



### **Cabinet Member for City Services**

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#### **Time and Date**

2.30 pm on Wednesday, 3rd August, 2022

#### **Place**

Diamond Rooms 1 and 2 - Council House

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#### **Public Business**

1. **Apologies**
2. **Declarations of Interests**
3. **Minutes** (Pages 3 - 8)
  - a) To confirm the minutes of the meeting held on 15<sup>th</sup> June 2022
  - b) Matters arising
4. **Policy Updates - Waiting Restrictions, Disabled Bays and Access Protection Markings Policies** (Pages 9 - 34)

Report of the Director of Transportation and Highways
5. **Petitions Determined by Letter and Petitions Deferred Pending Further Investigations** (Pages 35 - 42)

Report of the Director of Transportation and Highways
6. **Fares - Night Time and Bank Holiday Hackney Carriage Fares** (Pages 43 - 52)

Report of the Director of Streetscene and Regulatory Services
7. **Taxi Licensing Matters** (Pages 53 - 66)

Report of the Director of Streetscene and Regulatory Services
8. **Outstanding Issues**

There are no outstanding issues

9. **Any other items of Public Business**

Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved

**Private Business**

**Nil**

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Julie Newman, Director of Law and Governance, Council House, Coventry

Tuesday, 26 July 2022

Note: The person to contact about the agenda and documents for this meeting is Lara Knight, Governance Services Co-ordinator, Email: [lara.knight@coventry.gov.uk](mailto:lara.knight@coventry.gov.uk)

Membership: Councillors M Heaven (Shadow Cabinet Member), P Hetherton (Cabinet Member) and G Lloyd (Deputy Cabinet Member)

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**Lara Knight, Governance Services Co-ordinator**  
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# Public Document Pack Agenda Item 3

## Coventry City Council

### Minutes of the Meeting of Cabinet Member for City Services held at 2.30 pm on Wednesday, 15 June 2022

Present:

Members: Councillor P Hetherton (Cabinet Member)  
Councillor G Lloyd (Deputy Cabinet Member)

Other Members: Councillor M Heaven (Shadow Cabinet Member)  
Councillor R Simpson (for matter in minute 13)

Employees (by Service):

Law and Governance O Aremu, M Rose, M Salmon

Transportation and Highways J Seddon, R Smith

Streetscene and Regulatory Services M Coggins

Apologies: Councillor L Bigham  
(Chair of Communities and Neighbourhoods Community Scrutiny Board (4) – by invitation)

#### **Public Business**

##### **11. Declarations of Interests**

There were no disclosable pecuniary interests.

Councillor Lloyd declared an other interest regarding 'Petitions to Save Upper Hill Street', minute 13 below, as a Ward Councillor.

##### **12. Minutes**

The minutes of the meeting on 6th April, 2022 were agreed and signed as a true record. There were no matters arising.

##### **13. Petitions - Save Upper Hill Street**

The Cabinet Member for City Services considered a report of the Director of Transportation and Highways concerning 2 petitions, bearing 950 and 44 signatures, requesting that the Council abandon plans to open Upper Hill Street to through traffic. The petition was supported by Councillor R Simpson, a Cheylesmore Ward Councillor, who, together with the Petition Organiser, attended the meeting and spoke on behalf of the petitioners. A plan of the proposed works at Upper Hill Street was appended to the report.

The Cabinet Member had considered the petitions prior to this meeting and requested that the petitions were dealt with by determination letter rather than a

formal report being submitted to a meeting, to be able to deal with the matter more efficiently. The determination letter advised that the petitions be added to the record of the public consultation carried out in November and December 2021. On receipt of the determination letters the petition organisers advised officers that they wanted the matter considered at a Cabinet Member for City Services meeting.

Since 2017 the Council had been working closely with the Government's Joint Air Quality Unit (JAQU) to develop an action plan to reduce Nitrogen Dioxide (NO<sub>2</sub>) levels, to below the legal limit of 40ug/m<sup>3</sup>, in the shortest possible time. The Council developed a Local Air Quality Action Plan (LAQAP) following consultation in 2019 and 2020. To develop the plan, around fifty individual packages of measures were assessed using traffic and air quality models, with the resulting preferred option being approved by Cabinet in July 2020 (their minute 16/20 refers). A Full Business Case for that option was submitted to Government's Joint Air Quality Unit (JAQU) in December 2020 following further approval from Cabinet (their minute 47/20 refers). A further consultation was held in November and December 2021 on the details of the infrastructure schemes which formed a key part of the approved package of measures.

The mandated scheme which formed part of the Legal Direction (Environment Act 1995 (Coventry City Council) Air Quality Direction 2021), issued by Government in May 2021, was a left in and left out junction arrangement that linked Upper Hill Street to the slip road at Junction 8 of the A4053 Ringway. As part of the public consultation carried out in November and December 2021, the Council shared an alternative left in only option at Upper Hill Street.

The LAQAP measures allowed Coventry City Council to achieve its legal obligations under the Direction without the need for a Clean Air Zone (CAZ), which would require all non-compliant vehicles entering the zone to be charged. With a daily charge of £12.50 for private cars and an impact on an area where 82,000 residents live, a CAZ would have had severe economic and social impacts for the city.

During the public consultation there was significant opposition to the proposed left in only option. Local residents, St Osburg's School, and St Osburg's Church all voiced significant opposition.

Construction of the new junction between the Ringway and Upper Hill Street represents some significant engineering and programming difficulties. In particular, the impact of major services on costs and the programme had become more apparent as site investigation works had begun, as part of the detailed design process. Additionally, the construction of the left in only option required the re-dedication of some school land as highway, which required the approval of the Secretary of State for Education.

The Council were investigating alternative engineering options that could achieve the required reduction in NO<sub>2</sub> levels to meet the outcome required in the Ministerial Direction, but which could be delivered quicker than the current proposals. However, any change would be subject to agreement by JAQU and the Council would need to go through a formal change process to get this agreed.

The Petition Spokesperson understood the need to reduce pollution in the area but raised concerns about the risks generated by the proposal, to add a slip road outside a school and mother church (the oldest Catholic church in the City). The proposal increased the dangers to young people and parishioners by creating a traffic island. She urged the Council to consider alternative solutions that would not put people at risk. The Petition sponsor Councillor Simpson also recognised the need to reduce pollution but felt that there was also a need to listen to local communities regarding the proposed actions. He felt that it had taken a long time for the Council to recognise local views and residents felt that a lot of work had been wasted. The Deputy Cabinet Member requested that other residents who had been involved in previous meetings be included in any further discussions. The Shadow Cabinet Member asked about other options explored including a Park and Ride.

Officers reported that the Government's Joint Air Quality Unit (JAQU) were very thorough about approval of any proposals put forward, detailed evidence must be submitted by the Council and the thresholds for approval were high. The achievable impact of each proposal must be great enough to warrant compliance and funding. The Park and Ride proposal was an example of a proposed action discussed but the evidence of impact on NO<sub>2</sub> was not enough to achieve compliance and funding.

Any alternative engineering options that could achieve the required reduction in NO<sub>2</sub> levels to meet the outcome required in the Ministerial Direction, must be delivered quicker than the current proposals. Also any change would be subject to agreement by JAQU and the Council would need to go through a formal change process to get this agreed.

The Cabinet Member felt it was important that the local community felt listened to and she was optimistic that an alternative solution could be discussed and investigated further.

**RESOLVED that the Cabinet Member for City Services having considered the petitions that have been raised in objection to the construction of a junction, from the Ringway into Upper Hill Street, notes that work is continuing to seek a solution that can be delivered in a shorter time and with less impact on Upper Hill Street.**

#### 14. Designating Cycle Routes - Canal Basin Connections

The Cabinet Member for City Services considered a report of the Director of Transportation and Highways that sought approval to make a temporary cycle route permanent, linking the city centre to Coventry Canal Basin from Upper Well Street to Leicester Row, by creating sections of segregated 'cycle track' utilising the Council's powers under the Highways Act. The report also sought approval to create a shared 'cycle track' from Draper's Field to the Canal Towpath entrance on Leicester Row and from Friargate Boulevard to Greyfriars Road to connect to the station. This formed part of a cycle route from the station to the canal towpath for the Commonwealth Games.

The report noted that 'Cycle Track' had a legal definition pursuant to Section 329 of the Highways Act 1980. Options for the provision of a permanent route

between Upper Well Street in the City Centre and the Canal Basin on Leicester Row had been considered. This was necessary as cycling was not permitted across the Canal Basin Bridge due to the narrow bridge deck. A previous scheme had been proposed to provide a crossing of the Ring Road but had been rejected.

The preferred options were detailed in the report as figures 1 to 3. Figure 1 in the report created a permanent 2-way cycle track on Upper Well Street Lamb Street junction, Ringway Junction 9, Ringway St Nicholas anti-clockwise off slip (nearside lane) and Ringway St Nicholas clockwise on slip (nearside lane). This retained 2 vehicle lanes on the anti-clockwise off slip and one lane on the clockwise on slip as now. The Canal Towpath provided a route for visitors to access the Commonwealth Games. There was only one access point to the Canal Towpath from Leicester Row, so the option shown in figure 2 in the report converted a section of footway from Draper's Field to Leicester Row to cycle track. To assist visitors to the Commonwealth Games a designated cycle route was proposed across Greyfriars Green and provided a more direct route for people cycling. The preferred option shown in figure 3 converted a section of footway (Freemans Way) between Friargate Boulevard and Warwick Row to cycle track.

The temporary route was established through the government's Emergency Active Travel Fund programme. The canal basin connection scheme was developed as a temporary measure under an Experimental Traffic Regulation Order (ETRO) and no objections were received to it being made permanent. The barriers on Radford Road and the roundabout would no longer be required in the permanent scheme. If approval was given for these designations, the appropriate signage and infrastructure would be implemented in the 2022/23 financial year.

The Shadow Cabinet Member and Deputy Cabinet Member discussed with officers the promotion of the routes, cycling data collection and the consultation.

Officers reported that promoting cycling routes was a priority, technology for data collection was improving and there had been no objections to the proposals. Councillor Heaven was invited to join officers on a visit to the Cycle Routes.

The Cabinet Member was positive about connecting cycleways across the City and the benefits of enabling safe alternative transport to cars for residents and visitors.

**RESOLVED that the Cabinet Member for City Services approve the creation of the cycle tracks shown in figures 1, 2 and 3 in the report.**

#### 15. **Results of Consultation on proposals for Hackney Carriage Fares 2022**

The Cabinet Member for City Services considered a report of the Director of Transportation and Highways that sought approval of one of the four proposed Hackney Carriage fare increase options, detailed in the report, subject to advertising and objections. The three-week consultation with the Coventry City Council trade and comments were detailed in appendices to the report.

The report noted that Hackney Carriage fares were regulated by the City Council and the last increase was implemented in September 2014. Although the City Council had no power to directly regulate private hire fares, it was custom and

practice in Coventry for private hire fares to reflect hackney carriage fares. The justification for local authorities being able to regulate Hackney Carriage fares was that customers hailing taxis from the street or from a rank had little or no bargaining power.

A three-week consultation had been carried out with the entire trade (hackney carriage drivers, private hire drivers, hackney carriage vehicle proprietors, private hire vehicle proprietors and private hire operators). Four options to increase fares were considered. There were 405 responses from the trade, these were attached to the report as appendix A, with an overall weighting score. The trade were also asked for their comments. There were 100 comments from the trade (these were attached to the report as appendix B).

Option A was to keep fares at the current rate (i.e. September 2014 level) with a start point daytime tariff of £2.80 and an incremental increase per 1/10th of a mile at 25p (placing Coventry hackney carriage fares as the 128th most expensive out of 356 licensing areas per Private Hire Monthly magazine April edition). 34.22% of the trade chose this option as their number one choice.

Option B was the Taxi Trade preferred option with a start point daytime tariff to increase to £3.80 and an incremental increase per 1/10th of a mile increasing to 30p (placing Coventry hackney carriage fares as the 8th most expensive out of 356 licensing areas per Private Hire Monthly magazine April edition). 42.71% of the trade chose this option as their number one choice.

Option C was a start point daytime tariff to increase to £3.80 with an incremental increase per 1/10th of a mile remaining at 25p (placing Coventry hackney carriage fares as the 20th most expensive out of 356 licensing areas per Private Hire Monthly magazine April edition). 16.45% of the trade chose this option as their number one choice.

Option D was a start point daytime tariff to increase to £3.30 with an incremental increase per 1/10th of a mile remaining at 25p (placing Coventry hackney carriage fares as the 48th most expensive out of 356 licensing areas per Private Hire Monthly magazine April edition). 8.79% of the trade chose this option as their number one choice.

It was proposed that the Cabinet Member choice be advertised and subject to objections. If there were no objections, then it was intended that the new meter rate would be programmed into computers week commencing 1st August 2022. If there were objections, then a further Cabinet Member report would be heard on the 3rd August 2022.

The Cabinet Member thanked officers for taking time to consult with the trade for the first time.

**RESOLVED that the Cabinet Member for City Services, having considered the four proposals, gave approval to Option B, as detailed in the report, subject to advertising and objections.**

16. **Outstanding Issues**

There were no outstanding issues.

17. **Any other items of Public Business**

There were no other items of public business.

(Meeting closed at 3.30 pm)

Cabinet Member for City Services

3<sup>rd</sup> August 2022

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

**Director Approving Submission of the report:**

Director of Transportation and Highways

**Ward(s) affected:**

All

**Title:**

Policy Updates – Waiting & Loading Restrictions, Advisory Disabled Parking Bays & Access Protection Markings

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**Is this a key decision?**

No - Although the matters within the report affect several wards in the city, it is not anticipated that the impact will be significant.

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**Executive Summary:**

The City Council receives many requests, including petitions, for changes to existing/ new waiting restrictions. These requests are regularly reviewed and changes are proposed.

To make these changes requires a Traffic Regulation Order. To be more cost effective, the proposals are therefore considered in 'batches'. Recently, to try to address the large volume of outstanding requests, the number of waiting restrictions advertised in one review was substantial. However, in doing this, due to the volumes involved, it highlighted a number of issues relating to how requests are dealt with and prioritised. Therefore, a review has been undertaken and a policy developed for dealing with these requests.

As well as waiting restrictions, the City Council also receives many requests for access protection markings (also known as H-bar markings) and advisory disabled parking bays, both installed as part of Facilities for the Disabled works. There are approved application criteria for these requests. In addition, practices for their installation have evolved over time due to issues raised and experience gained. More requests are also being received from residents who do not meet the current criteria for an access protection marking, asking to be able to pay for a marking to be installed. Therefore, the existing policy and practices for installing these markings has been reviewed and a new policy developed for these types of requests.

This report sets out 3 proposed policy documents, for waiting restriction requests, disabled bays and access protection markings.

The cost of making changes to/introducing new waiting restrictions, installing disabled bays and access protection markings is funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan.

**Recommendations:**

Cabinet Member for City Services is recommended to:

- i) Approve and adopt the Waiting, Stopping & Loading Restrictions Policy 2022
- ii) Endorse that the existing Residents Parking Policy remains unchanged
- iii) Approve and adopt the Advisory Disabled Parking Bay Policy 2022
- iv) Approve and adopt the Access Protection Marking Policy 2022.

**List of Appendices included:**

Appendix A – Proposed Waiting, Stopping & Loading Restrictions Policy 2022  
Appendix B – Proposed Advisory Disabled Parking Bay Policy 2022  
Appendix C – Proposed Access Protection Marking Policy 2022

**Background Papers**

None

**Other useful documents:**

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

**Report title:** Policy Updates – Waiting & Loading Restrictions, Advisory Disabled Parking Bay & Access Protection Markings

**1. Context (or background)**

- 1.1 The City Council receives many requests, including petitions, for changes to existing / new waiting restrictions. These requests are regularly reviewed and in response changes are proposed.
- 1.2 To make these changes requires a Traffic Regulation Order. To be more cost effective, the proposals are therefore considered in 'batches'. Recently, to try to address the large volume of outstanding requests, the number of waiting restrictions advertised in one review was substantial. However, in doing this, due to the volumes involved, it highlighted a number of issues relating to how requests are dealt with and prioritised. Therefore, a review has been undertaken and a policy developed for dealing with requests. The proposed policy does not include requests for residents' parking schemes, as these are considered in a separate policy approved at Cabinet on 3 January 2017.
- 1.3 The last waiting restriction review advertised on 10<sup>th</sup> June 2021 consisted of over 100 proposals, some proposals relating to multiple locations. Objections were received to 40 of the proposals. In addition to objections, 17 responses in support of proposals and 5 comments were received.
- 1.4 Currently if a request is received for double yellow lines at a junction due to concerns about parked vehicles, the request is progressed, although the police have the necessary powers to take action if a vehicle is parked in a dangerous or obstructive manner without the need for double yellow lines. The proposed response is typically in accordance with the Highway Code guidance, to not park within 10 metres of a junction, and therefore double yellow lines are proposed to cover this extent. However, many of these types of proposals from the last review were not supported by Ward Councillors. Therefore, in consideration of these issues the new policy has additional criteria that must be met for a request to be considered, such as either a request from the police, a record of personal injury collisions at a junction or the support of local ward councillors. The policy is detailed in Appendix A.
- 1.5 There are many different types of waiting restrictions and consideration has to be given to the most appropriate type to use, depending on the situation to be addressed.
- 1.6 The City Council also installs advisory disabled parking bays. These are located outside a resident's property, subject to eligibility criteria being met and no road safety concerns being identified. The existing policy has been in place for over 20 years and has therefore also been reviewed. There are no proposed changes to the eligibility criteria; however, due to issues encountered over the years, practices have changed and the revised policy set out when a bay will not be considered.
- 1.7 Access protection markings, also know as H-bar markings, are used to highlight the location of a vehicle dropped kerb, to help to prevent parking across the dropped kerb which would obstruct access. These markings are advisory and the same enforcement action can be undertaken whether they are present or not. In Coventry an applicant requesting an access protection marking must meet one of the following 3 eligibility criteria:
  - Be a Blue Badge holder
  - Have a driveway which exits within a marked parking bay
  - Apply on behalf of a commercial premises.

There is a charge to provide an access protection marking across an access to a commercial premises.

- 1.8 However, we are receiving many requests for this type of marking from residents who do not meet any of the current eligibility criteria and advise that they would pay for the marking to be installed.

## **2 Options considered and recommended proposal**

2.1 The two options considered regarding requests for waiting restrictions are to:

continue with current practice, with no formal document detailing how requests are dealt with and no formally approved prioritisation criteria

or

adopt the proposed Waiting, Stopping & Loading Restrictions Policy 2022 which formalises the process and the steps necessary for a successful application for a change to existing, or the introduction of new waiting restrictions.

2.2 It is recommended that the proposed Waiting, Stopping & Loading Restrictions Policy 2022 is adopted, as it sets out a comprehensive framework for the effective management of waiting restrictions across Coventry. This framework will provide a consistent, transparent, and systematic way for Coventry City Council to consider, and potentially progress requests for all types of stopping, waiting, and loading restrictions. It should also address some of the issues that arose as part of the last waiting restriction review.

2.3 There are two options in regard to the disabled bay policy; continue as currently operating or provide a revised policy, which does not change the application criteria, but provides clarity regarding the reasons why an advisory disabled bay would not be installed.

2.4 It is recommended that the Advisory Disabled Parking Bay Policy 2022 is adopted, as it gives clarity to how frequent issues that are encountered are addressed.

2.5 The two options considered regarding the Access Protection Marking Policy are to:

continue with current policy, which does not permit private residents who do not meet one of the current eligibility criteria, to pay for an access protection marking

or

adopt the proposed Access Protection Marking Policy 2022 which permits residents who do not meet one of the eligibility criteria for a free access protection marking to pay for an access protection marking to be installed across a vehicle dropped kerb access.

2.6 It is recommended that the Access Protection Marking Policy 2022 is adopted, giving residents the option to pay for the installation of an access protection marking. This will give residents an option to address some of their access concerns.

2.7 The recommended proposal is to adopt the 3 policies as detailed in Appendices A, B & C:

- Proposed Waiting, Stopping & Loading Restrictions Policy 2022
- Proposed Advisory Disabled Parking Bay Policy 2022
- Proposed Access Protection Marking Policy 2022

## **3. Results of consultation undertaken**

3.1 No consultation has been undertaken as the proposals build on existing practices and/or policy.

## **4. Timetable for implementing this decision**

4.1 It is proposed, if approved, to adopt the policy immediately.

## **5 Comments from Director of Finance and Comments from the Director of Law and Governance**

## 5.1 Financial implications

The cost of introducing disabled parking bays, access protection markings for Blue Badge holders and waiting and loading restrictions, will continue to be funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan.

The cost of installing and maintaining access protection markings for commercial premises and private properties (where a resident does not meet the criteria to have it installed for free) would be funded by the applicant and not the Council.

The proposed fees for access protection markings (where a resident does not meet the criteria to have it installed for free) are set to recover the cost of officer time in processing the applications and the cost of labour and materials in installing and maintaining the markings. The non-refundable administration fee is paid where applicable (this covers all initial investigative works including a site assessment, and should the application be successful, the associated drawing). This fee will be £50, a further fee will be required to cover the cost of installing the access protection marking. The rates will be reviewed on an annual basis alongside existing fees and charges.

## 5.2 Legal implications

Any changes to existing parking and waiting restrictions require amendments to the Traffic Regulation Order. The process is governed by the Road Traffic Regulation Act 1984 and associated Procedural Regulations. Failure to adhere to the statutory processes could result in the restrictions being successfully challenged in the High Court.

## 6 Other implications

### 6.1 How will this contribute to the Council Plan

The proposed policy revisions will contribute to the City Council's aims of ensuring that citizens, especially children and young people, are safe and the objective of working for better pavements, streets and roads.

### 6.2 How is risk being managed?

None

### 6.3 What is the impact on the organisation?

None

### 6.4 Equalities / EIA

The introduction of waiting restrictions reduces obstruction of the carriageway, therefore increasing safety for all road users.

The provision of advisory disabled parking bays assists Blue Badge holders.

### 6.5 Implications for (or impact on) Climate Change and the Environment

None

### 6.6 Implications for partner organisations?

None

**Report author(s)**

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Rachel Goodyer	Traffic & Road Safety Manager	Transportation & Highways	08.07.2022	19.07.2022
Michelle Salmon	Governance Services Officer	Law and Governance	08.07.2022	
Paul Bowman	Parking Manager	Transportation & Highways	08.07.2022	12.07.2022
<b>Names of approvers: (officers and members)</b>				
Graham Clark	Lead Accountant	Finance	08.07.2022	12.07.2022
Oluremi Aremu	Head of Legal & Procurement Services	Law and Governance	08.07.2022	23.07.2022
Councillor P Hetherton	Cabinet Member for City Services		08.07.2022	19.07.2022

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**Traffic Management, Coventry City Council  
Control of On-street Parking –  
Stopping, Waiting, and Loading Restriction  
Policy 2022**

## **Contents**

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- 4. Criteria for consideration of requests for restrictions**
- 5. Process**
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- 7. Enforcement**

## **1. Introduction**

- 1.1 This policy sets out a comprehensive framework for the effective management of waiting restrictions across Coventry. This framework will provide a consistent, transparent, and systematic way for Coventry City Council to consider, and potentially progress requests for all types of stopping, waiting, and loading restrictions. Residents' Parking Schemes will continue to be considered in accordance with the Residents' Parking Policy.
- 1.2 As more vehicles are introduced to the network and the demand for kerb side parking increases, members of the public and organisations may experience what they consider to be a parking problem and approach the local highway authority to implement restrictions with a view to resolving these issues.
- 1.3 Parking at unsuitable locations, particularly within residential areas, can affect quality of life, the local environment, and can cause various traffic management issues. Due to the number of requests received this policy seeks to improve the way that requests are dealt with providing an efficient, holistic approach.
- 1.4 This approach will encourage improved data collection and management, avoid introducing unnecessary restrictions, or restrictions in isolation; thereby allowing a more effective use of available funding. In addition, Coventry City Council aims to standardise timed restrictions to improve consistency across the city.
- 1.5 Existing stopping, waiting, and loading restrictions shall be revised as and when it is deemed appropriate (subject to adequate funding provision) in accordance with this policy.

## **2. Objectives of Control of On-street Parking**

- 2.1 The control of on-street parking using stopping, waiting, and loading restrictions is one method that the City Council can use to meet the following objectives:
  - Reduce personal injury collisions – parking management tools and policies should positively contribute to maintaining and improving road safety for all road users,
  - Aim to minimise delay and congestion, particularly on strategic routes,
  - Make the most effective use of the existing road network having regard to the competing demands placed upon it,
  - Reduce environmental impact, in that parking management tools and policies should positively contribute to reducing congestion and encourage smooth traffic flows, thereby improving the local environment and air quality,

- Improve and protect quality of life, and residential amenity,
- Encourage healthier travel choices and active travel
- Remove, control, and discourage commuter and non-resident parking in residential areas, and
- Positively contribute to wider transport objectives.

2.2 These objectives are in line with the Department for Transport (DfT) guidance for local authorities which states that enforcement authorities should design their parking policies regarding:

- managing the traffic network to ensure expeditious movement of traffic, (including pedestrians and cyclists), as required under the Traffic Management Act 2004 (TMA, 2004) Section 16.
- improving road safety
- improving the local environment
- improving the quality and accessibility of public transport
- meeting the needs of people with disabilities, some of whom will be unable to use public transport and depend entirely on the use of a car
- managing and reconciling the competing demands for kerb space

2.3 Coventry City Council implements stopping, waiting, and loading schemes to achieve the aims as listed above. In addition, where we receive requests for these types of schemes from residents, they are considered using the criteria listed in section 4.

### 3. Types of Control of On-street Parking

#### Prohibition of stopping, waiting, and loading

- **Double yellow lines** – mean that the waiting of vehicles is prohibited at all times or stopping of vehicles in a layby prohibited except in an emergency. This prohibition applies to any adjacent verge, footway or cycle track as well as to the carriageway.
- **Single yellow lines** – mean that the waiting of vehicles is prohibited for a time that is not continuous throughout the year. Upright signs are used to indicate the period of operation.
- **Double yellow transverse markings** – mean loading and unloading of vehicles is prohibited at all times.
- **Single yellow transverse markings** – mean loading and unloading of vehicles is prohibited for a time that is not continuous throughout the year. Upright signs are used to indicate the period of operation.

- **Double red lines** –mean no stopping at any time (used on a Red Route).
- **Single red lines** – mean no stopping during a period that is not continuous throughout the year. Upright signs are used to indicate the period of operation (used on a Red Route).
- **Clearways** (24-hour rural clearway, Urban clearway and Red route clearway) - mean no stopping at any time or during the period indicated on upright signs. All clearways are indicated by upright signs without any road markings.
- **Keep clear markings** – indicate part of the carriageway outside an entrance where vehicles should not stop, or where an upright sign is provided, must not stop, for example, outside a school entrance.
- **Verge and footway parking signs** – indicate a prohibition of waiting or stopping a on verge or footway, or entrance to an area where footway and verge parking is prohibited except where signed.
- **Loading bays** – are designated for the purpose of deliveries and collections and are generally supported by an upright sign that provides details about the type of vehicle or times of operation. Where a loading bay operates at all times upright signs may be omitted.
- **Limited waiting** – is where vehicles are permitted to wait for a limited period of time, as indicated on upright signs.

#### **4. Criteria for consideration of requests for restrictions.**

- 4.1 All requests for new or changes to existing restrictions must be submitted by application form and fully supported by at least one of the three local ward councillors for the area in question. All supported applications will be placed on a list for prioritisation (this list will be reviewed as per section 5).
- 4.2 If an informal consultation is considered necessary in response to a requested scheme, 60% of households consulted must be in favour of the proposals for the scheme to progress to the next stage. Traffic Management Officers will determine if an informal consultation is considered a necessary step before progressing the request.
- 4.3 In areas where there is a high student population or transient population, the consultation will be tailored to the specific circumstances and a decision may not be solely dependent on a 60% majority in favour.

- 4.4 Where the outcome of a consultation indicates that less than 60% of respondents are in support of the proposed scheme the Council will not consider further / similar requests unless:
- There has been a significant change in circumstance within the area that has resulted in a detrimental impact on traffic management in the area; or
  - A period of at least 24 months has elapsed following the previous consultation exercise.
- 4.5 Requests for stopping, waiting, or loading restrictions by the emergency services or where accessibility issues are raised will be included in the next available waiting restriction review, unless there is a significant reason not to.
- 4.6 Requests for stopping, waiting, or loading restrictions from the Council's waste management teams or public transport operators, where they have continued issues with delivering their service, will be included in the next available waiting restriction review, unless there is a significant reason not to.
- 4.7 Coventry City Council will not install restrictions where obstruction is being caused by parking across residential vehicle crossovers or pedestrian crossing points with tactile paving, as a request for enforcement can be made to address these issues. In addition, Coventry City Council will not routinely install restrictions to resolve neighbour disputes.
- 4.8 Residents may apply for an access protection marking (H-bar) across their vehicle crossover. More information regarding how to apply for an access protection marking and costs involved can be found on the Coventry City Council website.
- 4.9 Restrictions can be proposed by Coventry City Council where they are an integral part of a wider scheme, related to road safety, part of a residents' parking scheme or where time limited restrictions are necessary to support the economic vitality of an area. Any proposals will still be subject to the required legal process.
- 4.10 Any petitions received for the control of on-street parking will follow Coventry City Council's process for dealing with petitions and will still be subject to the Criteria and Process as laid out in this policy.

## **5. Process**

- 5.1 An application form must be completed and supported, as per paragraph 4.1. Support must be sought before an application is submitted. If these steps are not followed, the requests for any type of restriction (as named in Section 3 of this document) will not be progressed.

- 5.2 Fully completed applications will be acknowledged.
- 5.3 Requests will then be placed on a prioritisation list.
- 5.4 The prioritisation list will be reviewed periodically and prioritised based on factors including: road safety, congestion, type of request, type of parking problem, proximity to parking generator, funding (including running / maintenance costs), level of complexity, site survey.
- 5.5 Priority locations (as identified by the periodic review process) are put forward as potential schemes.
- 5.6 Depending on the size of scheme or on the number of scheme options the informal or statutory consultation process will be followed. If there is an initial informal consultation, any information gathered at this point will feed into the final proposals.
- 5.7 If an informal consultation does not receive the required level of response in favour, as per the Criteria (paragraphs 4.3 or 4.4) then the location will remain on the priority spreadsheet with this information and will not be reconsidered as per the Criteria.
- 5.8 If the informal consultation is successful, the scheme will move onto the statutory consultation process.
- 5.9 The Traffic Regulation Order (TRO) process will then be followed, which includes a statutory 21 day objection period.
- 5.10 The scheme may or may not be implemented following consideration of any objections received (see paragraph 6.6).
- 5.11 Any proposals will be subject to Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. These regulations impose various legal requirements prior to making and being able to implement an order.

## **6. Traffic Regulation Orders (TROs)**

Traffic Regulation Orders are the legal framework necessary to manage traffic movement and restrictions such as the ones named in Section 3. The legal process is briefly outlined below:

- 6.1.A "Notice of Proposals" (public notice that contains all of the relevant information about the order) is produced and published in a local newspaper along with any other steps that Coventry City Council consider appropriate for ensuring that adequate publicity about the order is given to persons likely to be affected by its provisions, this includes actions such as displaying notices in affected locations or delivering letters to affected premises.

- 6.2. Along with the public notice a Statement of Reasons, draft order and associated plans must be produced.
- 6.3. Statutory Consultees (for example, the emergency services) must be consulted.
- 6.4. All required documents are placed on deposit (made available for public inspection) from the date the public notice is published to a date 6 weeks after the order is made.
- 6.5. Any person may object to the order by the date specified in the public notice. An objection must be made in writing (this includes by email), state the grounds on which it is made, and be sent to the address specified in the public notice.
- 6.6. If objections are received by the above process and not withdrawn, they will be duly considered by Coventry City Council as set out in the Council's Constitution.
- 6.7. An objections report is submitted to the Cabinet Member for City Services at a public Cabinet Member Meeting for a decision on how to proceed; whether to make the Order as advertised, not to make the Order or for an alternative proposal to be progressed, which may require the Order process to be undertaken again.
- 6.8. If no objections are received or authorisation is given by the Cabinet Member for City Services following formal consideration of the objections the Order will be made.
- 6.9. Following the Order being made it is placed on deposit with the other deposited documents as soon as is practicable for the remainder of the required time.
- 6.10. Within 14 days of making the Order a "notice of making" is published in a local newspaper.
- 6.11. Within 14 days of making the Order any persons who submitted objections are notified of the making of the Order and given reasons for the decision made should the objection not be wholly acceded to.
- 6.12. If the Order is made, the scheme is installed at a time to correspond with the Order making date as far as is reasonably practicable.

## **7. Enforcement**

- 7.1 The Council will encourage all road users to comply with highway regulations including any stopping, waiting, and loading restrictions. The Council's Civil

Enforcement Officers (CEOs) will monitor restrictions and enforce vehicle parking where necessary to improve the level of compliance.

7.2 The main aims of the Council's parking enforcement team (Parking Services) are to:

- Discourage indiscriminate and illegal parking
- Enforce parking restrictions in a fair and consistent manner
- Improve road safety
- Improve traffic flow and minimise congestion
- Improve access for public services and public transport vehicles

The Council's Civil Enforcement Officers will carry out regular patrols of parking restrictions including the types of restrictions listed in Section 3 of this document. Anyone who contravenes a parking restriction can be fined by way of a penalty charge notice (PCN).

7.3 Penalty charge notices (PCNs) can also be issued using Automatic Number Plate Recognition (ANPR) cameras and the Council use an enforcement car fitted with an ANPR camera. The car collects photographic evidence of any vehicles that are illegally parked and PCNs are sent to the registered keeper of the vehicle.

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# **Traffic Management, Coventry City Council Advisory Disabled Parking Bay Policy 2022**

## **Contents**

- 1. Introduction**
- 2. Objectives of Advisory Disabled Parking Bays**
- 3. Criteria for Providing Advisory Disabled Parking Bay**
- 4. Process**
- 5. Traffic Regulation Orders**
- 6. Enforcement**

## **1. Introduction**

This policy sets out a comprehensive framework for the effective management of Advisory Disabled Parking Bays (ADB) across Coventry. This framework will provide a consistent, transparent, and systematic way for Coventry City Council to consider, and potentially progress requests.

In 2019 the eligibility criteria for Blue Badges were extended to people with non-visible disabilities, and this extension of the criteria has further increased what was already a high demand for this type of facility.

Advisory Disabled Parking Bays are parking spaces that are marked out on the public highway, they are marked with the word Disabled but do not have an associated sign. ADBs are installed to assist residents (who are valid Blue Badge holders and have a vehicle registered to their property) to maintain their independence and remain/maintain their mobility to enable equitable accessibility, making all journeys as easy as possible.

Advisory Disabled Parking Bays are not provided for the use of a sole specified individual and are available for use by any Blue Badge holder regardless of location. Unlike many other restrictions ADBs cannot be legally enforced and rely upon the goodwill of neighbours and other road users to operate successfully. They are not backed by a legal order and Coventry City Council cannot undertake civil enforcement actions.

## **2. Objectives of Advisory Disabled Parking Bays**

Coventry City Council has a responsibility to meet specific duties as set out in the 2010 Equality Act. One of the three main aims of the equality duty, and particularly relevant to this policy is to have due regard to the need to 'advance equality of opportunity between persons who share a protected characteristic and persons who do not share it'. This aim encompasses further aims: 'remove or minimise disadvantages suffered by people due to their protected characteristics'; 'Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people'; and 'encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low'

ADB) will not be provided to reserve a parking space for carers and visitors.

### **3. Criteria for Providing Advisory Disabled Parking Bay**

- The applicant must hold a current Blue Badge registered to the address relating to the application
- Blue Badges must not be due to expire within 3 months of the application, reapplication for a Blue Badge will need to occur before applying for a bay
- A car must be registered to the applicant's household – proof of this will be required, if requested
- The household must not have a driveway or other off-street parking that is suitable for use, such as a garage
- ADBs will only be provided on adopted highway with a road width of 6.2m or more
- ADBs are 5 metres long and installed directly in front of the applicant's address. Should the bay need to extend partially in front of a neighbouring property, agreement to the installation of an ADB must be provided by the resident of the affected property. This is done by completing a Neighbour Agreement Form.
- Should an ADB be installed it is on the understanding that it is not for the exclusive use of the applicant or members of their household.

### **4. A disabled parking bay will not be installed where:**

- Road safety issues or other traffic management issues are identified
- It would be located within a turning head or turning area
- There is a driveway with associated dropped vehicle crossover point at the requested location
- There is evidence of the private frontage of the premises being used for parking, even though there is no vehicle dropped access.
- There is insufficient space – for example the road is too narrow
- Where there are existing traffic management methods that an ADB would cause conflict with
- The bay would be within 10m of a junction or roundabout
- The highway is not adopted
- On or close to a pedestrian crossing, including the area marked by the zig-zag lines
- The kerb has already been lowered to assist wheelchair and mobility vehicle users
- There is a bus stop or taxi rank
- There is a cycle lane
- It would be close to a school entrance or on school keep clear markings
- It would be on the brow of hill, bend or hump back bridge
- It would be on a road hump/ raised feature

## **5. Process**

An online application form is completed. If the applicant is unable to apply online, the application can be made by phone, by contacting Coventry City Council's Customer Services Team.

The request is received and assessed against the eligibility criteria.

If the eligibility criteria are met, a site visit is undertaken to determine if the requested location is suitable for an ADB, in terms of road safety and traffic management.

Following the site visit, the resident will be contacted if it is not possible to install an ADB, or if a neighbour agreement is required.

Should the request meet the criteria and no issues are raised from the site visit, it is placed on a waiting list, requests for the installation of ADBs are sent out in batches and the customer is informed when the installation of the bay has been requested.

## **6. Traffic Regulation Orders & Enforcement**

Advisory disabled parking bays are not supported by a Traffic Regulation Order and therefore cannot be enforced if vehicles are parked there without a Blue Badge.

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**Traffic Management, Coventry City Council**  
**Access Protection Marking Policy 2022**

## **Contents**

**1. Introduction**

**2. Criteria**

**3. Process**

## **1. Introduction**

An access protection marking (sometimes known as a 'H' bar marking) is an advisory marking that can be installed on the public highway, across a vehicle dropped kerb or pedestrian dropped kerb, to advise motorists that this is an area where access is required and that they should not park across this marking.

Enforcement against 'wilful obstruction' does not require an access protection marking as this type of marking does not have any legal standing and is purely installed as an added deterrent to deter parking and obstruction. Therefore, whilst Coventry City Council can install access protection markings, they cannot guarantee that parking or obstruction will not occur where these types of marking are installed.

If obstruction does occur where an access protection marking (APM) has been installed the Police (on their non-emergency contact number) or Coventry City Council's Parking Services Team (Civil Enforcement Officers) would need to be contacted as they have the power to enforce, this action can be taken with or without an APM being installed.

## **2. Criteria**

To provide an Access Protection Marking (APM) proposed locations must have:

- a dropped crossing point for vehicles – where a dropped kerb has been installed to City Council standards to provide access to private, off-street parking or,
- a dropped crossing point for pedestrians – where a dropped kerb has been installed to provide access between the carriageway and footway.

An Access Protection Marking can be provided:

- at a private vehicle dropped kerb access where a disabled Blue Badge holder resides at the property.
- at a private dropped kerb vehicle access where the dropped kerb is situated within a marked parking bay
- at a vehicle dropped kerb access for a commercial property (subject to payment)
- at a vehicle dropped kerb access for a private property (subject to payment)
- at a dropped kerb provided for the benefit of pedestrians where parking is obstructing access or making access unsafe (particularly relevant to mobility impaired individuals or those using pushchairs or wheelchairs and/or wheelchair users).

Should a vehicle dropped kerb extend in front of more than one property access, the application may need to be reviewed and consent sought from the neighbouring property as to whether to extend the access protection marking across both properties.

Access protection markings will not be installed to settle neighbour disputes.

Coventry City Council will also install access protection markings:

- to maintain emergency services vehicular access when requested by such services.
- to maintain access for vehicles such as waste lorries when requested by such service.
- where there is an overriding traffic management or road safety reason for keeping an access clear.
- as a part of an overall scheme of waiting restrictions.

**3. Process**

The online application form is completed, and a non-refundable administration fee is paid where applicable (this covers all initial investigative works including a site assessment).

The customer is informed of the outcome of the application assessment.

Should the application be successful, the drawings and an agreement letter are sent to the customer. These must be reviewed, signed, and sent back along with a further fee that covers the cost of installing the APM.

Once the signed drawings, agreement and fee for the works has been received from the customer a works package will be submitted to our contractor for installation.

The contractor installs the APM.

If a refresh of an APM is required, an online APM refresh/renewal form will need to be completed. There is a fee for refreshing an APM, if it was not originally installed free of charge.

If highways maintenance is undertaken, such as resurfacing, APMs will be replaced as part of these works. APMs which were paid for originally will be reinstalled, free of charge, as part of these works.

Cabinet Member for City Services

3 August 2022

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

**Director Approving Submission of the report:**

Director of Transportation and Highways

**Ward(s) affected:**

Bablake, Cheylesmore, Holbrook, Radford, St Michael's, Wainbody

**Title:**

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

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**Is this a key decision?**

No. This report is for monitoring purposes only.

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**Executive Summary:**

In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management, road safety and highway maintenance issues are considered by the Cabinet Member for City Services.

In June 2015, amendments to the Petitions Scheme, which forms part of the Constitution, were approved in order to provide flexibility and streamline current practice. This change has reduced costs and bureaucracy and improved the service to the public.

These amendments allow for a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting.

In light of this, at the meeting of the Cabinet Member for Public Services on 15 March 2016, it was approved that a summary of those petitions received which were determined by letter, or where decisions are deferred pending further investigations, be reported to subsequent meetings of the Cabinet Member for Public Services (now amended to Cabinet Member for City Services), where appropriate, for monitoring and transparency purposes.

Appendix A sets out petitions received relating to the portfolio of the Cabinet Member for City Services and how officers propose to respond to them.

**Recommendations:**

Cabinet Member for City Services is recommended to:

1. Endorse the actions being taken by officers as set out in Section 2 and Appendix A of the report in response to the petitions received.

**List of Appendices included:**

Appendix A – Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

**Background Papers**

None.

**Other useful documents:**

Cabinet Member for Policing and Equalities Meeting 18 June 2015 report: Amendments to the Constitution – Proposed Amendments to the Petitions Scheme

A copy of the report is available at: [modern.gov.coventry.gov.uk](http://modern.gov.coventry.gov.uk).

**Has it been or will it be considered by Scrutiny?**

No.

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No.

**Will this report go to Council?**

No.

**Report title:** Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

**1. Context (or background)**

- 1.1 In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management, road safety and highway maintenance issues are considered by the Cabinet Member for City Services.
- 1.2 Amendments to the Petitions Scheme, which forms part of the Constitution, were approved by the Cabinet Member for Policing and Equalities on 18 June 2015 and Council on 23 June 2015 in order to provide flexibility and streamline current practice.
- 1.3 These amendments allow a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting. The advantages of this change are two-fold; firstly, it saves taxpayers money by streamlining the process and reducing bureaucracy. Secondly it means that petitions can be dealt with and responded to quicker, improving the responsiveness of the service given to the public.
- 1.4 Each petition is still dealt with on an individual basis. The Cabinet Member considers advice from officers on appropriate action to respond to the petitioners' request, which in some circumstances, may be for the petition to be dealt with or responded to without the need for formal consideration at a Cabinet Member meeting. In such circumstances and with the approval of the Cabinet Member, written agreement is then sought from the relevant Councillor/Petition Organiser to proceed in this manner.

**2. Options considered and recommended proposal**

- 2.1 Officers will respond to the petitions received by determination letter or holding letter as set out in Appendix A of this report.
- 2.2 Where a holding letter is to be sent, this is because further investigation work is required of the matters raised. Details of the actions agreed are also included in Appendix A of the report.
- 2.3 Once the matters have been investigated, a determination letter will be sent to the petition organiser or, if appropriate, a report will be submitted to a future Cabinet Member meeting, detailing the results of the investigations and subsequent recommended action.

**3. Results of consultation undertaken**

- 3.1 In the case of a petition being determined by letter, written agreement is sought from the relevant Petition Organiser and Councillor Sponsor to proceed in this manner. If they do not agree, a report responding to the petition will be prepared for consideration at a future Cabinet Member meeting. The Petition Organiser and Councillor Sponsor will be invited to attend this meeting where they will have the opportunity to speak on behalf of the petitioners.

**4. Timetable for implementing this decision**

- 4.1 Letters referred to in Appendix A of the report will be sent out by August 2022.

## **5. Comments from the Director of Finance and the Director of Law and Governance**

### **5.1 Financial implications**

There are no specific financial implications arising from the recommendations within this report.

### **5.2 Legal implications**

There are no specific legal implications arising from this report.

## **6. Other implications**

### **6.1 How will this contribute to the Council Plan ([www.coventry.gov.uk/councilplan](http://www.coventry.gov.uk/councilplan))?**

Not applicable.

### **6.2 How is risk being managed?**

Not applicable.

### **6.3 What is the impact on the organisation?**

Determining petitions by letter enables petitioners' requests to be responded to more quickly and efficiently.

### **6.4 Equalities / EIA**

There are no public sector equality duties which are of relevance.

### **6.5 Implications for (or impact on) climate change and the environment**

None.

### **6.6 Implications for partner organisations?**

None.

**Report author(s)**

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Caron Archer	Principle Officer – Traffic Management	Transportation and Highways	19/07/2022	19/7/2022
Lara Knight	Governance Services Co-ordinator	Law and Governance	19/07/2022	

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## Appendix A – Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Petition No.	Petition Title	No. of signatures	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed
27/21	Request for Double Yellow Lines in Locke Close	10	Councillor Keough	Determination	Junction to be added to next waiting restriction variation
43/21	Traffic Calming Measures for Swan Lane	57	Councillor N Akhtar	Determination	Does not meet the criteria for inclusion in the safety scheme programme (review of personal recorded injury collisions shows one recorded in last three years). Refer to Community Speed Watch. Add to temporary vehicle-activated speed sign programme
E55	Demand Signs for HGV Restrictions on Burnaby Road and The Scotchill	7	N/A	Determination	Burnaby Road and The Scotchill are on a designated lorry route. Therefore, there are no plans to introduce a weight limit on the roads. Long-term plans are under development for a road link via Keresley, which would provide an alternative route between the M6 and the A45.
E53	Ban all Forms of Parking in Cross Cheaping, Burgess Except for Emergency Services and Buses	6	N/A	Determination	The Burges is part of the city centre Restricted Parking Zone, where parking is only permitted in marked bays. Enforcement is undertaken daily. However, often the vehicles that are parked have a driver still in the waiting car and they drive away when our Civil Enforcement Officers visit the area and return later. We are therefore currently reviewing this area and looking to make changes that should resolve the parking issue. In addition to our Civil Enforcement Officers, the Police have also been visiting the area and have issued fixed penalty notices.
E57	Pedestrian Crossing, Traffic Light, Zebra Crossing or a Lollypop Man on The Scotchill	58	N/A	Holding	Crossing survey to be conducted.

02/21	Request for barrier along the wall of 377a Green Lane (Daleway Road) next to the kerbstones	10	Cllr Blundell	Determination	Would not propose to extend existing pedestrian guard rail, which is already more extensive than at many similar locations. Existing double yellow lines prohibit waiting on the pavement and road. Civil Enforcement Officers have increased patrols at the school. Further visits to take place before the end of term. Petition organiser to be provided with direct number for Parking Services Team.
02/22	Parking Permit Scheme for Queen Isabel's Avenue Cheylesmore	44	Cllr Brown	Holding	Parking survey to be conducted.

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Cabinet Member for City Services

3<sup>rd</sup> August 2022

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

**Director Approving Submission of the report:**

Director of Streetscene & Regulatory Services

**Ward(s) affected:**

All Wards

**Title:**

Results of Consultation on proposals for Hackney Carriage Fares 2022 – Night-Time & Bank Holiday Rates

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**Is this a key decision?**

‘No – Although the matter will affect all Wards in the City, it is not anticipated that the impact will be significant’

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**Executive Summary:**

Following a three-week consultation period with the entire Coventry City Council trade four proposals of fare increase were considered and the results are detailed in at Appendix A. Comments by the trade detailed in Appendix B.

**Recommendations:**

The Cabinet Member for City Services is recommended to:

1. Consider the results of the consultation
2. Approve option B of the four proposals, subject to advertising and objections.

**List of Appendices included:**

Appendix A – Results of the consultation  
Appendix B – Comments by the trade on the consultation

**Other useful background papers:**

None

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

**Report title:**

Results of Consultation on proposals for Hackney Carriage Fares 2022 – Night-Time & Bank Holiday Rates

**1. Context (or background)**

- 1.1 Hackney Carriage fares are regulated by the City Council. The last increase of night-time & bank holiday rates was implemented in September 2014. Although the City Council has no power to directly regulate private hire fares, it is custom and practice in Coventry for private hire fares to reflect hackney carriage fares. The justification for local authorities being able to regulate Hackney Carriage fares is that customers hailing taxis from the street or from a rank have little or no bargaining power.
- 1.2 Following representation from the trade, the Cabinet Member for City Services recently agreed a rise in the day-time rate. However, this has created a disparity with the night-time and bank holiday rate and the trade has requested a rise in these rates.
- 1.2 A two-week consultation has been carried out with the entire trade (hackney carriage drivers, private hire drivers, hackney carriage vehicle proprietors, private hire vehicle proprietors and private hire operators).

**2. Options considered and recommended proposal**

- 2.1 Four options to increase night-time and bank holiday rate fares were considered. There were 240 responses from the trade (these are attached at Appendix A with an overall weighting score).
- 2.2 Option A – Keep the night-time and bank holiday fares at the current rate (i.e. September 2014 level). 28% of the trade chose this option as their number one choice.

Start point night-time tariff of £3.60 with an incremental increase per 1/10<sup>th</sup> of a mile at 25p

Start point bank holiday tariff of £3.90 with a subsequent increment per 1/10<sup>th</sup> of a mile of 35p

- 2.3 Option B – Taxi Trade preferred option. 52.12% of the trade chose this option as their number one choice.

Start point night-time tariff of £4.60 and a subsequent increment increase per 1/10<sup>th</sup> of a mile to 30p.

Start point bank holiday tariff increasing to £4.90 and a subsequent increment per 1/10<sup>th</sup> of a mile remaining at 35p

In view of the overwhelming choice of the trade officers recommend this option to be implemented subject to advertising and objections, if any.

- 2.4 Option C – 12.23% of the trade chose this option as their number one choice.

Start point night-time tariff increasing to £4.60 with the subsequent increment per 1/10<sup>th</sup> of a mile remaining at 25p.

Start point bank holiday tariff increasing to £4.90 with the subsequent increment per 1/10<sup>th</sup> of a mile remaining at 35p

- 2.5 Option D – 8.7% of the trade chose this option as their number one choice.

Start point night-time tariff increasing to £4.10 with the subsequent increment per 1/10th of a mile remaining at 25p.

Start point bank holiday tariff increasing to £4.40 with the subsequent increment per 1/10th of a mile remaining at 35p

- 2.6 The trade were also asked for their comments. There were 55 comments from the trade (these are attached at Appendix B).

### **3. Results of consultation undertaken**

- 3.1 Unite Union (the Coventry taxi trade representatives) have been sent a copy of this report. Any comments received will be reported at the meeting.

### **4. Timetable for implementing this decision**

- 4.1 It is proposed that the Cabinet Member choice is advertised in the subject to objections and then a further Cabinet Member report will hear these objections, if any. If there are no objections, then it is intended that the new meter rate will be programmed into computers week commencing 22<sup>nd</sup> August 2022. If there are objections, then a further Cabinet Member report will be heard on the 14<sup>th</sup> September 2022.

### **5. Comments from the Chief Operating Officer (Section 151 Officer) and the Director of Law and Governance**

- 5.1 Financial implications

There are no implications on Council budgets.

- 5.2 Legal implications

The Local Government (Miscellaneous Provisions) Act 1976 lays down a statutory procedure for varying fares charged by hackney carriage drivers. This procedure involves giving public notice of the proposed changes and a 14-day objection period. If objections are made they must be considered by the Cabinet Member before the proposed fare changes or any alternative can be implemented.

### **6. Other implications**

None

- 6.1 How will this contribute to the Council Plan ([www.coventry.gov.uk/councilplan/](http://www.coventry.gov.uk/councilplan/))**

It will help to facilitate improvements in the taxi services available to the people of Coventry, which will contribute towards ensuring that children and young people are safe; making places and services accessible and encouraging a creative, active and vibrant city.

- 6.2 How is risk being managed?**

Through established reporting and governance arrangements.

**6.3 What is the impact on the organisation?**

None

**6.4 Equalities / EIA**

None

**6.5 Implications for (or impact on) climate change and the environment**

None

**6.6 Implications for partner organisations?**

Improvements in taxi services will benefit partner and other organisations, in terms of improving the safety, availability and value for money of taxis in Coventry.

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**Option A Night Time - Keep the fare at its current rate. This is a start point night time tariff of £3.60 with a subsequent increment per 1/10th of a mile of 25p. Bank Holidays – Keep the fare at its current rate. This is a start point bank holiday tariff of £3.90 with a subsequent increment per 1/10th of a mile of 35p**

**Option B Night Time - A start point night time tariff increasing to £4.60 and a subsequent increment increase per 1/10th of a mile to 30p. Bank Holidays - A start point bank holiday tariff increasing to £4.90 and a subsequent increment per 1/10th of a mile remaining at 35p**

**Option C Night Time - A start point night time tariff increasing to £4.60 with the subsequent increment per 1/10th of a mile remaining at 25p. Bank Holidays – A start point bank holiday tariff increasing to £4.90 with the subsequent increment per 1/10th of a mile remaining at 35p**

**Option D – Night Time - A start point night time tariff increasing to £4.10 with the subsequent increment per 1/10th of a mile remaining at 25p. Bank Holidays – A start point bank holiday tariff increasing to £4.40 with the subsequent increment per 1/10th of a mile remaining at 35p**

A	28.00%	63	20.44%	46	15.56%	35	36.00%	81	225	2.4
B	52.12%	123	27.97%	66	11.86%	28	8.05%	19	236	3.24
C	12.23%	28	39.30%	90	30.57%	70	17.90%	41	229	2.46
D	8.70%	20	12.17%	28	40.87%	94	38.26%	88	230	1.91
									<b>Answered</b>	<b>240</b>
									<b>Skipped</b>	<b>5</b>

## Appendix B

1 Wwwwwwq

Hi, thanks for asking the driver's opinion, I've tick the option D which is starting from £4.10,

2 I think it's quite reasonable, also I would request to finish the bank holiday fare & only keep the Christmas & new year tariff, thanks & regards

The increments here are 25p and 35p if the cash fare ends on a 5pence then I find it  
3 irritating when I have to keep a bag of 5ps, why can't you just keep it with 30p or 40p increments

Option B

4

Is my choice

Please private hire need to increase the tariffs as well. We losing all the drivers to

5 wolverhampton. To be honest even I am thinking to switch to wolverhampton. I believe council knows the reason as well.

Scrap bank holiday for good.

Leave it on night rate.

6 Customer are so confused that they think it's double time on bank holiday.

With the new fare rise I'm happy to scrap the bank holiday and give something back to the public and motivate them to use us on bank Holidays.

Scrap bank holiday for good.

Leave it on night rate.

7 Customer are so confused that they think it's double time on bank holiday.

With the new fare rise I'm happy to scrap the bank holiday and give something back to the public and motivate them to use us on bank Holidays.

8 The fare should be double on holidays.

9 Scrap the bank holidays apart from new years and Christmas Day

10 Option B

11 Get Uber out!

The B option should be alright

12 Because of to much expenses and fuel and other stuff

Thankyou for this

13 Hi, I personally think there should not be a bank holiday tariff apart from Christmas Day and New Years Eve

As our trade gone down the hill after Uber and Ola came to town after COVID mostly drivers left the trade so little we are left with it can be safe with staying on to old tariffs if you want to increase then 3.60 start is fair enough for driver and passengers as we both are facing some

14 difficult times.i think bank holidays should be scraped altogether we don't get much work on bank holidays as passengers use Uber or Ola on those days work out cheaper for them so please scrap bank holidays all of them thank you

15 There should always be an incentive to work on days which are Bank Holidays and unsociable hours to provide a service to the public. Option B, seems the most beneficial, I

propose the night time rate to start after 8pm, rather than 10pm, this would encourage drivers to start their shifts earlier and end at an appropriate time to find a work life balance. You do have to consider that these rates will be in force till the near future, especially with the rise in rates and demand for an all electric fleet of Hackney Carriage Vehicles.

16 Option a

17 Keep the holiday rate.

18 My option is B because everyone is getting bonus on bank holidays and night shifts

19 Option b because everyone is getting bonus on night shifts and. Bank holidays

20 N/a

21 2

22 Number 2

23 Number 2

My opinion is we don't need a bank holiday rate and a normal fare is better for us and the day and night option should be only one option.

24 Thank you

My opinion is we don't need a bank holiday rate and a normal fare is better for us and the day and night option should be only one option.

25 Thank you

26 N/A

27 Ok thanks

28 2

I think bank holidays rate should stay normal

29 ( as on normal days )

Only Christmas & New Years should be a higher rate .

30 I really don't think increase in night time rate or bank holidays should have increase. Neither should there be fare and half the new rate would be ample.

31 Option B because every one getting bonus on night shifts and bank holidays

Let's just have the existing night tariff (2) , as the new daytime, nighttime and Holiday tariff.

32

No new extras or anything else.

33 4:60 card payment minimum £5

34 Bank holiday tariff should always be higher than normal day or night rate.

35 My suggestion is nights start £4.10 and 1/10 mile increase 5 penny to 30

36 Increment in in base fare and keeping .25p is good. Increase in base will cover the fuel costs and passenger will b happy too on long journeys like over 4 to 5 miles

- 37 The Fare Should be Double  
Night tariffs should be 4.60 start and 30 p drop
- 38 Bank holidays 4.90 start and 35 p drop
- 39 Take out all bank holiday rates  
Night rate should increase to a starting price of £4.60 and incremental increase of 30p as previously agreed. Bank holiday rate should be exact same as night rate starting at £4.60 and incremental increase of 30p. It would not make sense for day rate to be at £3.90 with a 30p increase and night rate being less then this at £3.60 with 25p increase!  
You should work to keep local businesses alive.

41 There is a clear understanding, who so ever wants to make serious money in taxi trade, switch to UBER. Coventry Council should put pressure on UBER to get register in Coventry and start onboarding locals. This way Coventry Council and drivers will also get the business.

No matter what you do local business will not pick without tackling UBER.

You can not ignore 80% imported share of UBER in Coventry.

I suggest increase the fare and totally kill the local trade.

- 42 Need a encourage taxi fare fuil price over £2 liter thanks
- 43 I would suggest minimum starting fare £4.60 day and £5 night £5.60 for bank holiday, with normal per 1/10 mile rates
- 44 Increase on everything fuel food insurance house hold bills etc
- 45 Keep the fares the same and no time and half only on Christmas Day
- 46 Keep the fare increase has it is over 24 hour period no increase on bank Holidays or nights
- 47 Keep the fare increase has it is over 24 hour period no increase on bank Holidays or nights
- 48 Increase night rate to £4.60 with 35p increment, same as daytime increase and leave the bank holiday rate as it is.
- 49 I think the current fare price is ok and the price increase is to much we might lose all our customers to Uber so we should cancel the fare increase
- 50 Bank Holidays = £5.00 start and increase of 50pence increment s per 1/10 f a mile.
- 51 .
- 52 £3.80 all day start
- 53 Think about the fuel prices please
- 54 Scrap the bank holiday altogether
- 55 4.40



Cabinet Member for City Services

## Public report

Cabinet Report

3 August 2022

### **Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

### **Director Approving Submission of the report:**

Director of Streetscene and Regulatory Services

### **Ward(s) affected:**

All Wards

### **Title:**

Taxi Licensing Matters

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### **Is this a key decision?**

No - although the proposals affect more than two electoral wards, the impact is not expected to be significant.

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### **Executive Summary:**

This report provides information to the Cabinet Member for City Services to assess whether there should be changes to Drivers and Vehicles Conditions of Licence.

### **Recommendations:**

The Cabinet Member for City Services is recommended to:

1. Authorise amendment to Conditions of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Pedicab Proprietors and Hackney Carriage Vehicle Proprietors to ensure that any card payment machines used must be registered as a “transport” provider or other suitable wording dependant on the provider of the card payment machine (proposed changes highlighted in Appendix A).
2. Authorise Condition of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Pedicab Proprietors and Hackney Carriage Vehicle Proprietors to prohibit drivers vaping in licensed Private Hire and Hackney Carriage Vehicles (proposed new condition highlighted in Appendix A).

3.

**List of Appendices included:**

Appendix A – Proposed new Conditions of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Pedicab Proprietors and Hackney Carriage Vehicle Proprietors (proposed changes and new condition highlighted in yellow).

**Background papers:**

None

**Has it been or will it be considered by Scrutiny?**

No:

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No.

**Will this report go to Council?**

No

## Report Title – Taxi Licensing Matters

### 1. Context (or background)

#### 1.1 **Part 1 – Proposal – To authorise an amendment to Conditions of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Pedicab Proprietors and Hackney Carriage Vehicle Proprietors to ensure that any card payment machines used must be registered as a “transport” provider or other suitable wording dependant on the provider of the card payment machine (proposed changes highlighted in Appendix A).**

1.1.1 Taxi Licensing Office recently received an email from a passenger who had undertaken Coventry City Council’s car scrappage scheme thus receiving a Yordex Card for making transport purchases (e.g. taxi journeys). The lady was unable to pay with this card as the card machine was registered as a florist and not as a “transport” provider or other similar wording, dependant on the card payment machine provider. Apparently, this is not only a Coventry City Council taxi problem as one of her friends was recently refused by the National Railway booking system.

1.1.2 It is therefore proposed to add a requirement to the current conditions of licence that card payment machines must be registered as a “transport” provider or other similar wording dependant on the card payment machine provider.

1.1.3 The proposed revised Conditions of Licence are at Appendix A with changes highlighted.

#### 1.2 **Part 2 - Proposal – To authorise a Condition of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Pedicab Proprietors and Hackney Carriage Vehicle Proprietors to prohibit drivers vaping in licensed Private Hire and Hackney Carriage Vehicles (proposed new condition highlighted in Appendix A).**

1.2.1 It is currently illegal for anybody to smoke using tobacco products in working premises. Private Hire and Hackney Carriage Vehicles are classified as working premises and it is illegal for anybody to smoke using tobacco products in licensed Private Hire and Hackney Carriage Vehicles.

1.2.2 Although there is no definitive evidence that Electronic Nicotine Delivery Systems ENDS products are harmful to the user or cause passive smoking however, private hire drivers and hackney carriage drivers are professional drivers and if using an ENDS product whilst driving it is likely to distract from their safe use of the vehicle.

1.2.3 Passengers perception of a professional driver using ENDS products in a vehicle when waiting for passengers is not likely to create a professional image to their prospective customers.

1.2.4 The proposed revised Conditions of Licence are at Appendix A with changes highlighted.

## **2 Options and recommended proposals**

- 2.1 To Authorise amendment to Conditions of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Operators and Hackney Carriage Vehicle Proprietors to ensure that any card payment machines used must be registered as a “transport” provider or other suitable wording dependant on the provider of the card payment machine (proposed changes highlighted in Appendix A).
- 2.2 To Authorise Condition of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Operators and Hackney Carriage Vehicle Proprietors to prohibit drivers vaping in licensed Private Hire and Hackney Carriage Vehicles (proposed new condition highlighted in Appendix A).

## **3 Results of Consultation Undertaken**

Discussed at the Taxi Forum, chaired by the Cabinet Member of City Services, with Unite Union, the representatives of the hackney carriage and private hire trade in Coventry.

## **4 Timetable for implementing these decisions**

- 4.1 Subject to approval of the recommendations this will commence forthwith unless subject to consultation.

## **5 Comments from Director of Finance and Comments from the Director of Law and Governance**

### **5.1 Financial implications**

Taxi Licensing is a ring-fenced budget within the Streetscene & Regulatory Services Directorate. Any additional costs will be paid by the applicant driver. Any on-going impact will be addressed in future fee reviews.

### **5.2 Legal implications**

The Council has powers to attach conditions to drivers', vehicles' and operators' licences under the Local Government (Miscellaneous Provisions) Act 1976 where it is considered reasonably necessary to do so. A driver aggrieved by the suspension or revocation of their existing licence, or by the conditions attached to the grant of a licence has a statutory right of appeal to the local Magistrates' Court.

## **6 Other implications**

### **6.1 How will this contribute to achievement of the Council's Plan?**

It will help to facilitate improvements in the taxi services available to the people of Coventry.

**6.2 How is risk being managed?**

Through established reporting and governance arrangements.

**6.3 What is the impact on the organisation?**

None.

**6.4 Equalities / EIA**

None

**6.5 Implications for (or impact on) Climate Change and the Environment**

None

**6.6 Implications for partner organisations?**

Improvements in taxi services will benefit partner and other organisations, in terms of improving the safety, availability and value for money of taxis in Coventry.

**Report author(s):****Name and job title:**

Mick Coggins, Senior Licensing & Enforcement Officer, Taxi Licensing

**Directorate:**

Streetscene & Regulatory Services

**Tel and email contact:**

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<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Andrew Walster	Director of Streetscene & Regulatory Services	Streetscene & Regulatory Services	11/07/2022	11/07/2022
Lara Knight	Governance Services Co-ordinator	Law & Governance	11/07/2022	26/07/2022
Sarah Elliott	Head of Fleet and Waste Management	Streetscene and Regulatory Services	11/07/2022	15/07/2022
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Lee Castledine	Finance Manager	Streetscene & Regulatory Services	11/07/2022	11/07/2022
Legal: Syeda Ahmed	Regulatory Barrister	Law & Governance	11/07/2022	13/07/2022
Members: Cllr Hetherton	Cabinet Member for City Services		11/07/2022	15/07/2022

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### **Private Hire Drivers' Conditions of Licence**

#### **1. Conduct of Driver**

The driver shall;-

- (a) afford all reasonable assistance with passengers' luggage,
- (b) at all times be clean and respectable in his/her dress and person and behave in a civil and orderly manner,
- (c) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her,
- (d) not without the express consent of the hirer, drink or eat in the vehicle,
- (e) not without the express consent of the hirer, play any radio or sound reproducing instrument or equipment or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle,
- (f) at no time, cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he/she is driving to be source of nuisance or annoyance to any person, whether inside or outside the vehicle,

#### **2. Passengers**

- (1) The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle.
- (2) The driver shall not allow there to be conveyed in the front of a private hire vehicle:-
  - (a) any child below the age of ten years; or
  - (b) more than one person above that age.
- (3) The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle.

#### **3. Lost Property**

- (1) The driver shall immediately after the termination of any hiring of a private hire vehicle or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left there.
- (2) If any property accidentally left in a private hire vehicle by any person who may have been conveyed therein is found by or handed to the driver the latter shall seek to identify the owner thereof failing which the property shall be delivered to the nearest police station with an explanation of the circumstances.

#### **4. Written Receipts**

The driver shall if requested by the hirer of a private hire vehicle provide him/her with a written receipt of the fare paid.

#### **5. Animals**

The driver shall not convey in a private hire vehicle any animal belonging to or in the custody of him/herself or the proprietor or operator of the vehicle.

#### **6. Prompt Attendance**

The driver of a private hire vehicle shall, if he/she is aware that the vehicle has been hired to be in attendance at an appointed time and place or he/she has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at that appointed time and place, unless delayed or prevented by sufficient cause.

#### **7. Deposit of Licence**

If the driver is permitted or employed to drive a private hire vehicle of which the proprietor is someone other than him/herself, he/she shall before commencing to drive that vehicle deposit this licence with that proprietor for retention by him/herself until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/her.

**8. Taximeter**

If a private hire vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare.

**9. Fare to be Demanded**

The driver shall not demand from any hirer of a private hire vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter the fare shown on the face of the taximeter.

**10. Change of Address**

The driver shall notify the council of any change of his/her address during the period of the licence within 7 days of such change taking place.

**11. Convictions/Cautions**

The driver shall within 7 days disclose to the council in writing details of any conviction or caution imposed on him/her during the period of the licence.

**12. Return of Badge**

The driver shall upon the expiry (without immediate renewal), revocation or suspension of this licence forthwith return to the council the driver's badge issued to him/her by the council when granting this licence.

**13. Records**

(1) The driver shall maintain and carry within the vehicle driven by him/her a record in the form of a loose leaf or bound book and shall enter therein before the commencement of each journey the following details:-

- (a) The name of the driver.
- (b) The registration number of the vehicle being driven.
- (c) The name and address of the hirer or passenger to be carried.
- (d) The time and date for commencement of journey.
- (e) The destination of journey.
- (f) The point of pick-up.
- (g) Signature of driver

(2) The records shall be retained by the driver and delivered to the operator not later than 7 days from the date of the last entry.

**14. Cashless Facilities**

Functioning cashless facilities must be carried and cashless payments cannot be refused and must not incur the passenger additional costs. **These cashless facilities must be registered as a "transport" provider or similar with the payment card reader provider.**

**15. Test/Assessments for new first time applicant Pedicab Private Hire Drivers**

A new applicant pedicab private hire driver is not required to undertake the private hire driver road knowledge test or the driving assessment. However, it should be noted that the pedicab cannot be used outside the inner ring road and if the pedicab private hire driver should subsequently want to be licensed as a private hire driver to use motorised vehicles then they are required to undertake the private hire road knowledge test and driving assessment.

**16. Vaping**

**Drivers are prohibited from vaping in Private Hire Vehicles.**

## **Private Hire Vehicle Proprietors Conditions of Licence**

1. Maintenance of Vehicle  
The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements including in particular those contained in the Motor Vehicles (Construction and Use) Regulations shall be fully complied with.
2. Details of Vehicle  
All vehicles shall be painted in a single colour save that two colours may be permitted provided only one appears above or below the contour line of the vehicle.  
  
No material alterations or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the council at any time while the licence is in force.
3. Identification Plate (+ Disk)  
The plate identifying the vehicle as a private hire vehicle and required to be exhibited on the vehicle, pursuant to Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976 shall be securely fixed to the rear of the vehicle in a conspicuous position and in such a manner as to be removable by an authorised officer of the council or a police officer.
4. Interior Markings  
The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of this licence and the number of passengers prescribed in this licence.
5. Safety Equipment  
There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances, such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency.
6. Signs, Notices, Etc.
  - a No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as may be required by any statutory provision or required or permitted by these conditions; provided however that this condition shall not apply to any indication on a taxi meter fitted to the vehicle.
  - b The proprietor shall cause to be affixed and maintained in the vehicle in a conspicuous position in accordance with the directions of the council any sign or notice relating to private hire vehicles which the council may from time to time require.
  - c There may be displayed within the vehicle for the information of passengers a table of fares in a form and printing previously submitted to and approved by the council.
7. Change of Address  
The proprietor shall notify the council in writing of any change of his/her address during the period of the licence within seven days of such change taking place.
8. Convictions  
The proprietor shall within seven days disclose to the council, in writing, details of any convictions imposed on him (or, if the proprietor is a company or partnership, on any of the directors or partners) during the period of the licence.
9. Deposit of Driver's Licences  
If the proprietor permits or employs any other person to drive the vehicle as a private hire vehicle, he shall before that person commences driving the vehicle cause the driver to deliver to him his private hire driver's licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/hers.
10. Notification of Drivers  
A proprietor shall inform the Taxi Licensing Office of Coventry City Council of the names and addresses of all licensed drivers permitted or employed to drive licensed vehicles within seven days of the date of

appointment or termination as the case may be.

11. Functioning Cashless Payment Facility in Vehicles

Proprietor(s) must ensure their vehicles are equipped with a functioning cashless payment facility.

These cashless facilities must be registered as a "transport" provider or similar with the payment card reader provider.

12. Vaping

Drivers are prohibited from vaping in Private Hire Vehicles.

## **Private Hire Pedicabs and Tuk Tuks Vehicle Proprietors Conditions of Licence**

### 1. Introduction

Pedicabs and Tuk Tuks permitted to be licensed in Coventry are motor assisted vehicles with three wheels, used for the purpose of carrying fare paying passengers.

As with all licensed taxis these vehicles have to comply with Conditions of Fitness and are required to meet a minimum standard that must be maintained throughout the licensing period.

### 2. General Requirements

- a. Licensed vehicles must be of a design which has the driver/rider to the front and the passengers seated to the rear.
- b. Vehicles will have a minimum of three wheels and must be fitted with an electric (maximum 250 watts) or zero emission capability engine / motor (maximum 50 cc).
- c. If pedalled the vehicle must be fitted with an electric motor to either power the vehicle unassisted or to assist with pedalling (maximum 250 watts).
- d. Vehicles licensed by this authority will operate within the inner ring road and the Railway Station only.
- e. Pedicabs and Tuk Tuks are only permitted to accept pre booked fares received through a Coventry licensed Private Hire Operator and are not permitted to utilise hackney carriage ranks.
- f. The maximum number of passengers that can be carried in each vehicle will be assessed and determined by the Taxi Licensing Office and this number must be displayed on the licence plate issued by the Council to be fixed securely to the rear of the vehicle. This plate must also display the expiry date of the licence.
- g. Vehicles must be maintained in a sound, mechanical and structural condition and comply with all relevant legislation that affects the construction and use of such vehicles to include but not restricted to:-
  - a. Motor Vehicles (Construction and Use) Regulations
  - b. Road Vehicle Lighting Regulations
  - c. The Pedal Cycle (Construction and Use) Regulations 1983 and the Pedal Cycle (Construction and Use) (Amendment) Regulations 2015.
  - d. The Pedal Cycle (Safety) Regulations 2003.
  - e. The Pedal Bicycle (Safety) Regulations 2010.
  - f. The Electrically Assisted Pedal Cycle Regulation 19863 and the Electrically Assisted Pedal Cycle (Amendment) Regulations 2015.

### 3. Vehicle Testing

- a. All vehicles are subject to a mechanical examination prior to licensing and every 12 months thereafter. Any vehicle over 3 years old is required to undertake 6 monthly inspections.
- b. All inspections must be undertaken at Whitley depot or an alternative facility as appointed and authorised by the Council. Failure to secure a pass certificate will prevent a licence being issued or result in suspension of a licence (if at 6 monthly inspection).

- c. Where applicable a current MOT certificate will be required to be submitted with an application for a licence and annually thereafter on renewal of a licence.

#### 4. Maintenance of Vehicle

The proprietor shall ensure that;

- a. The bodywork of the vehicle is in good condition and the paint work is clean and well maintained.
- b. Any roof covering is watertight.
- c. The condition, fixing and routing or positioning of electric cables and fitting, if any, are such that there is no risk of electrical fire or other incident.
- d. The vehicle is provided with an audible warning device such as a bell or a horn.
- e. Any door hinges, locks and handrails and any grab handles fitted to the vehicle are secure and sound, and not liable to injure any passengers, damage or soil their clothing or luggage.
- f. A suitable spare wheel and tyre is provided and readily available for use or an alternative temporary repair system is provided, together with the tools and equipment required to carry out any emergency replacement or repairs required to the vehicle.
- g. The vehicle is fitted with seatbelts to each seat. The seat belts shall be readily accessible for use by all passengers and must be maintained in a safe condition at all times.
- h. The fittings and furniture of the vehicle are clean and well maintained and in every way fit and safe for public use.
- i. Any internal linings of the vehicle are sound, clean and not liable to damage or soil passengers' clothing or luggage, and the floor is provided with a carpet, mat or other suitable, non-slip floor covering which is sound and clean.
- j. The seats are properly cushioned and covered by a water resistant material and that seat covers are in a sound and clean condition, which may be easily cleaned and dried.
- k. There shall be provided and maintained in the vehicle at all times a dry powder fire extinguisher of at least 1kg in weight and stamped EN3 or BSEN3 (which should be red in colour). The fire extinguisher must have a dial reader and be serviceable. A basic first aid kit must be carried which is CE, HSE, BSI, BS or DIN compliant.

#### 5. Insurance

The proprietor or owner of the vehicle shall present, on application for a licence a valid vehicle insurance policy covering private hire for private hire use. This policy shall include details of;

- a. The proprietor or owner as the policy holder.
- b. Cover for any other persons who drive the vehicle who shall be named on the policy and be licensed Coventry private hire drivers.

#### 6. Drivers

An applicant for a driver's licence for a Pedicab or Tuk Tuk shall;

- a. Undertake all the (relevant) requirements for a Coventry licensed private hire driver as stipulated in the Driver Information Document 044 plus any additional / amended requirements specific to the licensing of Pedicabs and Tuk Tuks.
- b. Meet the DVLA Group 2 medical standards (a medical examination form from the Council must be completed by the applicants own GP).
- c. Notify the Council of any medical condition which arises after the issue of the licence which may affect their ability to perform their duties.
- d. Not be permitted to drive any other type of private hire vehicle unless the relevant application, tests and assessments are undertaken and passed and the correct licence held.

7. Licence Requirements

Drivers of Pedicabs and Tuk Tuks must;

- a. hold a full DVLA driving licence

8. Functioning Cashless Payment Facility in Vehicles

Proprietors must ensure their vehicles are equipped with a functioning cashless payment facility. These cashless facilities must be registered as a “transport” provider or similar with the payment card reader provider.

9. Vaping

Drivers are prohibited from vaping in Private Hire Vehicles.

## Hackney Carriage Vehicle Proprietors Conditions of Licence

1. A proprietor shall be engaged in a full time capacity in the business of letting for hire one or more hackney carriages.
2. A proprietor shall keep proper records in the form approved by the city council of all journeys undertaken by drivers engaged by him/her and of the hours worked by such drivers.
3. A proprietor shall provide and thereafter maintain in respect of the licence granted a hackney carriage of the metropolitan type which shall be of one colour approved by the city council.
4. A proprietor shall cause to be delivered to him and shall retain in his possession the licence of any driver engaged by him and shall ensure that such driver is in possession of the appropriate driver's badge issued by the city council.
5. A proprietor shall keep the licensed hackney carriage in a fit and road-worthy condition at all times and shall clean the same inside and outside daily.
6. A proprietor shall inform the Taxi Licensing Office of Coventry City Council of the name and address of all licensed drivers engaged by him/her and of any such driver ceasing to be so engaged within seven days of the date of appointment or termination as the case may be.
7. The licence granted shall remain in force for one year.
8. Advertisements shall not be displayed on any hackney carriage, either internally or externally, (including upon any window), without the written approval of the city council.
9. Where approval for the display of advertisements has been granted, the proprietor shall ensure the advertisement(s) are displayed in the prescribed manner and maintained in a clean and tidy condition.
10. Stickers identifying the vehicle as a licensed hackney carriage (including current plate number) and issued by the City Council shall be adhered directly to the vehicle to which they relate as follows:
  - a. One to the nearside quarterlight and one to the offside quarterlight, located towards the bottom when viewed from outside and readable from outside the vehicle.
  - b. One located at the top of the windscreen and readable from outside the vehicle.
  - c. If the information on any of the stickers is inaccurate or not clearly readable the vehicle must not be used for hire until replacement stickers have been issued by the City Council and adhered to the vehicle. The information on the stickers must not be altered or obliterated other than by the City Council. Stickers must not be located elsewhere on the vehicle without prior written approval from the City Council.
11. Proprietors must ensure their vehicles are equipped with a functioning cashless payment facility. These cashless facilities must be registered as a "transport" provider or similar with the payment card reader provider.
12. Drivers are prohibited from vaping in Private Hire Vehicles.