



Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE

March 2024

Taxi Policy

As you will be aware, a new comprehensive taxi and private hire policy has been adopted and is being implemented over the last few months. The policy was taken back to the Licensing and Registration Committee on 31 January 2024 with a further update from the Best Practice Guidance issued by the Department for Transport.

Some minor amendments have been made to the policy and you will find a copy of the updated policy included within this letter. If you require a larger print version, this can be found on the Tendring District Council website or can be requested by email, taxi@tendringdc.gov.uk.

It is important to read through this document. The programme of implementation can be found on page 3. Please note that until the new Policy has been implemented, the previous policy requirements stands.

Child Sexual Exploitation and Vulnerable Persons training

Child Sexual Exploitation and Vulnerable Persons training will be required for all grant applications and existing licences upon renewal. This will be implemented from April 2024 and the provider to supply this is Blue Lamp Trust. Further information can be found using the link or QR code below - <https://www.bluelamptrust.org.uk/safeguarding-eLearning/>



Disclosure and Barring Service – Update Service

All drivers will be required to subscribe to the DBS update service on an annual basis. Periodically, officers of the Council will undertake an online check of the DBS Update Service to check the driver's current status. Depending on what is revealed from the online status check, the Council may require an additional DBS check to be undertaken. This will be implemented from April 2024.

Roof Signs and Display of Licensed Plates

The Authority requires all Hackney Carriage vehicles to be fitted with working roof mounted signs. The roof sign has to be standard white in colour from the front and no smaller than 30” in length and shall bear the words “Licensed by Tendring District Council – TAXI” on the front face of the sign (**for new vehicles and upon replacement vehicles**).

Front and rear licensed plates will also be affixed to vehicles. This will be implemented from April 2024.

Type and Age of Vehicles

Granting of new vehicles must meet the minimum requirements of Euro 6 Emissions standards. There is no minimum or maximum age a vehicle can be accepted for a licence. Current vehicles that are Euro 5 will be renewed until 1 January 2026. This will be implemented from April 2024.

Testing of Vehicles

In addition to the MOT testing requirements, all licensed vehicles are required to undertake a vehicle mechanical test every 6 months at the Councils nominated testing station for compliance with the Councils policy.

All vehicles that are (10) ten years old plus, will be subject to an additional mechanical test within the year of the licence. This should be every 4 months.

Routine Daily Vehicle Condition Checks

Drivers are responsible for carrying out daily routine vehicle inspections with a walkaround check. Checks must include lights, tyres, wipers, mirrors, seatbelts, fire extinguisher and taxi plates and any fault are to be rectified to ensure the safety of the vehicle and before carrying passengers. The form you need to complete for these checks is included with this newsletter and can also be found in Appendix M of the Policy.

Penalty Point System

The Licensing Office is now operating a penalty point system for enforcement and compliance. Any points issued against your licence/s will remain live for 3 years from the issue date. More information on this can be found in Appendix L of the Policy and it is important that you read and make yourself aware of this system.

Download a copy of the policy



Medical Certificates

You may have noticed that the medical group 2 application has changed since your last medical. This is to bring it up to date and in line with the DVLA Group 2 Medical Standards.

Please note that we will only accept medicals completed on the TDC issued form. Medical submitted by any other means will not be accepted and it is not the Council's responsibility should you incur additional costs to rectify any mistakes. You must ensure that the form is completed in full by the GP, signed and stamped accompanied by a photograph endorsed by the person carrying out the examination that it is the true likeness of the person being examined.

We are aware that there can be a wait for a medical appointment/record so we would advise that you do not delay in booking an appointment when needed to avoid suspension of your licence. If you require the medical form before you have received your application pack, this can be accessed via the Council's website.

Change of Address

Please be aware that it is a condition of your licence that you notify the Licensing Office within 7 days of any change of address. Failing to do so will result in enforcement penalty points being added to your record.

Fare Charges and Top Lights

We have been receiving complaints about taxis charging more than what is shown on the Taxi Meter. Please note that you can only charge the amount shown on the meter or less. You cannot start charging from a location other than the pick up address of the customer. Could you also please ensure that your top lights are working correctly during hire and sitting at the taxi ranks.

New Fee Structure

You will notice that there have been some changes to the application fees. As of 1 April 2024 you will only be charged the vehicle renewal fee which excludes the cost of the mechanical tests. The fee for mechanical tests are now charged separately and you will be sent an invoice for this together with your reminder letter when required.

Vehicle Fees

Vehicle Grant (excluding mechanical test)	£297.00
Vehicle Renewal (excluding mechanical test)	£285.00
Change of Owner	£20.00
Change of Vehicle (excluding mechanical test)	£57.00
Mechanical Test (per test)	£42.00 (subject to change)

Driver Fees

Driver Renewal (excluding DBS)	£175.00
Medical, DBS and CSE Training are at additional costs charged via a third party.	
DBS (safeguarding)	£50.00 (subject to change)
CSE Training	£12.00 (subject to change)

Other Fees

Change of Address	£15.00
Replacement Licence /Badge	£15.00

New drivers will be charged separately for each individual Suitability and Knowledge Test they undertake. These forms can be found on the Council's website.

Any documents can still be emailed to taxi@tendringdc.gov.uk, which will be dealt with once the team are back in the office.