Futures programme has been successfully delivered in Radcliffe on Trent, Bingham and Keyworth, supporting 695 unique individual young people (some attending over a number of years) with a range of interventions such as accreditations, educational workshops, sports/arts activities, mentoring and personal action planning.
- 1.3 The current Positive Futures programme is scheduled to operate until December 2016. This report presents a proposal for the future delivery of Positive Futures within Rushcliffe from January 2017 onwards.
- 1.4 At Cabinet on 14 June 2016, a decision was made to support the extension of the Positive Futures programme from January 2017 to December 2020 (4 years delivery) at a cost of £110,000 per annum and forward this for approval by full Council in view of the change to the budget.

2. Recommendation

It is RECOMMENDED that Council:

- a) Supports the extension of the Positive Futures programme from January 2017 to December 2020 (4 years delivery) at a cost of £110,000 per annum.
- b) Supports the targeting of Positive Futures work to young people aged 9yrs and above within the catchment areas of East Leake Academy, South Nottinghamshire Academy, South Wolds Academy and Toothill School.
- c) Delegate authority to the Executive Manager - Communities in consultation with the Portfolio Holder for Community Services to establish agreed targets for performance monitoring and approval of any future amendments to the focus of the project.

3. Reasons for Recommendation

- 3.1. A proposal has been received from Nottinghamshire County Cricket Club to deliver Positive Futures within Rushcliffe from January 2017 in four geographical areas at an annual cost to Rushcliffe Borough Council of £110,000. This represents an increase of £20,000 per annum from the current agreement, reflecting both the additional costs of extending delivery to a fourth geographical area and the actual costs to Nottinghamshire County Cricket Club of delivering the programme across multiple locations.
- 3.2. The performance of Positive Futures has been scrutinised closely throughout the duration of the current agreement and found consistently to be of a high standard, meeting the targets set. Monitoring has been through three main mechanisms namely;
- i) officer meetings reviewing quarterly reports submitted by Nottinghamshire County Cricket Club
 - ii) bi-annual scrutiny meetings with the Portfolio Holders for Community Services and Finance and Economy
 - iii) scrutiny through Partnership Delivery Group on 15 October 2014 and scheduled for 6 July 2016.
- 3.3. Positive Futures has received high praise from schools and parents for the beneficial impact it has made supporting young people to remain in school and improve their behaviour.
- 3.4. **Appendix A** provides a summary of performance against the targets set within the current agreement with Nottinghamshire County Cricket Club. The data reported is up to the end of March 2016 with further delivery scheduled throughout the remainder of the year. Performance is strong and it is expected that targets will be met or exceeded.
- 3.5. Additional work delivered by Positive Futures, but not recorded against the targets set, includes; primary school PE sessions, pre-transition to secondary, delivery of sports activities to 250 young people at annual Scouts Camps, supporting a group of year 11 boys on the verge of exclusion to remain within school (all sitting exams), and running a 'sexual exploitation group' educating young people about the potential dangers of the internet.

4. Supporting Information

- 4.1 The delivery proposal from January 2017 targets work within four secondary schools and associated catchment areas providing a wide geographical spread across Rushcliffe. The programme would retain both open access for all young people (aged 9 and above) and dedicated support to a cohort of referred young people. The proposed programme consists of:
- Partnership development with the YouNG programme
 - Physical wellbeing support
 - Crime prevention/personal safety initiatives
 - Sexual exploitation/online bullying
 - Transition project (closing the gap)

- Future talent and mentoring programmes
 - Accreditations, ready for work NEET¹ support
 - Sports/arts activities and competitions (holidays/out of school)
 - Community pride
 - Residential / Celebration event
- 4.2 Subject to approval of the proposal, a range of performance targets will be developed and agreed with Nottinghamshire County Cricket Club which will be monitored quarterly by officers, through six-monthly scrutiny meetings with the Portfolio Holder for Community Services and an interim review by the Partnership Delivery Group.

5. Other Options Considered

- 5.1 To reduce the level of funding provided by Rushcliffe Borough Council. This would result in a reduced scope of the project in terms of depth of content and/or geographical areas. This option has been discounted as there are economies of scale from operating across a number of locations with a comprehensive programme. Furthermore, withdrawing from an area would negate the benefits which are now being more fully realised due to the programme becoming embedded within communities.
- 5.2 To apply for partnership/external funding towards the cost of the programme, thereby reducing the cost to Rushcliffe Borough Council. It would be difficult to secure significant levels of partnership funding and this would require a long lead in period. The requirements of other funders would also impact on the outcomes of the project. This option has been discounted as it would be unlikely that funding would be secured before December 2016 resulting in the close down of the project and loss of staff.
- 5.3 To cease funding the project. This would result in the project within Rushcliffe closing down. This option is not recommended due to the successful history of the programme to date and its contribution to the Council's Corporate task to '*Facilitate activities for Children and Young People to enable them to reach their potential*'.

6. Risks and uncertainties

There is a risk that delivery targets are not achieved by Positive Futures if partner agencies withdraw from the programme or if there was a loss of engagement with referred young people. This is not identified as a significant risk due to the programme of network meetings and employment of experienced staff.

7. Implications

7.1 Finance

- 7.1.1. The current and previous Positive Futures Programme has been funded through conversion of loan to grant at £90k per annum. The new proposal is to mainstream the funding within the revenue budget.

¹ Not in Employment, Education or Training

- 7.1.2. In accordance with Financial Regulations changes to the budget should be approved by Full Council. The Council has a projected £1.19m deficit and a further £0.110m per annum will increase the deficit position.
- 7.1.3. It is proposed that the £440,000 commitment is funded from the 2015/16 revenue budget underspend position and is appropriated each year from the Council's Organisation Stabilisation Reserve. This should be assessed annually as part of the budgetary process taking into account budget challenges going forward and is subject to the break clause as stated at paragraph 7.2.1.

7.2 Legal

- 7.2.1 The new Positive Futures programme (if approved) will be supported by a service level agreement entered into by Rushcliffe Borough Council and Nottinghamshire County Cricket Club. This agreement will incorporate a break clause for both parties providing a minimum of six-months' notice.

7.3 Corporate Priorities

- 7.3.1 Positive Futures contributes directly to the corporate priority of '*Maintaining and enhancing our residents' quality of life*', specifically in relation to the strategic task to '*Facilitate activities for Children and Young People to enable them to reach their potential*'.

For more information contact:	Name: Dave Mitchell Job title: Executive Manager - Communities 0115 914 8267 email dmitchell@rushcliffe.gov.uk
Background papers Available for Inspection:	None
List of appendices (if any):	Appendix A - Positive Futures delivery targets (2013-2016) and performance to end March 2016

Positive Futures delivery targets (2013-2016) and performance to end of March 2016 (further delivery will take place during March - December 2016)

Output	Target over 4 years	Delivery total (March 2016)
Mentor support – provision of 1-2-1 guidance and support to agree and follow personal action plans to improve behaviour and achievement	325	245
NEET's (Not in Employment, Education or Training) supported into work, education or training	40	77
Peer mentors – young people trained up to assist with delivery of sessions	22	26
Accreditations – formal qualifications gained such as ASDAN awards, first-aid or coaching	240	257
Participation opportunities (out of school and holiday activities) which are available to all young people within the community	450	827
Tournaments – fun sports competitions between positive futures groups from other areas	20	11
Community Pride events – delivery of physical improvement works identified by local communities e.g. new flower beds or decorative painting of fences	13	9
Residential visits – outward bound style activities to develop relationships, self-esteem, reward achievement and take part in educational workshops	3	2
Celebration evenings – annual events organised by the young people and held at Trent Bridge Cricket Club to celebrate achievements with parents and other partnership groups	3	2

Report of the Executive Manager - Neighbourhoods

1. Summary

- 1.1. This report seeks endorsement of the revised policy regarding the relevance of previous convictions and fitness which are considered in relation to persons applying or renewing a Hackney Carriage / Private Hire Driver's Licence and Private Hire Operator's licences. The revised policy is contained at **Appendix A** of this report and has been endorsed by the Licensing Committee.

2. Recommendation

It is RECOMMENDED that the revised Hackney Carriage and Private Hire Convictions and Fitness Policy is approved.

3. Reasons for Recommendation

- 3.1. It is vital that the Council has a clear policy position on the relevance of previous convictions for all those applying for a Hackney Carriage/Private Hire Driver's licence and Private Hire Operator's licence as part of the rigorous procedure to ensure they are a 'fit and proper' person to be granted a licence. This will also assist the Council in continuing to protect the safety of the public when using such vehicles.
- 3.2. Additionally the provisions contained within the revised policy will be adopted across Nottinghamshire and Nottingham City thus creating a consistent standard.

4. Supporting Evidence

- 4.1. In 2001 the Council, along with Nottingham City Council, Gedling Borough Council and Broxtowe Borough Council, introduced guidelines in relation to persons applying for a Hackney Carriage/Private Hire Driver's Licence and Private Hire Operator's licences.
- 4.2. The document sets out guidelines in respect to the relevance of any previous convictions of the applicant and forms the basis of all decisions made on the granting or renewal of such licences on a daily basis. The document is also regularly used in the Magistrates Courts in cases of appeal by applicants who have been refused a licence.

The Review

- 4.3. After the very high profile safeguarding issues in Rotherham, Oxford, Derby and elsewhere, the Local Authority Chief Executives of Nottinghamshire

supported by the Safer Nottinghamshire Board agreed to undertake a thorough review of the current Taxi Licensing arrangements across the County and implement a number of recommendations.

- 4.4. A key recommendation from the action plan was the review and development of a Countywide Model Relevant Convictions Policy which would support greater consistency of decision making and take on board the latest guidance from the Local Government Association. This work has been led by the Chief Executive of the Council with technical support from the Nottinghamshire Licensing Officers Group (NLOG) and other key stakeholders. In addition, the revised policy has also been produced in consultation with the Legal Services team of the Council.
- 4.5. The main changes to the new policy relate to strengthening the Council's position on previous convictions, this is highlighted in 5.2 and 5.9 of the draft policy where conviction for these more serious offences will normally mean a licence is refused whereas previously a licence could be issued provided a period of time had elapsed since the conviction. Other terms after conviction have also been increased and new types of offences have also been included.
- 4.6. It should be noted that the Rehabilitation of Offenders Act does **not** apply to taxi legislation and therefore all convictions are not spent and are disclosed via the Disclosure and Barring Service check which the Council undertakes on an annual basis.
- 4.7. All councils within the County have indicated they intend to adopt the policy within a similar timeframe and the resulting outcome will be all Nottinghamshire Licensing Authorities working from the same guidelines which will significantly reduce the likelihood of a situation arising, where a driver, who has a relevant conviction, is refused a licence by one Council but then granted one by another due to different policies. This situation, if it arises, has the opportunity to give rise to public concern over consistency and safety.
- 4.8. Should the Council decide to adopt the policy, it will be brought into force as soon as possible and all current and new licence holders will be made aware.
- 4.9. In addition to the relevant convictions policy, the Council is also currently producing a complete Taxi Licensing Policy which will be presented to a future meeting. The aim being that the convictions and fitness policy will become an appendix to the full policy if approved.

5. Risk and Uncertainties

- 5.1. The absence of a policy to guide applicants, officers and Members when an application for a hackney carriage or private hire driver licence is being considered is detrimental to all parties.

6. Implications

6.1. Finance

There are no financial implications.

6.2. Legal

Legal advice has been incorporated into the development of this policy.

6.3. Corporate Priorities

An effective policy framework on relevant convictions and fitness in relation to taxi licensing is part of the Council's wider duties for ensuring public protection. In turn public protection is an important foundation for the Council's priority of 'maintaining and enhancing our resident's quality of life'.

6.4. Other Implications

An Equality Impact Assessment has been undertaken as part of the review of this policy and the outcome has identified that there are no adverse or disproportionate impact for any particular protected equality group as a result of adopting the revised policy.

For more information contact:	Name David Banks Executive Manager - Neighbourhoods 0115 914 8438 email DBanks@rushcliffe.gov.uk
Background papers Available for Inspection:	None
List of appendices (if any):	Appendix A - Rushcliffe Borough Council Hackney Carriage and Private Hire Convictions and Fitness Policy

Rushcliffe Borough Council Hackney Carriage and Private Hire Convictions and Fitness Policy

1. Introduction

- 1.1 This policy provides guidance to the Licensing Committee (and its sub-committee) and Officers with delegated powers on the criteria to take into account when determining whether or not an applicant or an existing licence holder is a fit and proper person to hold a Hackney Carriage and/or Private Hire driver or Operator Licence. Any decision made by the Licensing Committee (and its sub-committee) and Officers with delegated powers will be made on the balance of probabilities and not beyond all reasonable doubt.
- 1.2 It is the responsibility of Rushcliffe Borough Council (referred to as the Council) to issue Hackney Carriage and Private Hire licences under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847. In exercising this duty, the Council will consider the safety of the public as its primary consideration.
- 1.3 In seeking to safeguard the public, the licensing authority seeks to ensure:
 - That a person is a fit and proper person in accordance with Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 (Part II)
 - That the person does not pose a threat to the public
 - That the public are safeguarded from dishonest persons
 - The safety of children, young persons and vulnerable adults.
- 1.4 The term “Fit and Proper Person” for the purposes of licensing is not legally defined and in assessing whether someone may be “Fit and Proper” the Licensing Authority will consider the following, and take any other relevant information into account:
 - Criminality
 - Human Rights
 - Period of holding a driver’s licence
 - Number of endorsed driving licence penalty points
 - Right to work
 - Medical fitness
 - Driving ability test
 - The fitness and propriety of Private Hire Operators, ensuring the business is run in a safe and professional manner, having regard to management controls, compliance with the law and that drivers are properly monitored to ensure that they behave in an appropriate manner and comply with their duties and responsibilities, including the monitoring of drivers’ hours
 - The conduct of the applicant in making the application (e.g. whether they have acted with openness and integrity during the application process)

- The previous licensing history of existing / former licence holders and any complaints made against them and investigated by any local authority licensing service.

In addition, the Council will also consider further information sources such as the Police (including abduction notices), Children and Adult Safeguarding Boards and other statutory agencies.

1.5 This policy provides guidance to any person with an interest in taxi and private hire licensing. In particular, but not exclusively:

- Applicants for a driver's licence
- Existing licensed drivers whose licences are being reviewed
- The holders of Private Hire Operator's licences
- Licensing officers
- Members of the licensing committee/sub-committee
- Magistrates hearing appeals against local authority decisions.

1.6 In considering this guidance the Council will be mindful that each case must be considered on its individual merits and, where the circumstances demand, the committee may depart from the guidelines. Where an applicant has been convicted of a criminal offence, the licensing authority cannot review the merits of the conviction [Nottingham City v Mohammed Farooq (1998)].

1.7 In this policy the word "conviction" is to be defined as including convictions, cautions, warnings, reprimands fixed penalty notices and other relevant information. In this policy 'from date sentence has ended' is taken to be the date which is reached once the whole of the period as sentenced by the court has elapsed and not necessarily the length of time served by the applicant. For example, if a sentence is five years imprisonment then the date that the sentence ends will be five years from the date of sentencing – regardless of the amount of time actually served by the applicant. If the sentence is amended by a court at a later date then this new sentence becomes relevant for the purposes of this policy. The term 'since completion of sentence' is to be construed in a similar way.

1.8 In this policy the word applicant refers to either new applicants, or those existing licence holders who are seeking renewal, or when offences have come to light of existing licence holders.

2. General Policy

2.1 Whilst the Council may consider that a person with a conviction for a serious offence may not need to be automatically barred from obtaining a licence, it is however to be normally expected that the applicant would be required to:

- Remain free of conviction for an appropriate period as detailed below; and
- Show adequate evidence that they are a fit and proper person to hold a licence (the onus will be on the applicant to produce such evidence).

Simply remaining free of conviction may not generally be regarded as adequate evidence that a person is a fit and proper person to hold a licence.

- 2.2 The Council may depart from this policy if good reasons exist. The otherwise good character and driving record of the applicant or licence holder will not ordinarily be considered as exceptional circumstances.
- 2.3 Outstanding Charges or Summonses

If an outstanding charge or summons involves a serious offence and/or the individual's conviction history indicates a possible pattern of unlawful behaviour or character trait, then in the interests of public safety the application should normally be put on hold until proceedings are concluded or the licence may be refused.

- 2.4 Non-conviction information

If an applicant has on one occasion, been arrested or charged, but not convicted, for a serious offence which suggests he could be a danger to the public, consideration should be given to refusing the application.

- 2.5 In assessing the action to take, the safety of the public must be the paramount concern.
- 2.6 Where an applicant has had a Hackney Carriage/Private hire driver's licence revoked by another local authority, the Council will not normally grant a licence until at least twelve months has elapsed since the revocation.

3. Powers

- 3.1 Section 61 and Section 62 of the Local Government Miscellaneous Provisions Act 1976 allow the licensing authority to suspend, revoke or refuse to renew a licence if:
- 3.1.1 the application/licence holder has been convicted of an offence involving dishonesty, indecency, violence;
 - 3.1.2 failure to comply with the provisions of the Town Police Clauses Act 1847;
 - 3.1.3 failure to comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976;
 - 3.1.4 or any other reasonable cause.
- 3.2 The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2002, allows the licensing authority to take into account all convictions recorded against an applicant or the holder of a Private Hire Vehicle or Hackney Carriage driver's licence, whether spent or not. Therefore, the licensing authority will have regard to all relevant convictions, particularly where there is a long history of offending or a recent pattern of repeat

offending. In accordance with this Act, all convictions, cautions, warnings and reprimands must be declared by the Applicant.

- 3.3 Under the provisions of Sections 51, 55 and 59, Local Government (Miscellaneous Provisions) Act 1976, the licensing authority is required to be satisfied that an applicant for the grant or renewal of a Hackney Carriage and/or a Private Hire Vehicle driver's licence and/or Private Hire Vehicle Operator's licence is a "fit and proper" person to hold such a licence. However, if an applicant has any convictions, warnings, cautions or charges awaiting trial, the licensing authority will consider:

1. How relevant the offence(s) are to the licence being applied for
2. How serious the offence(s) were
3. When the offence(s) were committed
4. The date of conviction
5. Circumstances of the individual concerned
6. Sentence imposed by the court
7. The applicant's age at the time of conviction
8. Whether they form part of a pattern of offending
9. Any other character check considered reasonable (e.g. personal references)
10. Any other factors that might be relevant, for example:
 - (a) The previous conduct of an existing or former licence holder,
 - (b) Whether the applicant has intentionally misled the council or lied as part of the application process,
 - (c) Information provided by other agencies / council departments.

It may also be appropriate to consider the sentencing powers engaged by the court in disposing of criminal proceedings and Judge's reasons (obiter dicta) for coming to that decision.

- 3.4 Existing holders of driver's licences are required to notify the licensing authority in writing within seven days of receiving a driving licence endorsement, fixed penalty notice or criminal conviction (including cautions). Failure to do so will raise concerns as to the honesty of the licence holder and may be taken into account as part of any subsequent renewal applications or reviews.
- 3.5 Applicants can informally discuss further what effect a caution/conviction may have on any application or existing licence by contacting the Licensing Service on 0115 981 9911 in confidence for advice. The Council will not be bound by any advice given and reserve its full powers.
- 3.6 The Council conducts enhanced disclosures from the Disclosure and Barring Service (DBS) of any applicant for a driver's licence. Applicants applying for the grant or a renewal of a driver's licence will be required to obtain an enhanced disclosure at their expense, or subscribe to the update service and also at other times as determined by the Council.

- 3.7 The Council is also entitled to use other records and information that may be available to it in determining applications or an entitlement to continue holding a licence. This may include information held by the Council or other licensing authorities, and information disclosed by the police.
- 3.8 It is an offence for any person knowingly or recklessly to make a false declaration or to omit any material particular in giving information required by the application for a licence. Section 57(3) Local Government (Miscellaneous Provisions) Act 1976 where an applicant has made a false statement or a false declaration on their application for the grant or renewal of a licence, the licence will normally be refused.
- 3.9 For renewal applications and current licence holders the guidance will not be applied retrospectively. The policy will be applied if any additional convictions are incurred or brought to the attention of the Council that would call into question a person's suitability to hold a licence.
- 3.10 Any offences not covered by this Policy will not prevent the Council from taking into account the offences.

4. Policy on immediate revocation/suspension of driver's licence

- 4.1 If the Council decides to revoke or suspend a driver's licence, it will then have to consider whether that revocation/suspension should take immediate effect under Section 61(2B) of the Local Government (Miscellaneous Provisions) Act 1976.
- 4.2 The Council only has the power to resolve that the revocation/suspension will take immediate effect if it appears that the interests of public safety require the suspension or revocation of the licence to have immediate effect. The interest of public safety is not defined and is for the Council to determine. However, regard will be had to any risks to public safety arising from concerns about the licence-holder's driving standards, his character including but not limited to dishonesty, violent behaviour, involvement in drink or drugs, inappropriate sexual conduct, any relevant previous convictions and any other matters the Council may deem relevant.
- 4.3 Before reaching a decision, in most cases and where practical, the Council shall give the licence holder the opportunity to make representations as to whether or not the revocation/suspension will take immediate effect.
- 4.4 The overriding consideration shall always be the safety and protection of passengers and the general public.
- 4.5 Matters such as unemployment and home circumstances should not be taken into account when determining whether the revocation or suspension will take place immediately and therefore shall not outweigh the public safety factor.

- 4.6 Where the Council has decided that a licence-holder is no longer “fit and proper” to hold a licence, for reasons of public safety, the presumption will be that the revocation of the licence shall have immediate effect.
- 4.7 If it appears that the interests of public safety require the suspension or revocation of the licence to have immediate effect, the Council will give notice to the driver, which includes a statement to that effect and an explanation why, the suspension or revocation takes effect when the notice is given to the driver.

4.8 **Appeals**

Any applicant refused a driver's licence, or who has their licence suspended or revoked on the grounds that the licensing authority is not satisfied they are a fit and proper person to hold such a licence has a right to appeal to the Magistrate's Court within 21 days of the notice of refusal [Local Government (Miscellaneous Provisions) Act 1976, s77 (1)].

5. **Considerations given to Offences**

This section deals with the types of offences and applies to **new and renewal applications**, and upon **review** of a current licence.

5.1 **Serious offences involving violence**

Licensed drivers have close regular contact with the public. A firm line will be taken with those who have convictions for offences involving violence. An application will normally be refused if the applicant has a conviction for an offence that involved the loss of life.

- 5.2 Unless there are exceptional circumstances a licence will **not normally** be granted where the applicant has a conviction for an offence such as:

1. Murder
2. Manslaughter
3. Manslaughter or culpable homicide while driving
4. Terrorism offences
5. Kidnapping or abduction
6. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.

- 5.3 A licence will not normally be granted where the applicant has a conviction for an offence or similar offence(s) to those below and at least **10 years** have passed since the completion of any sentence and /or licence period:

1. Arson
2. Malicious wounding or grievous bodily harm which is racially aggravated
3. Actual bodily harm which is racially aggravated
4. Grievous bodily harm with intent

5. Robbery
 6. Possession of firearm
 7. Riot
 8. Assault Police
 9. Common assault which is racially aggravated
 10. Violent disorder
 11. Threats to kill
 12. Resisting arrest
 13. Hate crime against a person
 14. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.
- 5.4 A licence will not normally be granted where the applicant has a conviction for an offence or similar offence(s) which replace the offences below and at least **5 years** have passed since the completion of any sentence and/or licence period:
1. Racially-aggravated criminal damage
 2. Racially-aggravated offence
 3. Hate crime against property
 4. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.
- 5.5 A licence will not normally be granted where the applicant has a conviction for an offence or similar offence(s) which replace the offences below and at least **3 years** have passed since the completion of any sentence and/or licence period:
1. Common assault/Battery
 2. Assault occasioning actual bodily harm
 3. Affray
 4. S5 Public Order Act 1986 offence (harassment, alarm or distress)
 5. S4 Public Order Act 1986 offence (fear of provocation of violence)
 6. S4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
 7. Obstruction
 8. Criminal damage
 9. Harassment
 10. Offences involving anti-social behaviour
 11. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above
- 5.6 A licence will not normally be granted if an applicant has more than one conviction in the last **10 years** for an offence of a violent nature.
- 5.7 In the event of a licence being granted, despite convictions against the Applicant, a strict warning both verbally and in writing should be administered. If a warning is issued, this will remain in place for a period commensurate with the time periods in the relevant sections above.

5.8 Possession of a weapon

If an applicant has been convicted of possession of a weapon or any other weapon related offence, depending on the circumstances of the offence, at least **3 years** must have passed since the completion of the sentence, before a licence is granted.

5.9 Sexual and indecency offences

As licensed drivers often carry unaccompanied and vulnerable passengers, applicants with convictions for sexual offences must be closely scrutinised. All sexual offences should be considered as serious. Applicants with convictions for sexual offences will **normally be refused a licence upon application, renewal or review.**

Such offences include:

1. Rape
2. Assault by penetration
3. Offences involving children or vulnerable adults
4. Grooming, Trafficking or other Sexual Exploitation related offences (adults and/or children)
5. Making or distributing obscene material
6. Possession of indecent photographs depicting child pornography.
7. Sexual assault
8. Indecent assault
9. Exploitation of prostitution
10. Any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.10 In relation to indecency offences, an applicant should be free of conviction for at least **5 years** (or at least **5 years** must have passed since the completion of the sentence, whichever is longer), if he / she has a conviction for an offence such as:

1. Making indecent telephone calls
2. Importuning
3. Indecent exposure
4. Soliciting (kerb crawling)
5. Any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.11 A licence will **not normally be granted** if an applicant has more than one conviction for an indecency offence.

5.12 In addition to the above the licensing authority will **not normally grant a licence** to any applicant who is currently on the Sex Offenders Register or any other similar register.

5.13 Dishonesty

A licensed driver is expected to be trustworthy. In the course of their working duties drivers will deal with cash transactions and valuable property may be left in their vehicles. Drivers may well deal with customers who are vulnerable or intoxicated and potentially easily confused. For these reasons, a serious view is taken of any conviction involving dishonesty.

5.14 In general, a minimum period of **3 years** free of conviction or at least **3 years** have passed since the completion of sentence (whichever is longer) should be required before granting a licence. Offences involving dishonesty include:

1. Theft
2. Burglary
3. Fraud
4. Benefit fraud
5. Handling or receiving stolen goods
6. Forgery
7. Conspiracy to defraud
8. Obtaining money or property by deception
9. Other deception
10. Taking a vehicle without consent
11. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.15 Applicants or existing licence holders that are found to have intentionally misled the council, or lied as part of the application process, will not normally be issued with a licence.

5.16 Alcohol and Drugs

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. In some cases, a warning may be appropriate. However, a number of convictions for drunkenness, including drunk and disorderly or drunk and incapable, could indicate a medical problem necessitating critical examination and refusal of licence.

5.17 In addition, the applicant will normally be required to show a period of **10 years** has elapsed after completion of detoxification treatment if (s)he was an alcoholic.

5.18 A serious view is taken of any drug related offence. The nature and quantity of the drugs, whether for personal use or supply are issues which should be considered.

5.19 A licence will not normally be granted where the applicant has more than one conviction for offences related to the supply of drugs and has not been free of conviction for **10 years**.

5.20 A licence will not normally be granted where the applicant has more than one conviction for offences related to the possession of drugs and has not been free of conviction for **5 years**.

5.21 An application from an applicant who has an isolated conviction for an offence related to the possession of drugs within the last **3-5 years** may be granted a licence, but consideration should be given to the nature and quantity of the drugs.

5.22 If there is evidence of persistent drug use, misuse or dependency, a specialist examination (in accordance with the DVLA group two medical standards) may be required before the licence is granted. If the applicant was an addict then they would normally be required to show evidence of **5 years** free from drug taking after detoxification treatment.

5.23 Driving offences involving the loss of life

A very serious view is to be taken of any applicant who has been convicted of a driving offence that resulted in the loss of life. A licence will not normally be granted if the applicant has a conviction for:

1. Causing death by dangerous driving
2. Causing death by careless driving whilst under the influence of drink or drugs
3. Causing death by driving: unlicensed, disqualified or uninsured drivers
4. Or any similar offences (including attempted or conspiracy to commit) offences which replace the above.

5.24 Before a licence is granted, an applicant should be free of conviction for **10 years** (or at least **10 years** must have passed since the completion of the sentence, whichever is longer) if the applicant has a conviction for:

1. Causing death by careless driving
2. Causing death by driving: unlicensed, disqualified or uninsured drivers.

5.25 Driving offences involving alcohol and/or drugs

A serious view will be taken of convictions of driving, or attempting to drive, or being in charge of a vehicle while under the influence of drink or drugs. Where a disqualification has occurred as a result of a drug or drink-driving offence, at least **5 years** free of conviction should elapse after the restoration of the DVLA licence before an applicant is granted a licence.

5.26 More than one conviction for this type of offence or one such offence within the last **5 years** is likely to merit refusal.

In addition, applicants will normally be required to show a period of at least **5 years** has elapsed after completion of detoxification treatment if (s)he was an alcoholic or drug addict.

5.27 Appendix One sets out the traffic offences related to in this section.

5.28 Major Traffic Offences

Subject to the above paragraphs an isolated conviction for a major traffic offence, without disqualification, such as dangerous driving or driving without due care and attention will require careful consideration of the facts and will at the very least merit a warning as to future driving and advice on the standard expected of hackney carriage and private hire drivers. However, where the conviction is within **6 months** prior to the date of the application the application will normally be refused.

5.29 In cases of disqualification at least **3 years** free from conviction after the restoration of the DVLA licence should normally elapse before an applicant is granted a licence.

5.30 Where an applicant has been convicted of a major traffic offence which has not resulted in disqualification, careful consideration should be given to the circumstances surrounding the offence. An application for a licence will normally be refused where the offence occurred less than **2 years** prior to the application.

5.31 Where an existing licence holder is disqualified from driving as a result of a conviction for a major traffic offence, the licence will normally be revoked.

5.32 Where an existing licence holder is convicted of a major traffic offence, but the licence-holder is not disqualified from driving, the licence should normally be revoked or not renewed and any subsequent application for a new licence will be determined in accordance with the guidance above.

5.33 A list of offences to which this section applies is attached as Appendix Two.

5.34 Minor Traffic Offences

Isolated convictions for minor traffic offences should not prevent a person from proceeding with an application. However, the number, type and frequency of this type of offence will be taken into account. If there are several minor traffic offences the applicant will normally be expected to show a period free of conviction of at least 6 months.

5.35 An application with a points total **above 7** will merit further consideration. A licence will normally be refused where the applicant has **12 or more penalty points** on his DVLA licence for minor traffic offences but has not been disqualified from driving.

5.36 Where an offence has resulted in the applicant being disqualified from driving for a period of time this will normally be taken as reflecting seriously on the applicant's driving standard.

5.37 Generally, a period of **12 months** free from conviction must have elapsed from the restoration of the DVLA licence.

5.38 Where an existing licence holder is disqualified from driving the licence will normally be revoked by the Executive Manager - Neighbourhoods under delegated powers.

5.39 A list of offences to which this section applies is attached as Appendix Three.

5.40 **Totting Up Disqualifications**

5.41 Where a number of traffic offences has resulted in a driver receiving **12 penalty** points or more on his/her licence the driver will be disqualified from driving unless the Court is satisfied that exceptional hardship would be suffered by an individual if disqualified. This is known as a “totting-up” disqualification. Where an applicant has a totting-up disqualification an application will usually be refused until a period of between **12 months and 2 years** has lapsed from the restoration of the DVLA licence depending on the seriousness of the offences which led to the totting up.

5.42 Where an existing licence holder is disqualified from driving as a result of a totting up, the licence will normally be revoked.

5.43 **Hybrid traffic offences**

Offences of the type listed in Appendix Three will be treated as **major** traffic offences if the court awarded **4** or more penalty points for the offence and as **minor** traffic offences if the court awarded **3** or less penalty points for the offence.

5.44 Any applicant who has committed an offence of plying for hire within 6 months of their application will normally be refused a licence. Any existing licence holder found to have committed this offence will be judged on the circumstances of the case, and at the least suspension of the licence should be considered. Where a driver is convicted on more than one occasion the licence may be revoked or not granted. Consideration will be taken if the offence of plying for hire was accompanied by the fact that at the time there was no insurance cover in place for the vehicle in line with 5.46 below. It will be up to the applicant to prove that there was valid insurance in place at the time of the offence.

5.45 **Insurance Offences**

A serious view will be taken of convictions of driving a vehicle without insurance. An isolated incident in the past will not necessarily stop a licence being granted provided he/she has been free of conviction for **3 years**. However, strict warning should be given as to future behaviour. More than one of these offences would normally prevent a licence being granted or renewed. Isolated incidents associated with a licensing offence will not

necessity prevent a licence being granted or renewed. Each case will be prevented on its merits.

- 5.46 At least **3 years** should elapse (after restoration of the DVLA driving licence), before a licence would normally be granted for a Hackney Carriage or Private Hire driver's licence. An operator found guilty of aiding and abetting the driving passengers for hire and reward whilst without insurance will have his operator's licence revoked immediately and prevented from holding a licence for **3 years**.

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MAJOR TRAFFIC OFFENCES

AC10	Failing to stop after an accident
AC20	Failing to give particulars or to report an accident within 24 hours
AC30	Undefined accident offences
BA10	Driving while disqualified by order of court
BA30	Attempting to drive while disqualified by order of court
BA40	Causing death by driving while disqualified
BA60	Causing serious injury by driving while disqualified
CD10	Driving without due care and attention
CD20	Driving without reasonable consideration for other road users
CD30	Driving without due care and attention or without reasonable consideration for other road users
CD40	Causing death through careless driving when unfit through drink *
CD50	Causing death by careless driving when unfit through drugs *
CD60	Causing death by careless driving with alcohol level above the limit *
CD70	Causing death by careless driving then failing to supply a specimen for analysis *
CD80	Causing death by careless or inconsiderate driving *
CD90	Causing Death by driving: unlicensed, disqualified or uninsured drivers *
DD40	Dangerous driving
DD60	Manslaughter or culpable homicide while driving a vehicle *
DD80	Causing death by dangerous driving *
DD90	Furious driving
DG60	Causing death by careless driving with drug level above the limit*

The above offences marked * are dealt with in the section entitled driving offences involving the loss life

DR10	Driving or attempting to drive with alcohol level above limit +
DR20	Driving or attempting to drive while unfit through drink +
DR31	Driving or attempting to drive then refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity
DR40	In charge of a vehicle while alcohol level above limit +
DR50	In charge of a vehicle while unfit through drink +
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive
DR61	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive +
DR70	Failing to provide specimen for breath test +
DR80	Driving or attempting to drive when unfit through drugs +
DR90	In charge of a vehicle when unfit through drugs +
DG10	Driving or attempting to drive with drug level above the specified limit
DG40	In charge of a vehicle while drug level above the specified limit

The above offences marked + are dealt with in the section entitled alcohol and drugs

- IN10 Using a vehicle uninsured against third party risks
- LC20 Driving otherwise than in accordance with a licence
- LC30 Driving after making a false declaration about fitness when applying for a licence
- LC40 Driving a vehicle having failed to notify a disability
- LC50 Driving after a licence has been revoked or refused on medical grounds
- MS50 Motor racing on the highway
- UT50 Aggravated taking of a vehicle
- TT99 Signifies a disqualification under the totting up procedure 12 or more points within three years

MINOR TRAFFIC OFFENCES

CU10	Using vehicle with defective brakes
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
CU30	Using a vehicle with defective tyre(s)
CU40	Using a vehicle with defective steering
CU50	Causing or likely to cause danger by reason of load or passengers
CU80	Using a mobile phone while driving a vehicle
MS10	Leaving a vehicle in a dangerous position
MS20	Unlawful pillion riding
MS30	Play street Offences
MS40	Driving with uncorrected defective eyesight or refusing to submit to a test
MS60	Offences not covered by other codes
MS70	Driving with uncorrected defective eyesight
MS80	Refusing to submit to an eyesight test
MS90	Failure to give information as to the identity of driver etc.
MW10	Contravention of Special Road Regulations (excluding speed limits)
PC10	Undefined contravention of Pedestrian Crossing Regulations
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle
SPI0	Exceeding goods vehicle speed limit
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)
SP30	Exceeding statutory speed limit on a public road
SP40	Exceeding passenger vehicle speed limit
SP50	Exceeding speed limit on a motorway
SP60	Undefined speed limit offence
TS10	Failing to comply with traffic light signals
TS20	Failing to comply with double white lines
TS30	Failing to comply with a "Stop" sign
TS40	Failing to comply with direction of a constable/ warden
TS50	Failing to comply with traffic sign (excluding "Stop" sign, traffic lights or double white lines)
TS60	Failing to comply with school crossing patrol sign
TS70	Undefined failure to comply with a traffic direction sign

HYBRID TRAFFIC OFFENCES

CU10	Using vehicle with defective brakes
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
CU30	Using a vehicle with defective tyre(s)
CU40	Using a vehicle with defective steering
CU50	Causing or likely to cause danger by reason of load or passengers
SP10	Exceeding goods vehicle speed limit
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)
SP30	Exceeding statutory speed limit on a public road
SP40	Exceeding passenger vehicle speed limit
SP50	Exceeding speed limit on a motorway
SP60	Undefined speed limit offence

Other non endorsable motoring offences i.e. no MOT

NOTE:

All offences in Appendix One to Three may also include the following codes

Aiding, abetting, counselling or procuring

Offences as coded above, but with 0 changed to 2 (e.g. CU10 becomes CU12)

Causing or permitting

Offences as coded above, but with 0 changed to 4 (e.g. CU10 becomes CU14)

Inciting

Offences as coded above, but with 0 changed to 6 (e.g. CU10 becomes CU16)