
Cabinet Member for City Services

Time and Date

2.30 pm on Wednesday, 23rd July, 2025

Place

Diamond Rooms 1 and 2 - Council House, Earl Street, Coventry, CV1 5RR

Public Business

1. **Apologies**
2. **Declarations of Interests**
3. **Minutes** (Pages 5 - 12)
 - (a) To agree the minutes of the meeting held on 11th June 2025.
 - (b) Matters Arising
4. **Petition e42/24-25 - Bannerbrook Park - Reduce Speed Limit to 20mph** (Pages 13 - 20)

Report of the Director of Regeneration and Economy

To consider the above petition bearing 49 signatures.

The petition is being organised and sponsored by Councillor G Ridley, a Woodlands Ward Councillor, who has been invited to the meeting for the consideration of this item.
5. **Petition e48/24-25 - School Streets Private Hire Vehicle Access** (Pages 21 - 28)

Report of the Director of Regeneration and Economy

To consider the above petition bearing 111 signatures.

The petition is being organised and sponsored by Councillor A Jobbar, a St. Michael's Ward Councillor, who has been invited to the meeting for the consideration of this item.

6. **Petition e27/24-25 - Broad Lane - Traffic Calming Measures** (Pages 29 - 38)

Report of the Director of Regeneration and Economy

To consider the above petition bearing 5 signatures. The Petition Organiser has been invited to the meeting for the consideration of this item.

7. **Objections to Proposed 20mph Speed Limit as advertised in the City of Coventry (Allesley Park Area) (20mph Speed Limit) Order 2025** (Pages 39 - 50)

Report of the Director of Regeneration and Economy

Note: The objectors and supporters have been invited to the meeting for the consideration of this item.

8. **Review of the Current Statement of Licensing Policy (Taxi & Private Hire) to include changes on Emissions, Age of Vehicles and Best Practice Guidance** (Pages 51 - 112)

Report of the Director of Law and Governance

9. **Designating Cycle Routes for Coventry South Transport Package - B4110 London Road, B4110 Humber Road and Terry Road** (Pages 113 - 144)

Report of the Director of Regeneration and Economy

10. **Petitions Determined by Letter and Petitions Deferred Pending Further Investigations** (Pages 145 - 154)

Report of the Director of Regeneration and Economy

11. **Outstanding Issues**

There are no outstanding issues

12. **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

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

Tuesday, 15 July 2025

Note: The person to contact about the agenda and documents for this meeting is Caroline Taylor / Michelle Salmon, Governance Services Officers, Email: caroline.taylor@coventry.gov.uk / michelle.salmon@coventry.gov.uk

Membership: Councillors P Hetherton (Cabinet Member) and S Nazir (Deputy Cabinet Member)

By Invitation: Councillor M Heaven (Shadow Cabinet Member)

Public Access

Any member of the public who would like to attend the meeting in person is encouraged to contact the officer below in advance of the meeting regarding arrangements for public attendance. A guide to attending public meeting can be found here: <https://www.coventry.gov.uk/publicAttendanceMeetings>

**Caroline Taylor / Michelle Salmon, Governance Services Officers,
Email: caroline.taylor@coventry.gov.uk /
michelle.salmon@coventry.gov.uk**

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Coventry City Council
Minutes of the Meeting of Cabinet Member for City Services held at 2.30 pm on
Wednesday, 11 June 2025

Present:

Members: Councillor P Hetherton (Cabinet Member)
 Councillor S Nazir (Deputy Cabinet Member)
 Councillor M Heaven (Shadow Cabinet Member)

Other Members: Councillor M Lapsa (for Minute 5)
 Councillor G Lewis (for Minute 6)

Employees (by Directorate):

City Services and B Foy, D Keaney, D O'Neill, V Robert, J Seddon
Commercial

Law and Governance A Oluremi, M Salmon, C Taylor

Public Business

1. Declarations of Interests

There were no disclosable pecuniary interests.

2. Minutes

The minutes of the meeting held on 9th April 2025 were agreed and signed as a true record.

There were no matters arising.

3. Treherne Road (Prohibition of Left Turn) Order 2025 Objections

The Cabinet Member for City Services considered a report of the Director of City Services and Commercial concerning 8 objections and 1 expression of support received in response to a Traffic Regulation Order advertised on 13th March 2025, relating to Treherne Road and the prohibition of the left turn in from Burnaby Road.

Treherne Road ran parallel to Beake Avenue. Both roads had junctions with Burnaby Road, Rupert Road, Links Road and Foster Road. The junction of Beake Avenue/Burnaby Road was controlled by traffic signals. Residents had expressed concern that at peak times, drivers were avoiding the queues that could occur on the westbound approach to the traffic lights and proceed southwards along Treherne Road and Rupert Road to access Beake Avenue.

Considering both residents' concerns and the data gathered, it was proposed that a no left turn restriction be introduced on Burnaby Road to prevent traffic turning into Treherne Road. Such a restriction addressed the predominate concern over through traffic and required all traffic, including residents, to go up to the signals and turn left.

All of the respondents were invited to the meeting and 2 objectors attended. The objectors highlighted a number of issues including the number of non-injury collisions which took place on Treherne Road and were not reported to the police, speeding vehicles, side roads being used as cut through roads and residents being fearful of going out. The left turn from Burnaby Road into Treherne Road would not improve the safety of residents however, the proposal for a vehicle activated sign (VAS) which would mitigate top speeds was appreciated.

Officers responded in detail to all the issues raised at the meeting undertaking to:

- Carry out origin and destination surveys at a number of junctions in the area to monitor traffic behaviour and identify future appropriate measures.
- Continue to monitor Treherne Road with VAS.
- Complete a further survey using cameras with 'near miss' technology to enable research further into the data.
- Include a mini speedvisor programme on Treherne Road.

The Cabinet Member for City Services, Councillor P Hetherington, acknowledged the objectors' concerns confirming officers were proposing a number of measures to address the key issue of slowing down the traffic.

RESOLVED that the Cabinet Member for City Services:

- 1) Uphold the objections and abandon the proposal to ban the left turn.**
- 2) Support the proposal to install a permanent variable message sign on Treherne Road to aid driver compliance with the existing 30mph speed limit.**

4. Parking Restrictions (Variation 13) Order 2025 Objections

The Cabinet Member for City Services considered a report of the Director of City Services and Commercial concerning objections that had been received to a Traffic Regulation Order advertised on 20th March 2025 relating to proposed new restrictions and amendments to existing restrictions affecting 44 streets in Wards across the City.

102 objections were received in relation to 3 proposals and 16 responses of support in relation to 1 proposal. Objectors had been contacted as per the legislative framework and as a result, 3 objections had been withdrawn.

All of the objectors were contacted with further information or responses to their questions and asked if they would consider the withdrawal of their objection. Three individual objections were removed leaving 99 objections across the following 2 proposals:

- Moreall Meadows (comprising The Arboretum, Cassandra Close, Heritage Court, Moreall Meadows, Poppyfield Court) – 96 objections
- Broadlands Close (comprising Broadlands Close) – 3 objections

In light of the strong opposition to the proposed amendment to the existing TRO, it was recommended that Moreall Meadows' proposal be abandoned and removed from Variation 13 and that no further proposals be investigated at this time. The existing restrictions would remain in place and no changes would occur on street.

Upon reviewing the objections relating to Broadlands Close, it became evident that there had been a drafting error in Map Tile Plan (L25), making the intention of the proposed revised restrictions unclear, meaning that the proposal would need to be re-advertised, subject to a correction to the incorrect Map Tile.

RESOLVED that the Cabinet Member for City Services, having considered the situation with the objections,:

- 1) Approves that the proposals for The Arboretum, Cassandra Close, Heritage Court, Moreall Meadows and Poppyfield Court, are not implemented, and that the existing arrangement stays in situ (Appendix 1 to the report),**
- 2) Approves that the proposals for Broadlands Close are deferred to and readvertised as part of the upcoming Variation 14 proposals (Appendix 2 to the report),**
- 3) Approves the proposals within Variation 13 that received no objections.**

5. Petition 23-24/25 - Jobs Lane Traffic Calming Measures

The Cabinet Member for City Services considered a report of the Director of City Services and Commercial, which responded to a petition requesting the council to install traffic calming measures on Job's Lane. The petition was supported by Councillor M Lapsa, a Westwood Ward Councillor, who attended the meeting and spoke on behalf of the Petition Organiser and petitioners.

The petition submitted contained 68 signatures and in accordance with the City Council's procedure for dealing with petitions, those related to road safety and parking issues were heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition in advance of the meeting and requested that the petition be dealt with by Determination Letter rather than a formal report being submitted to the meeting.

A report indicated that the determination letter had advised that Job's Lane did not meet the required criteria to be considered for inclusion in the safety scheme programme. However, the road had been put forward as a site for a new pedestrian crossing facility near Jardine Crescent. This crossing would be installed during the current financial year, subject to external funding being secured. To complement the new crossing, Job's Lane had also been added to the mini speed visor programme, which would see the deployment of mobile vehicle activated signs which would highlight driver speed and aid compliance with the existing speed limit.

The cost of adding this location to the mobile vehicle activated signage programme would be funded from the Local Network Improvement Programme

from the City Region Sustainable Transport Settlement (CRSTS). The cost of installing a new pedestrian crossing facility at the junction with Jardine Crescent would be subject to funding being allocated as part of the Council's Active Travel Fund 5 submission.

The Petition Sponsor, Councillor M Lapsa spoke in support of the petition, thanking officers for installing VAS and suggested the installation of Average Speed Cameras would alleviate the speeding issue immediately.

The Petition Organiser referred to a speed survey undertaken in conjunction with the Police which had shown average speeds of 40mph. The petition organiser confirmed agreement to the speed cameras on the road, it being a race-track, which the elderly were too frightened to cross.

Officers undertook to engage with the petition organiser and the police to obtain further information on the police speed surveys and the placement of a mobile speed enforcement van.

RESOLVED that the Cabinet Member for City Services:

- 1) Notes the petitioners' concerns,**
- 2) Endorses the actions which had been agreed to be issued by determination letter to the petition organiser as detailed in paragraph 1.5 and 1.6 of the report.**

6. Petition e6/24-25 - Torrington Avenue - Request for Residents Parking Scheme

The Cabinet Member for City Services considered a report of the Director of City Services and Commercial, which responded to a petition requesting a Resident's Parking Scheme on Torrington Avenue. The petition was organised by Councillor G Lewis, a Westwood Ward Councillor, who attended the meeting and spoke on behalf of the petitioners.

The petition submitted contained 64 signatures and in accordance with the City Council's procedure for dealing with petitions, those related to road safety and parking issues were heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition in advance of the meeting and requested that the petition be dealt with by Determination Letter rather than a formal report being submitted to the meeting.

A report indicated that the determination letter was to advise that the request for a residents' parking scheme on Torrington Avenue between the A45 and Eastcotes, was the subject of a previous petition considered by the Cabinet Member for City Services on 13 September 2023. The parking survey conducted in response to that petition showed that the section of Torrington Avenue highlighted, did not meet the parking availability criterion set out in the Council's Residents' Parking Policy (less than 40% of spaces available during the daytime). The parking survey was repeated on Thursday 3rd April 2025. This showed that the number of parking spaces available during the daytime still exceeded the criterion for consideration for a residents' parking scheme.

The cost of introducing a residents' parking scheme was funded from the Local Network Improvement Programme from the City Region Sustainable Transport Settlement (CRSTS).

The Petition Organiser, Councillor G Lewis, spoke in support of the petition, highlighting the following:

- Residents being unable to park on Torrington Avenue, from Eastcotes up, due to Costco customers parking.
- The lack of parking spaces created barriers for children, the elderly and disabled people.
- The parking space availability had only fallen 6% short of the criterion for a residents' parking scheme.
- Residents faced regular abuse from Costco customers not wishing to park in the Costco car park due to the queues to leave.
- During evenings and weekends, there were significantly more than 54% of spaces taken up by Costco customers.
- Parking on double yellow lines on Torrington Avenue was frequent and the number of parking tickets issued on the stretch of Torrington Avenue concerned should be taken into consideration.

Officers suggested arranging a meeting with Councillor Lewis, the other ward councillors and the manager of Costco to address concerns.

The Cabinet Member for City Services, Councillor P Hetherton, acknowledged residents' concerns, agreeing to the organisation of a meeting. Councillor Hetherton also suggested officers investigate the criteria of residents' parking schemes.

Officers advised that it was possible to amend the policy and that residents' parking schemes were designed specifically for locations such as these.

RESOLVED that the Cabinet Member for City Services:

- 1) Notes the petitioners' concerns,**
- 2) Declines the request for a residents' parking scheme on Torrington Avenue between Eastcotes and the A45.**

7. Petition 49/24-25 - Beake Avenue, Radford Road Junction - Traffic/Pedestrian Safety

The Cabinet Member for City Services considered a report of the Director of City Services and Commercial, which responded to a petition requesting road safety improvements at the Radford Road/Beake Avenue/Engleton Road junction.

The petition submitted contained 207 signatures and in accordance with the City Council's procedure for dealing with petitions, those related to road safety were heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition in advance of the meeting and requested that the petition be dealt with by Determination Letter rather than a formal report being submitted

to the meeting. The Petition Organiser attended the meeting and spoke on behalf of the petitioners.

A report indicated that the Council confirmed that a review of the junction, including detailed traffic signal modelling was to be taken forward as part of the prioritised 2025/26 Local Network Improvement Programme. The results of that modelling had now been completed.

The junction in question, operated a signal-controlled staggered crossroads with partial pedestrian facilities. It was noted that Radford Road carried over 15,000 vehicles daily, accounting for more than 70% of total traffic passing through the junction. The current opposing green signal configuration allowed efficient traffic flow and was well suited to the junction's layout and traffic flow.

Residents had raised concerns about the operation of the junction, with conflicting right-turn movements being highlighted. A review of personal injury collision data had been conducted. Site visits and meetings with petitioners had also been undertaken to aid understanding and had led to minor visibility and signage improvements being implemented or proposed.

In addition to the minor improvements, several other options were reviewed and assessed within the report, including converting the junction to a roundabout, splitting signal phases to eliminate right-turn conflicts, and adding pedestrian-controlled signals.

Modelling undertaken to assess the junction demonstrates that the current arrangement operated efficiently and below capacity, with average peak queues of 12 vehicles. A proposal to split signal stages to remove right turning conflict completely had also been modelled and had been shown to increase peak queues by over 500%. This would cause significant congestion and exceed junction capacity. It was also noted that this had the potential to lead to several secondary impacts, including increased pollution, driver frustration, and the potential for different types of collisions.

Given the risks identified, it was proposed to remove the dedicated right-turn stage and indicative green arrow from Radford Road to Beake Avenue. Instead, introducing an all-red detection phase with a far-sided signal head for right turns into Engleton Road could provide a more efficient solution. While it would not eliminate all conflicts, this approach would simplify right-turn movements. This approach would help maintain overall junction efficiency and avoid the broader negative impacts that would result from splitting Radford Road movements into separate signal stages.

The Petition Organiser spoke in support of the petition, highlighting the following concerns:

- The response from Council was disappointing as this had been an ongoing problem for many years.
- Traffic should not be allowed into the junction as it was confusing and caused collisions. Cross-hatching the junction had been suggested years ago.

- Pedestrians had great difficulty in crossing Beake Avenue to Aldi. Railings and access points to aid pedestrians to cross the road could be introduced.
- That an Equality Impact Assessment (EIA) should have been carried out.

Officers responded to the Petition Organisers concerns advising of the following measures:

- Additional signage had been installed at the junction.
- The secondary signal head on the outbound right turn to Beake Avenue to create an all red stage would be removed to create greater time for right turning traffic.
- Some of the bollards at the junction had been moved to the left to improve driver visibility.
- The modelling process considered the impact of created formal pedestrian facilities on all arms of the junction which, if introduced, would cause significant implications.
- Box markings had been considered however, for right turning traffic, the box junction could be entered, which would not prevent current driver behaviour.
- The council had tried to implement measures to improve the junction, recognising it was an important part of the network.
- It was felt that the proposed measures were proportionate due to the amount of demand on the service and would aid the operation of the junction and address some of the concerns raised.
- At a cost of £5,000, the removal of the green arrow on the left turn and a change to the configuration, would facilitate the all red period.
- A scheme specific EIA would not typically be conducted for a scheme of this nature where no direct implications had been identified. The measures set out were intended to support and benefit all road users by aiding the operation of the traffic signal junction whilst addressing the concerns raised by residents within the petition.

The Cabinet Member for City Services, Councillor P Hetherton advised that the crossing was key and had been taken into account. The Cabinet Member added that work had been ongoing in the area, details of which would be shared with residents in the coming weeks.

In response to the Cabinet Member's suggestions, officers undertook to do the following:

- Install clear signage on the roads leading to the junctions and ensure all lane arrows are correct and well marked.
- Undertake a review of Beake Avenue, Radford Road Junction – Traffic/Pedestrian Safety in 6 - 8 months.

RESOLVED that the Cabinet Member for City Services:

- 1) Approves the proposed changes to traffic signals operation on Radford Road at its junction with Beake Avenue/Engleton Road as set out in section 2.20 of the report.**

2) **Endorses that the traffic signal stages on Radford Road at its junction with Beake Avenue/Engleton Road are not split as set out in the section 2.17 and 2.18 of this report.**

3) **Notes that the intervention to deliver the changes set out in Recommendation 1) above as part of the review of Radford Road proposed to come forward in 2025.**

8. **Petitions Determined by Letter and Petitions Deferred Pending Further Investigations**

The Cabinet Member for City Services considered a report of the Director of City Services in respect of petitions received relating to the portfolio of the Cabinet Member.

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 had 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 to the report set out petitions received and how officers proposed to respond to them.

RESOLVED that the Cabinet Member for City Services endorses the actions being taken by officers as set out in Section 2 and Appendix A of the report in response to the petitions received.

9. **Outstanding Issues**

There were no outstanding issues.

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

There were no other items of public business.

(Meeting closed at 4.45 pm)

Cabinet Member for City Services

23rd July 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Regeneration and Economy

Ward(s) affected:

Woodlands
Westwood

Title:

Petition – Bannerbrook Park - reduce speed limit to 20mph

Is this a key decision?

No

Executive Summary:

A petition with 49 signatures, supported by Councillor Ridley, asking for the speed limit on Bannerbrook Park to be reduced to 20mph (E42-24/25) was reported to the Cabinet Member meeting on 9th April 2025.

In accordance with the City Council's procedure for dealing with petitions, those relating to road safety are heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition prior to this meeting and requested that the petition was dealt with by letter (determination letter) rather than a formal report being submitted to a meeting, to be able to deal with the matter more efficiently. The petition sponsor has requested that the issue be considered at a Cabinet Member for City Services meeting.

The agreed determination letter was to explain that Bannerbrook Park is set out and designed mindful of the principles set out within Manual for Streets and benefits from various interventions including changes in surface type, carriageway alignment and narrowing as well as physical features all of which are intended to reduce vehicle speeds and aid road safety. In reviewing the last three full years of road safety records it is pleasing to note that there have been no recorded collisions resulting in personal injury which have occurred on roads within the estate. It is also noted that currently the full estate has not been adopted by the authority, with roads including Monticello Way remaining private and within the control and management of developers at the current time. As such it is proposed to log this request and to await the adoption of the full estate at which time the request can be reviewed and reconsidered. In the short-term, Astoria Drive and Jefferson

Way will be added to our mini speed visor programme for future deployment of the mobile speed sign which helps to aid driver awareness of their speed and encourage compliance with the speed limit.

Recommendations:

Cabinet Member for City Services is recommended to:

- 1) Note the petitioners' concerns.
- 2) Endorse the actions which had been agreed to be issued by determination letter to the petition organisers as detailed in paragraph 1.5 of the report.
- 3) Note as referenced in paragraph 2.2 below that additional traffic calming measures are proposed for Astoria Drive and will be brought forward in the current financial year.

List of Appendices included:

Appendix A – Location plan
Appendix B – Determination Letter

Background Papers:

None

Other useful documents:

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: Petition – Bannerbrook Park – reduce speed limit to 20mph

1. Context (or background)

1.1 A petition with 49 signatures was received requesting the speed limit to be reduced to 20mph within Bannerbrook Park.

1.2 The petition was as follows:

“We the undersigned petition the Council to lower the speed limit to 20mph on Bannerbrook Park. We call on the Council to work with residents and Councillors to conduct a traffic safety assessment of Bannerbrook Park. Install clear 20mph signage and launch community awareness campaigns to ensure drivers respect the new limit.”

1.3 Bannerbrook Park is a recently developed site in the west of the city, sited between Broad Lane, Banner Lane and the City Boundary. Bannerbrook Park is currently a mixture of adopted and unadopted highway featuring various interventions including changes in surface type, carriageway alignment and narrowing.

1.4 In accordance with the City Council's procedure for dealing with petitions, those relating to parking and road safety are heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition prior to this meeting and requested that the petition was dealt with by letter (determination letter). The petition sponsor has requested that the issue be considered at a Cabinet Member for City Services meeting.

1.5 In reviewing the last three full years of personal injury collision records, it is pleasing to note that there have been no recorded collisions resulting in personal injury that have occurred on roads within the estate. It is also noted that some roads on the estate have not yet been adopted by the City Council, with roads including Monticello Way being private and within the control and management of developers at the current time. As such, it is proposed to log this request and await the adoption of the full estate, at which time the request can be reviewed and reconsidered. In the short-term, Astoria Drive and Jefferson Way will be added to our mini speed vision programme for the deployment of the mobile vehicle-activated speed signs.

2. Options considered and recommended proposal

2.1 The recommended action in response to the issues is set out in 1.5 above. It is noted that the roads within Bannerbrook Park have been designed in line with the principles of Manual for Streets which seek to naturally manage traffic and encourage low speeds through the effective design of road alignment, surface treatments and width. Several of the roads also already benefit from traffic calming measures including, raised features and narrowing as well as a zebra crossing on Monticello Way.

2.2 In addition to the features referenced above, additional traffic calming measures previously proposed for Astoria Drive remain outstanding. Mindful of the feedback received, opportunities to accelerate and bring forward these measures are being explored and subject to implementation requirements, including the advertisement of relevant legal notices, will be brought forward in the current financial year.

- 2.3 The petition also requests that 20mph signage is installed at Bannerbrook Park. Currently the speed limit across the site is 30mph and as such it would not be possible to introduce this signage. To do so, a new 20mph traffic regulation order would need to be advertised and introduced. This would then enable the posted speed limit to be reduced. The council are currently carrying out a review of the use of 20mph speed limits and zones across the city and this review will be used to help determine priorities for the future use of 20mph restrictions. Until such time that this work is complete and whilst parts of the site remain unadopted, it would not be appropriate to advertise and introduce a 20mph restriction across the whole estate at the current time.

3. Results of consultation undertaken

- 3.1 No formal consultation has been undertaken.

4. Timetable for implementing this decision

- 4.1 The agreed actions can be implemented with immediate effect.

5. Comments from the Director of Finance and Resources and the Director of Law and Governance

5.1 Financial implications

There are no direct financial implications to the Council of the recommended action.

The outstanding traffic calming measures to be installed on Astoria Drive as referenced in section 2.2 of this report will be funded from remaining commuted sums associated with the Bannerbrook Park site.

5.2 Legal implications

There are no legal implications of the recommended proposal.

6. Other implications

6.1 How will this contribute to the One Coventry Plan?

<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>

N/A

6.2 How is risk being managed?

N/A

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA?

No specific equalities impact assessment has been carried out.

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

None

6.6 Implications for partner organisations?

None

Report author

Name and job title:

Dan O'Neill

Traffic Engineer – Traffic and Road Safety Team

Directorate:

Regeneration and Economy

Tel and email contact:

Tel: 024 7697 2486

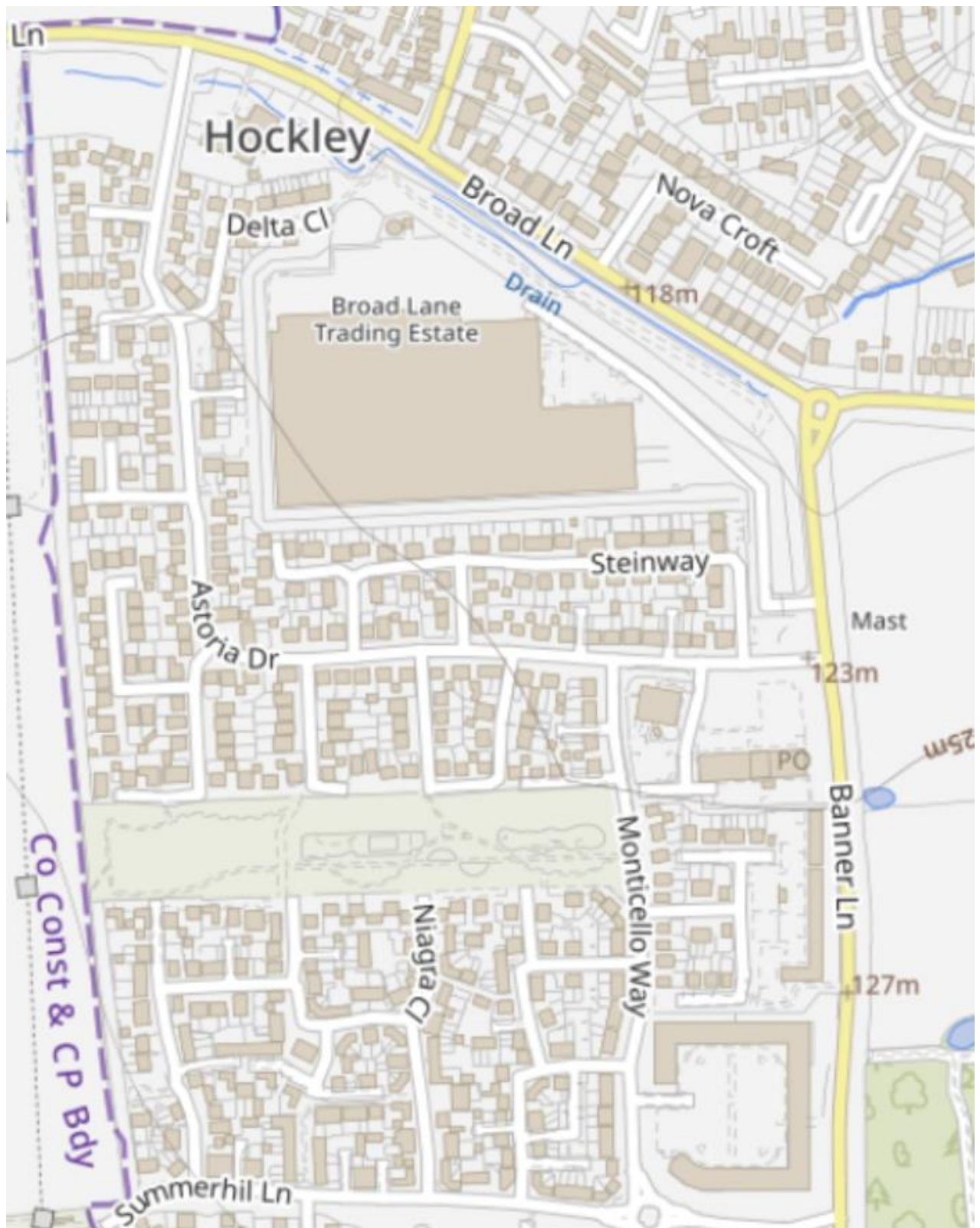
Email: dan.o'neill@coventry.gov.uk

Enquiries should be directed to the above person.

| Contributor/ approver name | Title | Service Area | Date doc sent out | Date response received or approved |
|---|---|-----------------------------|----------------------|---|
| Contributors: | | | | |
| David Keaney | Head of Network Management | Regeneration and Economy | 20/06/2025 | 24/06/2025 |
| Vivian Robert | Traffic & Road Safety Manager | Regeneration and Economy | 20/06/2025 | 24/06/2025 |
| Michelle Salmon/ Caroline Taylor | Governance Services Officers | Law and Governance | 20/06/2025 | 23/06/2025 |
| Brett Naylor | Principal Engineer Highways Development Control | Regeneration and Economy | 20/06/2025 | 25/06/2025 |
| Mark Adams | Strategic Lead | Highways | 24/06/2025 | 25/06/2025 |
| Names of approvers: (officers and members) | | | | |
| Helen Williamson | Finance Manager | Finance and Resources | 24/06/2025 | 25/06/2025 |
| Rob Parkes | Team Leader, Legal Services | Law and Governance | 24/06/2025 | 25/06/2025 |
| John Seddon | Strategic Lead – Policy and Innovation | Transport and Innovation | 24/06/2025 | 25/06/2025 |
| Andy Williams | Director of Regeneration and Economy | Regeneration and Economy | 25/06/2025 | 26/06/2025 |
| Councillor P Hetherton | Cabinet Member for City Services | - | 26/06/2025 | 14/07/2025 |

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Appendix A – Location Plan



Appendix B – Text of Determination Letter

Bannerbrook Park is set out and designed mindful of the principles set out within Manual for Streets, and benefits from various interventions including changes in surface type, carriageway alignment and narrowing, as well as physical features, all of which are intended to reduce vehicle speeds and aid road safety. In reviewing the last three full years of personal injury collision records, it is pleasing to note that there have been no recorded collisions resulting in personal injury that have occurred on roads within the estate. It is also noted that some roads on the estate have not yet been adopted by the City Council, with roads including Monticello Way being private and within the control and management of developers at the current time. As such, it is proposed to log this request and await the adoption of the full estate, at which time the request can be reviewed and reconsidered. In the short-term, Astoria Drive and Jefferson Way will be added to our mini speed visor programme for the deployment of the mobile vehicle-activated speed signs. These help to aid drivers' awareness of their speed and encourage compliance with the speed limit.

I would be grateful if you could please confirm in writing, either by email or letter, that you agree that the petition be progressed by way of this letter. If you do not agree, a report responding to your petition will be prepared for consideration at a future Cabinet Member meeting. You will be invited to attend this meeting where you will have the opportunity to speak on behalf of the petitioners. If no response is received within four weeks of the date of this letter, we will record this as your acceptance of the determination letter and the petition will be closed.

Cabinet Member for City Services

23 July 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Regeneration and Economy

Ward(s) affected:

City Wide

Title:

Petition 48 24-25 – School Streets Private Hire Vehicle Access

Is this a key decision?

No

Executive Summary:

A petition with 111 signatures was received requesting that Private Hire vehicles be allowed to pick up and drop off children from outside school during restricted hours.

In accordance with the City Council's procedure for dealing with petitions, those relating to road safety are heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition prior to this meeting and requested that the petition was dealt with by letter (determination letter) rather than a formal report being submitted to a meeting, to be able to deal with the matter more efficiently. However, following receipt of the determination letter, the petition sponsor, Councillor S Jobbar, requested that the issue be considered at a Cabinet Member for City Services meeting.

The agreed determination letter advised that the School Streets initiative is intended to aid safe and active travel to school by reducing the number of vehicles on roads leading to schools at the start and end of the school day. As such it would not be appropriate to provide a blanket exemption for Private Hire vehicles as this would be counter to the aims of the scheme. Nevertheless, any vehicle, including Private Hire vehicles, which needs to access a private or commercial property within the school street zone, can continue to do so by applying for a visitor permits either in advance or retrospectively (within 48hrs of entering the zone). This enables the vehicle to access the zone to complete a trip where the start or finish point is located within the zone. Private Hire vehicles taking children to and from school are asked to adhere to the principles of the scheme. Those Private Hire vehicles taking a child to school with a specific access need including blue badge holders

and those with an access to school transport plan, can apply for a permit to access the zone.

The cost of introducing School Streets initiatives is funded from either the Local Network Improvement Plan from the City Region Sustainable Transport Settlement (CRSTS), or as part of funding bids, typically to Active Travel Fund funding rounds.

Recommendations:

Cabinet Member for City Services is recommended to:

- 1) Note the petitioners' concerns and exemptions already in place to facilitate access to aid journeys to school during restricted hours.
- 2) To decline the request for a specific Private Hire automatic exemption to access school streets during restricted hours.

List of Appendices included:

None

Background Papers:

None

Other useful documents:

Knights Templar Way Area School Street – Evaluation and Next Steps
Report to Cabinet Member for City Services (17th June 2024)

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: Petition 48 24-25 – School Streets Private Hire Vehicle Access

1. Context (or background)

1.1 A petition with 111 signatures was received with the following title: School Streets Allow Private Hire vehicles to pick up and drop off children from outside School. The petition was submitted by Councillor N Akhtar and is sponsored by Councillor S Jobbar.

1.2 The petition reads as follows:

“We the undersigned petition the Council to allow Coventry's licensed Private Hire Vehicles to pick up and drop off children from outside the schools in a School Street area during the restricted hours.”

1.3 In September 2024, the Council launched camera-based monitoring followed by enforcement at all five of its School Streets schemes active across the city. These schemes operate at the following locations:

- Templar Primary School – Knights Templar Way, Lomsey Close and Monks Field Close. (Phase 1)
- Cardinal Wiseman School – Potters Green Road (Frankwell Drive to Woodway Lane). (Phase 2)
- Ravensdale Primary School – Ravensdale Road. (Phase 2)
- Stanton Bridge Primary School – Oliver Street (from the junction with Freeman Street). (Phase 2)
- Southfields Primary School – East Street and South Street (to the junction with Read Street). (Phase 2)

1.4 School Streets initiatives are an innovative way to improve and aid safe and active travel to school by reducing the number of vehicles on roads leading to schools at the start and end of the school day. They do this by introducing a short duration restriction which prohibits the use of the road by school related traffic at the start and end of the school day. The schemes have been designed to minimise the impact on surrounding communities and businesses whilst achieving the aim to enhance the environment around the school gate at peak times. In doing so we seek to aid how young people travel to school and reduce the impact of school related traffic and parking issues which are common at schools across the city.

1.5 People walking, scooting, using wheelchairs, mobility scooters and cycles (including adapted cycles) are not restricted and can continue to use the road. Automatic exemptions apply to the following user types to minimise the impact of the restriction on residents:

- emergency vehicles
- Council bin crews
- road maintenance vehicles
- Royal Mail postal vehicles
- utility company vehicles
- Taxis (Hackney carriages only)
- local bus services

- school buses and coaches

- 1.6 In addition to vehicles automatically exempted from the restriction, resident and visitor exemption permits can be applied for which when granted, permit the holder to drive a motor vehicle into the restriction when in force.
- 1.7 There is an intention to further expand the use of school streets across the city and a further report is due to be taken to the September 2025 City Services decision session with a further update on the programme, at which time the proposed next steps will be set out.

2. Options considered and recommended proposal

- 2.1 School Streets are intended to remove school related traffic from roads immediately adjacent to the school gate. They have been designed to minimise the size and duration of the restriction to limit the impact on residents, businesses and road users.
- 2.2 Exemptions to the restriction have been provided for various user groups, as outlined in Section 1.5 of this report. This includes a general exemption for Hackney Carriages. This has been granted in recognition of their operational model, which allows them to pick up passengers on a flag-down basis across the city. While Hackney Carriages may cross local authority boundaries when completing a fare, they are not permitted to accept flag-down fares or operate from ranks outside the area in which they are licensed. Consequently, the number of Hackney Carriages operating within the city is limited and subject to close regulation, with approximately 425 currently licensed locally. These vehicles operate on a metered fare structure based on distance and duration. To ensure value for residents using the service it is important that Hackney Carriages can utilise the most efficient routes possible.
- 2.3 Private Hire vehicles differ from Hackney Carriages in that they must be pre-booked and typically operate on a pre-agreed, fixed fare basis. Due to cross-border licensing and operational arrangements, which include a "right to roam" provision, there is a significantly higher number of Private Hire vehicles operating across the city, many of which are licensed by neighbouring authorities such as Wolverhampton City Council. The introduction of an exemption specifically for Coventry City licensed private hire vehicles would create inconsistency and challenge for taxi users, leading to confusion and challenge mindful that frequently customers do not book their taxi based on or cognisant of the taxis licensing location. It is therefore not considered appropriate to provide either a Coventry specific or blanket exemption, both of which would undermine the objectives of the scheme by increasing traffic through the restricted zone during its hours of operation, regardless of the availability of suitable alternative routes.
- 2.4 While an automatic exemption is not deemed appropriate, it is acknowledged that Private Hire vehicles may occasionally need to access a School Street restriction when completing a fare. To accommodate this, any vehicle, including Private Hire vehicles, requiring access to a private or commercial property within the School Street zone may apply for a visitor permit, either in advance or retrospectively within 48 hours of entering the zone. This permit allows access to complete a journey where the pick-up or drop-off location falls within the restricted area.

- 2.5 In light of the reasons outlined above, it is considered that an appropriate mechanism already exists to facilitate the drop-off and collection of children by Private Hire vehicles. Private Hire vehicles transporting children with specific access needs, such as those who are Blue Badge holders or who have an approved school transport access plan, may apply for a permit to enter the restricted zone. Since the scheme's inception, we have worked, and will continue to work, closely with the Council's School Access Team to ensure that children with identified access needs can attend school without restriction. Where no such need has been identified, we request that Private Hire vehicles follow the principles of the scheme and, like private vehicles, begin and end their journeys at the boundary of the restricted area.

3. Results of consultation undertaken

- 3.1 The introduction of the five school street schemes set out in paragraph 1.3 of this report have been introduced in two phases. Each scheme has been introduced as an Experimental Traffic Regulation Order (ETRO). This approach enables the initiative to be trialled in a real-world scenario so that any impacts can be identified prior to any scheme being installed permanently. Phase 1 of the scheme commenced in February 2023 with a six-month consultation running from February through to August 2023. The scheme continued to be monitored for a further 6 months with a decision subsequently being taken in June 2024 to bring the scheme in to permanent effect. Phase 2 of the scheme was introduced in September 2024 with a 6-month consultation period running through to March 2025. A report is scheduled to be taken to the September City Services Cabinet Member Decision Session which will review the first 12 months of operation and make proposals for phase 2 of the scheme as well as providing an update on the upcoming phase 3 of the initiative.

4. Timetable for implementing this decision

- 4.1 N/A

5. Comments from the Director of Finance and Resources and the Director of Law and Governance

5.1 Financial implications

There are no direct financial implications to the Council of the recommended action.

The cost of introducing a School Streets initiative is funded from either the Local Network Improvement Plan from the City Region Sustainable Transport Settlement (CRSTS), or as part of funding bids, typically to Active Travel Fund funding rounds.

5.2 Legal implications

School Street Schemes are typically implemented using an ETRO, which permits the Authority to introduce restrictions on how the public highway is used. In exercising these powers, consideration has been given to the impact of the restrictions on residents, businesses, and road users. As a result, several exemptions exist, some applied automatically and others available by request, to minimise the impact of the scheme while enabling its key objectives: enhancing the road environment at the

school gate during drop-off and pick-up times and promoting active travel to and from school.

These exemptions allow any vehicle requiring access to a residential or business premises within the School Street area to apply for a permit, either in advance or retrospectively, as needed. To provide an automatic exemption for private hire vehicles, an amendment to the existing TRO would be required. This amendment would need to be re-advertised and consulted on prior to implementation.

Such an exemption would present significant enforcement challenges, substantially increasing the risk of non-compliance, reducing our ability to enforce the scheme effectively, and undermining its original intent.

6. Other implications

6.1 How will this contribute to the One Coventry Plan?

(<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>)

The introduction of the School Streets schemes is intended to 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?

No direct risk identified as part of the decisions recommended by this report. Any project risk will be managed through internal project governance processes.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA?

The introduction of a School Streets restriction is intended to aid and encourage accessible and active forms of travel. It will address the impacts of obstructive parking which will directly help those individuals with specific mobility issues including wheelchair and mobility scooter users. Blue badge holders requiring access to a property within a school streets restriction can apply for an exemption permit which will allow them to continue to access the street and the reduction in traffic and obstructive parking will aid access once on site.

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

School Streets are intended to contribute towards the Council's air quality targets by reducing the reliance on private motor vehicle use and encouraging and enabling active forms of travel to school. It is hoped that by restricting traffic on roads immediately fronting school gates, the environment will be improved which will benefit air quality.

6.6 Implications for partner organisations?

School Streets are implemented in partnership with West Midlands Police. The form of restrictions introduced historically can only (outside of London) be enforced by a Police Officer. Mindful of limited Police resources, they were unable to regularly attend site to drive compliance with schemes. Transitioning to a camera-based monitoring and enforcement regime has reduced the burden on Police resources whilst enhancing our ability to improve compliance and the operation of schemes.

Report author**Name and job title:**

David Keaney
Head of Network Management

Directorate:

Regeneration and Economy

Tel and email contact:

Tel: 02476 977371
Email: david.keaney@coventry.gov.uk

Enquiries should be directed to the above person.

| Contributor/ approver name | Title | Directorate | Date doc sent out | Date response received or approved |
|---|--|-----------------------------|------------------------------|---|
| Contributors: | | | | |
| Vivian Robert | Traffic & Road Safety Manager | Regeneration and Economy | 20/06/2025 | 20/06/2025 |
| Dan O'Neill | Traffic Engineer | Regeneration and Economy | 20/06/2025 | 24/06/25 |
| Debbie Cahalin-Heath | Strategic Manager | Law and Governance | 20/06/2025 | 24/06/2025 |
| Michelle Salmon | Governance Services Officer | Law and Governance | 20/06/2025 | 20/06/2025 |
| Paul Bowman | Parking Services Manager | Highways | 20/06/2025 | 24/06/2025 |
| Names of approvers: (officers and members) | | | | |
| Helen Williamson | Finance Manager | Finance and Resources | 20/06/2025 | 23/06/2025 |
| Rob Parkes | Team Leader, Legal Services | Law and Governance | 20/06/2025 | 23/06/2025 |
| John Seddon | Strategic Lead – Policy & Innovation | Regeneration and Economy | 20/06/2025 | 20/06/2025 |
| Andy Williams | Director of Regeneration and Economy | - | 25/06/2025 | 26/06/2025 |
| Councillor P Hetherton | Cabinet Member for City Services | - | 26/06/2025 | 14/07/2025 |

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Cabinet Member for City Services

23rd July 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Regeneration and Economy

Ward(s) affected:

Woodlands
Westwood

Title:

Petition E27/24-25 Broad Lane – Traffic Calming

Is this a key decision?

No

Executive Summary:

A petition with five (5) signatures was received requesting the installation of traffic calming measures on Broad Lane

In accordance with the City Council's procedure for dealing with petitions, those relating to road safety are heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition prior to this meeting and requested that the petition was dealt with by letter (determination letter) rather than a formal report being submitted to a meeting, to be able to deal with the matter more efficiently. The petition organiser has requested that the issue be considered at a Cabinet Member for City Services meeting.

The agreed determination letter was sent on 8th May 2025 to explain how locations are assessed, and schemes are prioritised, and that Broad Lane has been added to the list for consideration for inclusion in the safety scheme programme. Locations on the list are prioritised each year according to their collision history. Broad Lane has not yet been prioritised for inclusion in the programme. However, it will continue to be monitored as part of the citywide annual review of personal injury collisions.

The report provides details of several speed surveys conducted on Broad Lane to establish current trends. It also provides an update on planned resurfacing works which are scheduled to take place later this year and which will enable the current road lining, much of which would benefit from renewal, to be reviewed and refreshed which will aid and encourage further compliance with the existing 30mph speed limit.

Recommendations:

Cabinet Member for City Services is recommended to:

- 1) Note the petitioners' concerns.
- 2) Endorse the actions which had been agreed to be issued by determination letter to the petition organisers as detailed in paragraph 1.5 – 1.8 of the report.
- 3) Note planned resurfacing works on Broad Lane which will facilitate the review and renewal of existing carriage lining.

List of Appendices included:

Appendix A – Location plan
Appendix B – Determination Letter
Appendix C - Speed Survey Results

Background Papers:

None

Other useful documents:

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: Petition – Broad Lane – Traffic Calming

1. Context (or background)

- 1.1 A petition with five (5) signatures was received requesting traffic calming measures on Broad Lane.
- 1.2 The petition was as follows:

“Broad Lane, specifically during the evening, experiences vehicles regularly driving in excess of the speed limit. Measures need to be taken to control vehicle speeds thereby contributing to the safety of vehicle drivers, residents and animals/wildlife”.
- 1.3 Broad Lane is a local distributor road that runs in two sections. The first between its junction with the B4101 Tile Hill Lane and the A45 and the section between the A45 and the city boundary. This report considers the section of road running between the A45 and Banner Lane. This section of the road is mainly residential in nature with properties set back from the carriageway. The road has a weekday average traffic flow of approximately 5000 vehicles a day. The section of Broad Lane between Hawthorn Lane and Banner Lane benefits from an off carriageway segregated two-way cycle route.
- 1.4 Limbrick Primary school is to the south of Broad Lane and there are junctions with Banner Lane, Hockley Lane and Job’s Lane, as well as several estate roads. There are controlled crossing facilities in place at the junction with the A45, between Nod Rise and Beech Tree Avenue, between Job’s Lane and Alderminster Road, east of the Farcroft Avenue junction outside Woodlands School and west of the Banner Lane junction. The crossing at Farcroft Avenue is being upgraded to an intelligent Puffin Crossing to aid pedestrian safety and will aid the flow of traffic on Broad Lane. Puffin crossings use sensors to detect when a pedestrian has finished crossing, adjusting the traffic light sequence accordingly, rather than operate on a timer as the present crossing does. There are Vehicle Activated Signs at the City Boundary, east of Eastern Green Road and west of Jardine Crescent.
- 1.5 In accordance with the City Council's procedure for dealing with petitions, those relating to parking and road safety are heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition prior to this meeting and requested that the petition was dealt with by letter (determination letter). The petition organiser has requested that the issue be considered at a Cabinet Member for City Services meeting.
- 1.6 In originally investigating this request, an analysis of the personal injury collision (PIC) history shows that there was a total of eight PICs. The data has been reviewed and a further two collisions have been identified, making ten PICs in total on the section of Broad Lane between the city boundary and the A45 between February 2022 and February 2025. Of these, seven were slight, and three were serious. One of the serious PICs was in the vicinity of the Farcroft Avenue junction, a car turned into another vehicle. The other two were near Broadmere Rise, where a motorcycle collided with another vehicle and east of Alandale Avenue, where there was a loss of vehicle control in wet conditions.

- 1.7 It is also noted that in addition to the recorded personal injury collisions referenced above, residents report that there have been a number of damage only collisions have on Broad Lane.
- 1.8 Broad Lane has previously been added to the list for consideration for inclusion in the safety scheme programme. Locations on the list are prioritised each year according to their collision history. Due to the number and dispersed nature of the collisions reported, no suitable scheme has been identified and Broad Lane has not yet been prioritised for inclusion in the programme. However, it will continue to be monitored as part of the citywide annual review of personal injury collisions.

2. Options considered and recommended proposal

- 2.1 The recommended action in response to the issues contained within the petition are detailed in section 1.5 and 1.8 of this report above. Section 2.4 below outlines additional measures in response to the matters raised within the petition. Further speed readings have been undertaken on Broad Lane and these results are shown in Appendix C. Given the length of the road it was deemed appropriate to conduct multiple surveys at various points to ensure an accurate picture of speeds was obtained. The results show a generally consistent speed along the length of the road and overall the results are considered typical for a road with a 30mph speed limit of this nature. This is particularly the case noting that roadside development on Broad Lane is typically set well back and the road has a generally straight alignment.
- 2.2 Reviewing the survey data further shows that the highest speeds recorded were on the section of road west of Hawthorn Lane where average mean speeds of 32.1 mph were recorded. This section of road predominately has residential development on one side of the road only with the southern side of the road fronting the segregated cycle facility and established treeline.
- 2.3 During recent site surveys it has been noted that carriageway markings throughout this section of Broad Lane have significantly faded and would benefit from renewal. Lining can be an effective mechanism to encourage improved compliance and renewing the existing line could prove an effective mechanism to reduce speeds and enhance drive behaviour.
- 2.4 Maintenance works are proposed on sections of Broad Lane later this year which will involve large sections of carriageway resurfacing. As part of these works the lining throughout will be refreshed, with a review being undertaken to identify if revised road markings to reduce carriageway widths can be achieved. This work will specifically focus on the length between Hawthorn Lane and Farcroft Avenue, where the highest speeds have been observed. The location of the vehicle actuated flashing sign (VAS) on this corridor will also be reviewed and if appropriate could be repositioned further south to provide additional compliance with the speed limit.

3. Results of consultation undertaken

- 3.1 No formal consultation has been undertaken.

4. Timetable for implementing this decision

- 4.1 The agreed actions can be implemented with immediate effect. The proposed maintenance works set out in section 2.4 above are scheduled to be completed in the Autumn/Winter of 2025 and will dictate the timescales for the implementation of the lining refresh referenced.

5. Comments from the Director of Finance and Resources and the Director of Law and Governance

5.1 Financial implications

There are no direct financial implications to the Council of the recommended action.

The costs associated with reviewing and moving the existing VAS sign on this corridor will be funded from the Local Network Improvement Plan from the City Region Sustainable Transport Settlement (CRSTS).

The costs associated with the maintenance and lining refresh will be funded from Highways Capital Program Carriageway Resurface budget for 2025 / 2026.

5.2 Legal implications

There are no legal implications of the recommended proposal.

6. Other implications

6.1 How will this contribute to the One Coventry Plan?

(<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>)

N/A

6.2 How is risk being managed?

N/A

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA?

No specific equalities impact assessment has been carried out.

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

None identified

6.6 Implications for partner organisations?

None identified

Report author

Name and job title:

Dan O'Neill

Traffic Engineer – Traffic and Road Safety Team

Directorate:

Regeneration Economy

Tel and email contact:

Tel: 024 7697 2486

Email: dan.o'neill@coventry.gov.uk

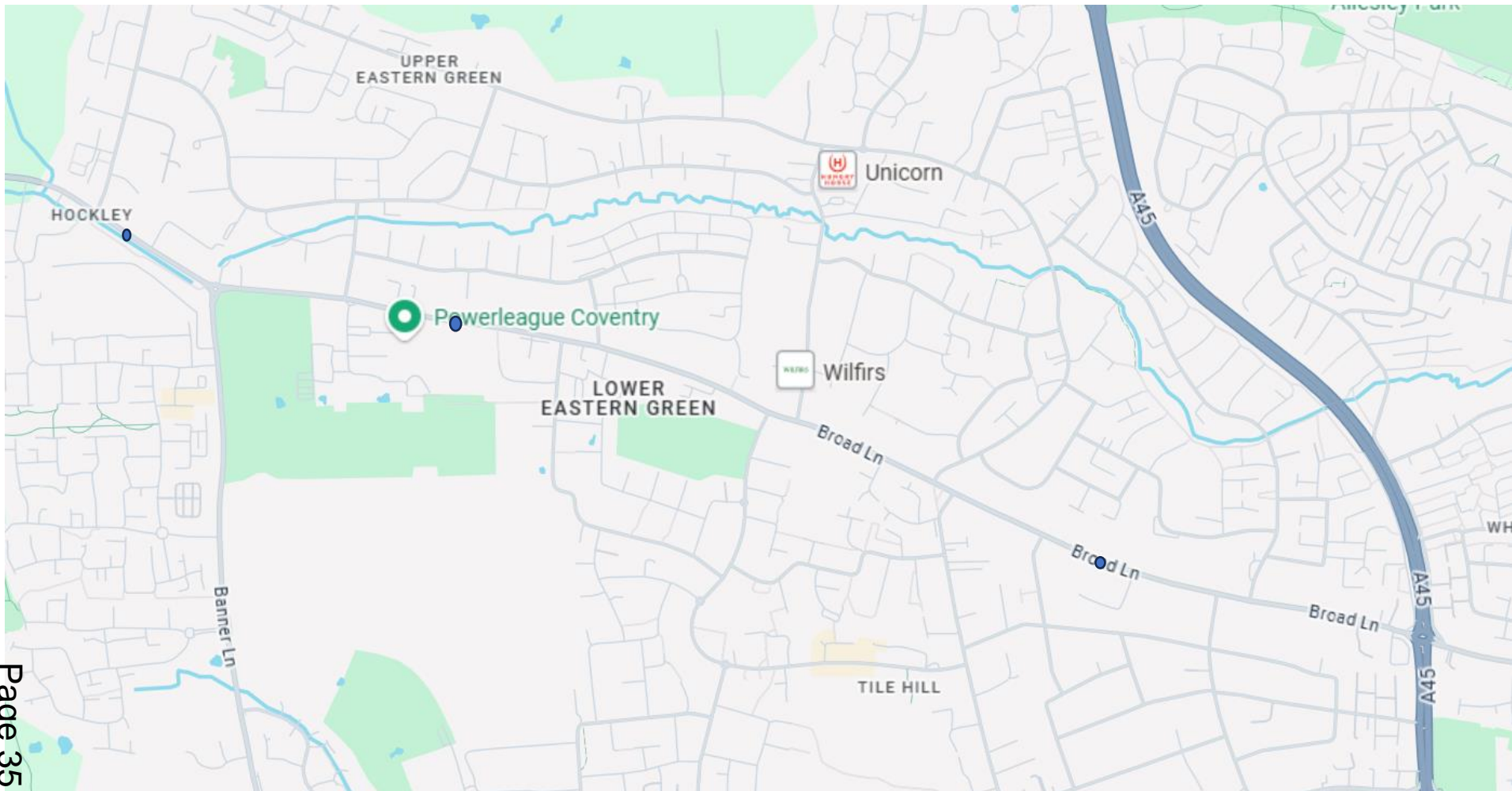
Enquiries should be directed to the above person.

| Contributor/ approver name | Title | Directorate | Date doc sent out | Date response received or approved |
|---|--|-----------------------------|----------------------|---|
| Contributors: | | | | |
| Michael Lal | Senior Engineer | Highways | 20/06/2025 | 25/06/2025 |
| David Keaney | Head of Network Management | Regeneration and Economy | 20/06/2025 | 24/06/2025 |
| Vivian Robert | Traffic & Road Safety Manager | Regeneration and Economy | 20/06/2025 | 20/06/2025 |
| Michelle Salmon/Caroline Taylor | Governance Services Officers | Law and Governance | 20/06/2025 | 23/06/2025 |
| Names of approvers: (officers and members) | | | | |
| John Seddon | Strategic Lead – Policy & Innovation | Regeneration and Economy | 20/06/2025 | 24/06/2025 |
| Helen Williamson | Finance Manager | Finance and Resources | 20/06/2025 | 23/06/2025 |
| Rob Parkes | Team Leader, Legal Services | Law and Governance | 20/06/2025 | 23/06/2025 |
| Andy Williams | Director of Regeneration and Economy | - | 25/06/2025 | 26/06/2025 |
| Councillor P Hetherton | Cabinet Member for City Services | - | 26/06/2025 | 14/07/2025 |

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Appendix A – Location plan

 Approximate location of survey tubes



Appendix B – Text of Determination Letter

I am writing with regard to the above petition and your request for traffic calming measures on Broad Lane.

The matter was discussed with Councillor Hetherton, Cabinet Member for City Services, who has requested that this be dealt with by way of letter rather than a formal report being submitted to a future meeting, so that it can be dealt with more quickly.

It is important that we target road safety measures in the city. We do this using personal injury collision data to ensure the funding we have is utilised carefully. Analysis of the personal injury collision history shows that there were eight such collisions on the section of Broad Lane between the city boundary and the A45 in the last three years. Therefore, it has been added to the list for consideration for inclusion in the safety scheme programme. Locations on the list are prioritised each year according to their collision history. Broad Lane has not yet been prioritised for inclusion in the programme. However, it will continue to be monitored as part of the citywide annual review of personal injury collisions.

I would be grateful if you could please confirm in writing, either by email or letter, that you agree that the petition be progressed by way of this letter. If you do not agree, a report responding to your petition will be prepared for consideration at a future Cabinet Member meeting. You will be invited to attend this meeting where you will have the opportunity to speak on behalf of the petitioners. If no response is received within four weeks of the date of this letter, we will record this as your acceptance of the determination letter and the petition will be closed.

Appendix C – Speed and average weekday traffic flow surveys

Survey dates as shown (note dates differ due to roadworks)

| From | To | Description | Direction | Weekday Av Speed (mph) | Weekday 85th %ile (mph) | Weekday Average Traffic Flow |
|------------|------------|--|-----------|------------------------------|-------------------------------|------------------------------------|
| 24/03/2025 | 04/04/2025 | Broad Lane, east of Hockley Lane, Coventry | Southeast | 28.4 | 32.5 | 3,875 |
| | | | Northwest | 29.6 | 34.1 | 3,475 |
| 28/03/2025 | 04/04/2025 | Broad Lane, west of Hawthorn Lane, Coventry | East | 31.7 | 36.0 | 4,875 |
| | | | West | 32.1 | 36.4 | 4,628 |
| 28/03/2025 | 04/04/2025 | Broad Lane, east of Larch Tree Avenue, Coventry | East | 30.0 | 34.1 | 6,459 |
| | | | West | 29.9 | 33.9 | 6,864 |
| 28/03/2025 | 04/04/2025 | Broad Lane, east of Wildcroft Road. Coventry | East | 27.7 | 31.4 | 5,670 |
| | | | West | 25.0 | 30.0 | 5,173 |

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Cabinet Member for City Services

23 July 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Regeneration and Economy

Ward affected:

Whoberley

Title:

Objections to Proposed 20mph Speed Limit as advertised in the City of Coventry (Allesley Park Area) (20mph Speed Limit) Order 2025

Is this a key decision?

No

Executive Summary:

On 20 March 2025, the City of Coventry (Allesley Park Area) (20mph Speed Limit) Order 2025 was advertised which proposed to introduce a 20mph speed limit on 41 streets within the Allesley Park Area.

Six (6) objections were received and two (2) in support of this proposal. The six (6) objectors were contacted as per the legislative framework and as a result, one (1) objection was withdrawn.

Coventry City Council's procedure for dealing with objections to proposed Traffic Regulation Orders is to submit a report to the Cabinet Member for City Services so that a decision on how to proceed can be made.

The cost of introducing the proposals, if approved, will be funded from the Highways Maintenance and Investment Capital Programme budget, through the Local Transport Plan.

Recommendations:

Cabinet Member for City Services is recommended to:

- 1) Consider the objections to the proposed 20 mph speed limit zone as advertised on 20 March 2025.

- 2) Subject to Recommendation 1) above, approve that the Traffic Regulation Order as advertised on 20 March 2025, is introduced.

List of Appendices included:

Appendix 1 – List of Streets included in the Order as advertised on 20 March 2025

Appendix 2 – Speed Survey Results Summary

Appendix 3 – Location Plan: Allesley Park Area, Proposed 20 mph Speed Limit

Background Papers:

None

Other useful documents:

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: Objections to Proposed 20mph Speed Limit as advertised in the City of Coventry (Allesley Park Area) (20mph Speed Limit) Order 2025

1. Context (or background)

- 1.1 Several requests for changes to the roads in and around the Allesley Park area were received in 2023 and 2024. These ranged from introducing new controlled pedestrian crossings, introducing new parking restrictions, reducing the speed limit generally and in proximity to the three schools within this area.
- 1.2 Vehicle Speed Surveys were undertaken at five locations throughout the area in order to determine accurate speeds so that, if required, changes could be made to the road layout. The speed surveys results showed that in four of the five locations, traffic speeds were slow enough to support a 20mph Speed Limit without the need for engineering or construction changes (traffic calming). The City of Coventry (Allesley Park Area) (20mph Speed Limit) Order 2025 proposed to change the speed limit from 30mph to 20mph in the area identified by the four speed surveys. The fifth location was not included in this proposal.
- 1.3 As part of a Traffic Regulation Order consultation process, individuals or organisations can formally object and this report records those objections and makes recommendations about how to resolve them.

2. Options considered and recommended proposal

- 2.1 Six (6) objections were received to the proposal along with two (2) responses in support.
- 2.2 All objectors were contacted with further information or responses to their questions and asked if they would consider the withdrawal of their objection. One individual objection was removed leaving five (5) objections to be considered within this report.
- 2.3 The options are to:
 - a) Not introduce the Order for this proposal in its entirety
 - b) Make the Order for this proposal as advertised
- 2.4 Currently all the streets within this proposal have a 30mph speed limit, by virtue of being street lit. The proposal is to change the speed limit on the streets set out in Appendix 1. to 20mph.
- 2.5 Comments from objectors in support of their objections have been grouped by theme and are summarised in the table below:

| Ref | Objection | No. |
|-----|--|-----|
| O1 | The money should be spent of parking enforcement | 3 |
| O2 | It would be better to have 20mph just at the schools and at school times | 2 |

| | | |
|-----|--|---|
| O3 | Its impossible to achieve 20mph at school time due to traffic anyway | 1 |
| O4 | There is no evidence that reduced vehicle speed improves pedestrian safety | 1 |
| O5 | If drivers aren't adhering to a 30mph, why will they to a 20mph? | 1 |
| O6 | The money should be spent on new pedestrian crossings | 1 |
| O7 | 20mph is too fast in some of the closes and cul-de-sacs | 1 |
| O8 | Larger vehicles cannot travel up the hills at 20mph which will concentrate vehicles onto other streets | 1 |
| O9 | There is too little traffic and too few pedestrians to gain any benefit | 1 |
| O10 | Drivers will now have to concentrate on their speedometer rather than the road | 1 |

2.6 A detailed response to each of the objections raised is set out in the following paragraphs:

2.7 Objection O1: Existing Traffic Regulation Orders are in place and parking enforcement already takes place, usually in the vicinity of the commercial premises and community buildings along Winsford Avenue and Whitaker Road.

2.8 Objection O2: There is no mechanism to introduce regulatory and enforceable speed limits that are in effect only part time. Only advisory, part time speed limits have been introduced outside schools.

To introduce advisory 20mph speed limits at the three schools within this proposal would require six sets of speed limit terminal signs to cover the locations. Frequent changes in speed limits, advisory or statutory, are to be avoided as it does not provide a consistent approach to speeds throughout an area which can result in enforcement not taking place. Frequent changes and short lengths of speed limits lead to confusion for motorists as well as adding to street clutter and increasing the Council's maintenance commitment.

2.9 Objection O3: Introducing a 20mph throughout this area will reduce vehicle speeds throughout the estate rather than in isolated locations at specific times.

2.10 Objection O4: Slower vehicle speeds generally means that drivers have more time to assess hazards, make reactions or adjustments and stop a vehicle as thinking time and braking distance is reduced. Even should a collision take place, reduced vehicle speeds results in a reduced severity of injury.

Road Safety GB have published that, on average:

- A pedestrian is four times more likely to be killed if hit by a vehicle at 40mph than at 30mph
- A pedestrian has a 20% chance of survival if hit at 30mph
- A pedestrian has a 97.5% chance of survival if hit at 20mph

- 2.11 Objection O5: There is little evidence of perpetual speeding by motorists across this area, supported by the speed surveys completed for this proposal (Appendix Two to the report). Average speeds were shown to be in the low twenties (mph) which supports a 20mph speed limit. 85th percentile speeds (the speed at which 85% of vehicles are travelling at or below) were in the mid-twenties (mph).
- 2.12 Objection O6: Across this large estate, pedestrians are moving in many directions to and from a variety of facilities (4 schools, a parade of shops, bus stops, neighbourhood centre, community centre, public house, between residential properties and so on) and so, by reducing the speed limit throughout, there will be an improvement in road safety across all the streets. Introducing pedestrian crossings does provide an enhanced facility and feeling of safety for pedestrians however a crossing can serve only a single location, usually where there is a definitive and recognised route used by pedestrians.

This varied movement of pedestrians and vulnerable road users makes it difficult to select locations to introduce one or two pedestrian crossings that would serve these many different routes and destinations. At the same time, it would leave many streets without the benefit of a reduced speed limit.

2.13 Remaining Objections:

The suggestion that the road will become more dangerous because drivers are monitoring a speedometer or that 20mph is too fast in cul-de-sacs or slow for large vehicles and there is too little traffic to justify as reasons to object to the introduction of a new speed limit are difficult to quantify. While these remarks are included in the record, they are not substantiated by evidence and are therefore not accepted as correct. It is noted that 20mph are an established tool used extensively nationally on residential roads across the country. The data independently collated by Road Safety GB and summarised in section 2.10 of the report above, clearly sets out the benefit of reduced speeds. Drivers have a responsibility to manage their speeds and adhere to the posted speed limits. Drivers are required to monitor their speed regardless of the limit and drive appropriately, with 20mph considered an appropriate maximum speed for the roads in question mindful of current road layouts, alignment and driven speeds.

3. Results of consultation undertaken

- 3.1 The proposed TRO for the change of speed limit to 20mph was advertised in the Coventry Telegraph on 20 March 2025; notices were also placed on street in the area of the proposal. Six objections were received and two responses in support.
- 3.2. Elected Members of any Wards affected received all proposals within their respective Wards for dissemination.

4. Timetable for implementing this decision

- 4.1 Should this proposal be approved, it is proposed to implement the Traffic Regulation Order within the current calendar year.

5. Comments from the Director of Finance and Resources and the Director of Law and Governance

5.1 Financial implications

The cost of introducing the proposed TRO is anticipated to be in the region of £22,000. If approved this will be funded from the Local Network Improvement Programme through the City Region Sustainable Transport Settlement (CRSTS) allocation for 2025/26.

5.2 Legal implications

The Road Traffic Regulation Act 1984 allows the Council to make a Traffic Regulation Order on various grounds e.g. improving safety, improving traffic flow and preserving or improving the amenities of an area provided it has given due consideration to the effect of such an order.

In accordance with Section 122 of the Road Traffic Regulation Act 1984, when considering whether it would be expedient to make a Traffic Regulation Order, the Council is under a duty to have regard to and balance various potentially conflicting factors e.g. the convenient and safe movement of traffic (including pedestrians), adequate parking, improving or preserving local amenity, air quality and/or public transport provision.

There is an obligation under the Road Traffic Regulation Act 1984 to advertise the Council's intention to make Traffic Orders and to inform various stakeholders, including the Police and the public. The Council is obliged to consider any representations received. If representations are received, these are considered by the Cabinet Member for City Services. Regulations allow for an advertised Order to be modified (in response to objections or otherwise) before a final version of the Order is made.

The 1984 Act provides that once a Traffic Order has been made, it may only be challenged further via the High Court on a point of law (i.e. that the Order does not comply with the Act for some reason).

6. Other implications

6.1 How will this contribute to the One Coventry Plan?

<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>

The proposed implementation 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?

No direct risk identified as part of the decisions recommended by this report. Any project risk will be managed through internal project governance processes.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA?

The introduction of the proposed changes will assist road safety and in some cases access for pedestrians.

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

None

6.6 Implications for partner organisations?

None

Report author**Name and job title:**

Richard Ellis
Traffic Management Engineer

Directorate:

Regeneration and Economy

Tel and email contact:

Tel: 024 7697 6417
Email: richard.ellis@coventry.gov.uk

Enquiries should be directed to the above person.

| Contributor/ approver name | Title | Directorate | Date doc sent out | Date response received or approved |
|---|--|-----------------------------|------------------------------|---|
| Contributors: | | | | |
| Vivian Robert | Traffic and Road Safety Manager | Regeneration and Economy | 24/06/2025 | 25/06/25 |
| Dan O'Neill | Traffic Engineer | Regeneration and Economy | 24/06/2025 | 25/06/25 |
| Caroline Taylor/Michelle Salmon | Governance Services Officers | Law and Governance | 23/06/2025 | 24/06/2025 |
| David Keaney | Head of Network Management | Regeneration and Economy | 24/06/2025 | 25/06/2025 |
| Names of approvers: (officers and members) | | | | |
| Helen Williamson | Finance Manager | Finance and Resources | 24/06/2025 | 25/06/2025 |
| Rob Parkes | Team Leader, Legal Services | Law and Governance | 24/06/2025 | 25/06/2025 |
| John Seddon | Strategic Lead – Policy and Innovation | Regeneration and Economy | 24/06/2025 | 25/06/2025 |
| Andy Williams | Director of Regeneration and Economy | - | 25/06/2025 | 26/06/2025 |
| Councillor P Hetherton | Cabinet Member for City Services | - | 26/06/2025 | 14/07/2025 |

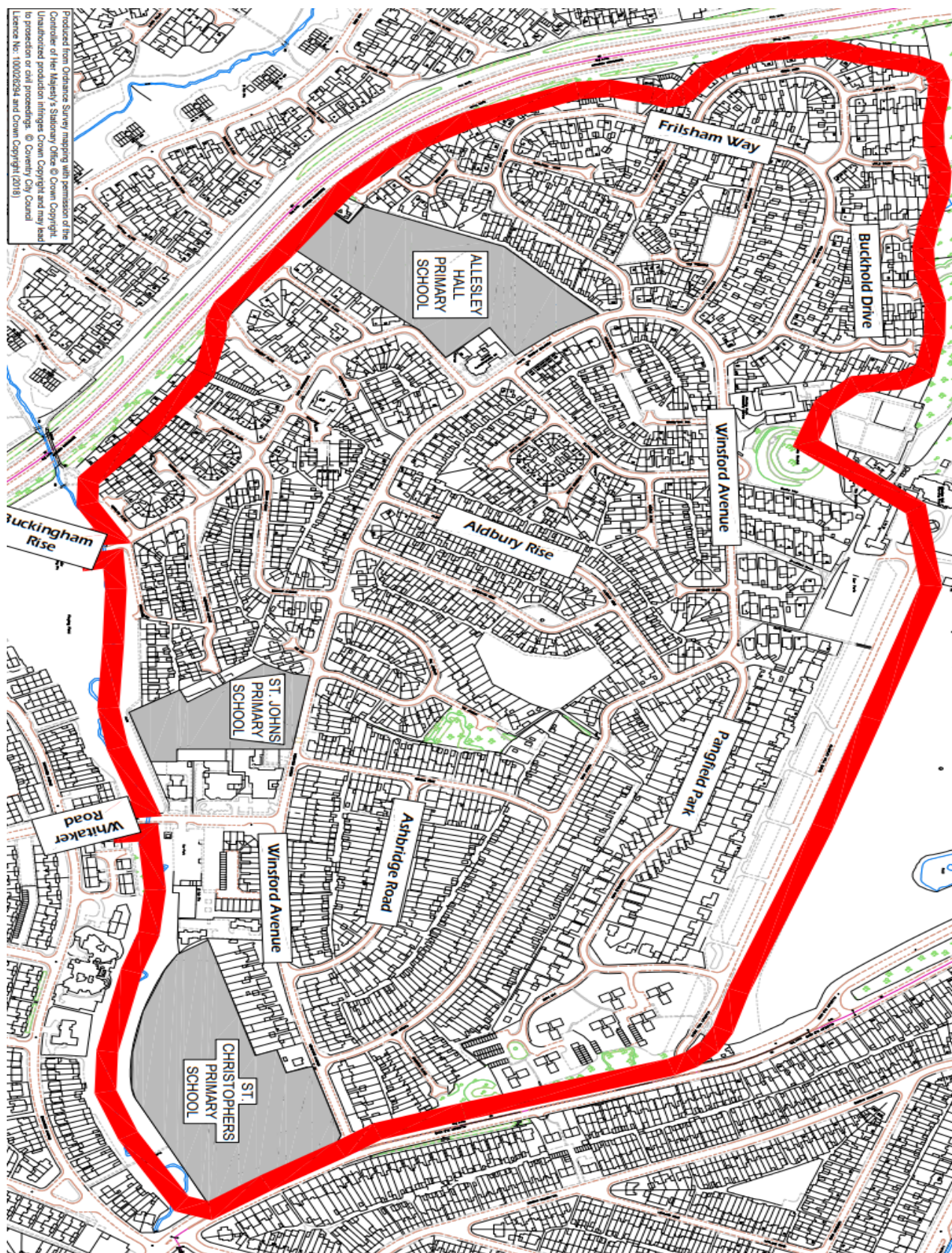
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List of Streets Included within the Order as advertised: 20 March 2025

| | | |
|---------------------|------------------|-------------------|
| Aldbury Rise | Fingest Close | Sherington Avenue |
| Allesley Hall Drive | Flaunden Close | South Ridge |
| Amersham Close | Frilsham Way | Torbay Road |
| Beche Way | Hatridge Walk | Victoria Court |
| Bletchley Drive | Hazlemere Close | Wendover Rise |
| Buckingham Rise | The Jordans | West Ridge |
| Buckhold Drive | Kendall Rise | Whitaker Road |
| Chalfont Close | Kimble Close | Wildcroft Road |
| Chenies Close | Marlowe Close | Winsford Avenue |
| Cheriton Close | Marlston Walk | Winslow Close |
| Chetwode Close | Marriners Lane | Woodburn Close |
| Chylds Court | Pangfield Park | Wyld Court |
| Datchet Close | Pyt Park | Torbay Road |
| Denham Avenue | Risborough Close | The Triangle |

Speed Survey Result – Summary

| Description | Direction | Ave Speed (mph) | 85th %ile (mph) | Ave Flow | Speed Limit |
|---|------------------|------------------------|------------------------|-----------------|--------------------|
| Winsford Avenue, east of Torbay Road | East | 23.2 | 28.7 | 2997 | 30 |
| | West | 22.4 | 27.3 | 3687 | 30 |
| Winsford Avenue, east of The Jordans | East | 22.3 | 27.3 | 1907 | 30 |
| | West | 22.0 | 26.2 | 3238 | 30 |
| Winsford Avenue, north of Bletchley Drive | North | 21.3 | 25.9 | 1304 | 30 |
| | South | 22.4 | 26.7 | 1666 | 30 |
| Wildcroft Road, north of Lyndale Road | North | 28.5 | 32.5 | 4351 | 30 |
| | South | 28.6 | 33.5 | 2766 | 30 |
| Overdale Road | North | 19.3 | 25.9 | 226 | 30 |
| | South | 18.5 | 24.3 | 209 | 30 |

Location Plan – Allesley Park Area Proposed 20mph Speed Limit

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Public report Cabinet Member Report

Cabinet Member for City Services
Licensing and Regulatory Committee

23 July 2025
5 August 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Law and Governance

Ward affected:

All

Title:

Review of the current Statement of Licensing Policy (Taxi & Private Hire) to include changes on Emissions, Age of Vehicles and Best Practice Guidance.

Is this a key decision?

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

Executive Summary:

The purpose of this report is to seek Members' views and approval to consult on the draft changes to the Statement of Licensing Policy (Taxi & Private Hire). The main changes in the policy address emissions, age of vehicles and the London Conditions of Fitness. Most of the changes have been made with reference to the Department for Transport (DfT) Taxi and Private Hire Vehicle Licensing, Best Practice Guidance for Licensing Authorities in England.

Recommendations:

The Cabinet Member for City Services is recommended to:

- 1) Consider the changes to the Statement of Licensing Policy (Taxi & Private Hire) and authorise the Director of Law and Governance to carry out the consultation as detailed in the report.

The Licensing & Regulatory Committee is recommended to:

- 1) Consider the Statement of Licensing Policy (Taxi & Private Hire) and forward any comments it wishes to make as part of the consultation process.

List of Appendices included:

Appendix A - Proposed Statement of Licensing Policy (Taxi & Private Hire) (Date of Policy to be inserted)- (shaded paragraphs illustrate the amendments to the document).

Background papers:

None.

Other useful documents:

DfT Taxi and Private Hire Vehicle Licensing Best Practice Guidance for Licensing Authorities in England (November 2023).

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?

Yes - Licensing and Regulatory Committee – 5 August 2025

Will this report go to Council?

No

Report title: Licensing Act 2003 – Revised Statement of Licensing Policy

1. Context (or background)

- 1.1 The current Statement of Licensing Policy (Taxi & Private Hire) commenced on 14th September 2022. The Policy is reviewed every 5 years unless a review is required due to legislative changes or emerging issues.
- 1.2 The purpose of the Policy is to set out the terms and conditions that will apply to new applicants and those already licensed for the Hackney Carriage & Private Hire trade.
- 1.3 Coventry City Council (The Council) has a duty under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976 to carry out its functions as the Licensing Authority.
- 1.4 The Council has a duty under these acts to carry out the following functions:
 - Ensure that drivers are ‘fit & proper’.
 - Ensure that all licensed vehicles are road worthy and fit for the carriage of fare paying passengers; and
 - Protect public safety.

The promotion of these functions is of paramount consideration when determining an application and any conditions attached to an authorisation.

- 1.5 The DfT has national responsibility for Hackney Carriage & Private Hire legislation in England & Wales. The DfT has issued best practice guidance on taxi & private hire vehicle licensing since 2006 to assist local authorities that have responsibility for the regulation of taxi & private hire vehicle trades. This is updated periodically, considering stakeholder views and the way in which the sector operates. The DfT has published non statutory best practice guidance to compliment the statutory standards in 2010 and revised and re-issued this in November 2023, covering a range of issues outside of the remit of the statutory standards.
- 1.6 The focus of the best practice guidance is to ensure that taxi & private hire trade provides a safe, inclusive, accessible and attractive service for the passengers they carry. Whilst the safety of the public is paramount, licensing authorities, as regulators, also have a duty to ensure that they carry out their activities in a way that supports the people and businesses that they regulate. The best practice guidance aligns with overarching principles in the Regulators Code that unnecessary burdens should be avoided and that regulators should approve proportionate approaches.
- 1.7 A review of the Statement of Licensing Policy would require a wide consultation process. In addition to those it must consult by law, the Council has authority to include in the process any individuals or organisations it deems appropriate.
- 1.8 The Responsible Authorities (statutory consultees – Chief Officer of Police, Safeguarding Children Board and the Planning Authority) will be consulted on the draft revised Policy.

1.9 The public consultation exercise will begin on the 8 August 2025, for an 8-week period and finish on the 3 October 2025 and the following will be consulted:

- All Taxi & Private Hire licence holders
- Hackney Carriage trade
- Unite Trade Union representing the trade
- Private Hire Operators
- Formally writing to the Chief Officers of the responsible authorities, including the Chief Officer of Police
- Neighbouring local authorities
- Relevant internal departments
- Disabled groups (DEAP)
- Wider public consultation through the City Council Website.

A copy of the draft revised policy is attached at Appendix A of the report.

2. Key changes to the Statement of Licensing Policy (Taxi & Private Hire)

2.1 Vehicle Emissions

2.1.1 The Council is part of the West Midlands Taxi Licensing Harmonisation Group which aims to create consistent and standardised taxi licensing policies across the region. Following discussions with neighbouring authorities, the Group have proposed 1st January 2030 as the date from which new vehicle licence applications will no longer be accepted for vehicles emitting 75g CO₂/km or more.

2.1.2 Therefore the proposal is to amend the current section on emissions in the Policy so that any new and replacement vehicles are required to be either an Ultra-Low Emission Vehicles (a vehicle that will produce less than 75g CO₂/km), produce zero emissions or be zero emission capable by 1st January 2030.

2.1.3 The West Midlands Taxi Licensing Harmonisation Group are also exploring a regional Emissions Policy with the aim of preventing licensees moving to other local authorities to licence their vehicle, rather than upgrading their vehicle.

2.2 Age of Vehicles

2.2.1 The DfT's best practice guidelines strongly suggest that the imposition of arbitrary vehicle age limits may be inappropriate and counterproductive. The guidance recommends that local authorities should focus on condition and standards, including roadworthiness and adherence to emissions standards rather than age. This approach ensures that licensing objectives are met without unduly burdening the trade.

2.2.2 Licensing authorities should not impose age limits for the licensing of vehicles instead they should consider more targeted requirements to meet their policy objectives on emissions, safety rating and increasing wheelchair accessible provision where this is low.

2.2.3 It is proposed that the Policy be amended to reflect the DfT guidance and that the age limit of vehicles be removed, and adopting the emissions standards as proposed in 2.1 of the report would be more appropriate.

2.3 London Conditions of Fitness for Hackney Carriage Vehicles

- 2.3.1 Currently Coventry adopts the London Conditions of Fitness for Hackney Carriage vehicles, which restricts the type of vehicle that can be licensed as a Hackney Carriage in Coventry to the traditional black cab.
- 2.3.2 The DfT Best Practice guidance recommends that the best practice is for licensing authorities to adopt the principle of enabling as many different types of vehicles as possible to be licensed and licensing authorities should set down a range of general criteria, leaving it open to the taxi and private hire vehicle trades to put forward vehicles of their own choice which can be shown to meet those criteria. In that way, there can be flexibility for new vehicle types to be readily considered.
- 2.3.3 The best practice guidance states that licensing authorities should give very careful consideration to policies that automatically rules out types of vehicles or prescribes only one type or a small number of types of vehicle.
- 2.3.4 It is proposed to remove the London Conditions of Fitness to enable a number of other vehicles which can be licensed as Hackney Carriage vehicles. These vehicles are also wheelchair accessible vehicles (a list of the proposed vehicles are found at Paragraph 5 of the Policy).

2.4 DBS update service

- 2.4.1 The proposed Policy sets an expectation for all licensed drivers to be registered with the Disclosure and Barring Service (DBS) following the issue of their current DBS certificate.
- 2.4.2 Subscribing to the DBS Update Service will allow the Licensing Authority to check their DBS status at any time (a minimum of 6 monthly intervals).
- 2.4.3 By subscribing to the service, it will be more cost effective for the driver and will also save time in processing applications. It will also enable the local authority to check the suitability of the driver in terms of the 'fit and proper' test as it is a requirement to conduct 6 monthly DBS checks on all licensed drivers.

2.5 Overseas convictions / Certificate of Good Conduct

- 2.5.1 The proposed Policy will be amended to include that when a certificate of good conduct is provided and the documents are not in English a notarised translation would need to be provided by the applicant at their own expense.
- 2.5.2 This proposal is required to enable the licensing authority to assess the suitability of the applicant, and this should not be a cost to the local authority.

3. Options considered and recommended proposal.

- 3.1. Should the proposed amendment to the Policy in respect of vehicle emissions not be approved over 400 vehicles would be required to be replaced by the taxi licensing trade. A reduction in the overall operational fleet would have the following significant impact:
- A reduction in the available fleet to undertake school contracts within Coventry & Warwickshire as much of the licensed Hackney Carriage Vehicle fleet is contracted to such work.
 - A reduction in the number of wheelchair accessible vehicles -currently only Hackney Carriage Vehicles are wheelchair accessible (no Private Hire Vehicles are wheelchair-accessible).

- 3.2. The trade has suffered significant commercial loss from the COVID pandemic, cost of living crisis and due to the availability of vehicles licensed outside of the Coventry boundary. Therefore, this extended lead period will provide sufficient time for the trade to prepare for complying with the proposed emissions standards and obtaining suitable compliant vehicles.
- 3.3 The proposed amendment to the emissions section of the Policy has been made in collaboration with colleagues in the Climate Change Team.
- 3.4 Removing the London Conditions of Fitness in conjunction with the revision of emissions standards in the Policy will provide a greater flexibility for drivers when selecting vehicles to licence and will enable a more accessible fleet in terms of wheelchair accessibility.
- 3.5 Removing the London Conditions of Fitness will even the playing field as all neighbouring authorities do not adopt such conditions to their Hackney Carriage fleet.
- 3.6 The Cabinet Member for City Services is requested to consider the draft revised Statement of Licensing Policy and authorise the Director of Law & Governance to carry out the consultation as detailed in the report.
- 3.7 The Licensing and Regulatory Committee is requested to consider the draft revised Statement of Licensing Policy and forward any comments as part of the consultation process.

4. Results of consultation undertaken

- 4.1 The results of the consultation process will be submitted for consideration to Cabinet Member for City Services before a finalised policy document is presented to Full Council for approval.

5. Timetable for implementing this decision.

- 5.1 The revised Statement of Licensing Policy must be published by 1st January 2026 allowing the Council to continue to carry out any function in respect of individual applications.

6. Comments from Director of Finance and Resources (Section 151 Officer) and Director of Law and Governance.

6.1 Financial implications

The financial implications associated with the recommendation are limited to the employee costs associated with undertaking the consultation exercise and any costs involved in publishing the Statement of Licensing Policy, which are funded within existing budgets.

6.2 Legal implications

The licensing function is carried out by the Council's Licensing and Regulatory Committee and officers exercising delegated powers. The one exception is the approval of the Policy, which must be approved by Full Council.

The Council is required to have regard to any DfT best practice guidance when carrying out any licensing functions including its Statement of Licensing Policy

7. Other implications

7.1 How will this contribute to achievement of the One Coventry Plan?

<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>

The Policy aligns with the One Coventry Plan to work together to improve our city and the lives of those who live, work and study here. The changes to the policy will encourage a more flexible approach to licensing which will encourage the trade to licence with Coventry, increasing the economic prosperity of the City and region.

The changes to the policy will encourage a more inclusive fleet, which aligns with the objective of tackling inequalities within communities.

The policy aligns with the One Coventry Plan as the Council is acting as partner with neighbouring authorities by harmonising our policies with those in the region, encouraging a level playing field for those within the hackney carriage and private hire trade.

7.2 How is risk being managed?

The Statement of Licensing Policy will inform decisions taken by the licensing authority that will have an impact on the interests of private individuals and businesses. The Policy reflects the need to respect the relevant rights given by the Human Rights Act.

Decisions of the Licensing Authority are open to challenge through the Magistrates Court and beyond. The Statement of Licensing Policy is designed to ensure our compliance with legislation and best practice guidance, minimising the risk of legal challenge.

7.3 What is the impact on the organisation?

The adoption of the policy should have no impact on the organisation. There is no human resources, financial or ICT implications.

7.4 Equalities / EIA

The Statement of Licensing Policy makes links to the Council's Equality and Diversity Policies and an Equalities Impact Assessment exists for licensing activities. This will be reviewed and updated as part of the consultation process.

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

The Policy has been reviewed in collaboration with the Climate Change team, and it contributes to the Council's aim for Coventry to be carbon neutral by 2050, with an interim target of a 68% reduction in emissions by 2030.

8. Implications for partner organisations?

The Statement of Licensing Policy contributes towards the work with partner agencies specifically with the work of the police and safeguarding children.

The effective operation of the policy by the Licensing Authority and all enforcement agencies has an impact on the public safety of residents and communities.

8.1 Human Rights Act Implications

None

Report author:

Debbie Cahalin-Heath

Strategic Manager, Regulation and Communities, Regulatory Services

Directorate:

Law and Governance

Telephone: 024 7697 2220**Email:** debbie.cahalin-heath@coventry.gov.uk

Enquiries should be directed to the above person.

| Contributor/approver name | Title | Directorate | Date doc sent out | Date response received or approved |
|--|--|--------------------------|-------------------|------------------------------------|
| Contributors: | | | | |
| Tom Robinson/Michelle Salmon/Caroline Taylor | Governance Services Officers | Law and Governance | 24/06/2025 | 25/05/2026 |
| Davina Blackburn | Strategic Lead of Regulation and Communities | Law and Governance | 13/06/2025 | 16/06/2025 |
| John Seddon | Strategic Lead – Policy and Innovation | Regeneration and Economy | 25/06/2025 | 25/06/2025 |
| Names of approvers for submission: (officers and members) | | | | |
| Amy Wright | Regulatory Lawyer, Legal Services | Law and Governance | 24/06/2025 | 26/06/2025 |
| Richard Shirley | Lead Accountant | Finance and Resources | 24/06/2025 | 24/06/2025 |
| Julie Newman | Director of Law and Governance | - | 27/07/2025 | 07/07/2025 |
| Councillor P Hetherton | Cabinet Member for City Services | - | 27/06/2025 | 10/07/2025 |

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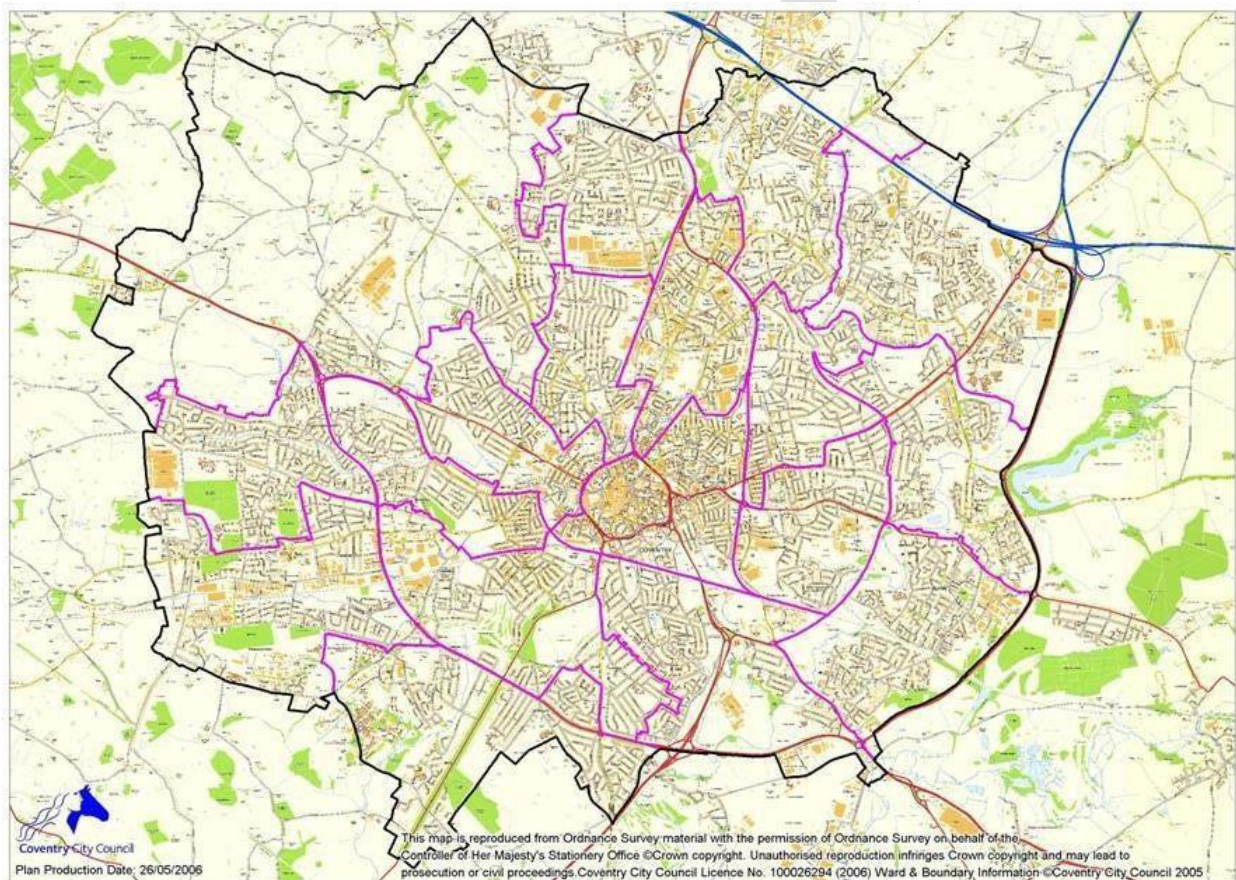
**Statement of
Licensing Policy
(Taxis and
Private Hire)
~~2022-2027~~ 2026
- 2031**

Important Note

In producing this Statement of Licensing Policy, the Licensing Authority is aware that the Government may from time to time amend the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976, subordinate legislation and statutory guidance.

The Council does not intend to revise this policy document because of any such amendments and readers of this document are advised to check on the Home Office/Gov.uk website to ensure they have the latest information.

map of the area covered by Coventry City Council



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Supporting documentation

Taxi Licensing has produced three documents which give new applicants and existing licensed drivers, vehicle proprietors & private hire operators guidance on licensing with Coventry City Council. For the purposes of this document “Taxis” refers to hackney carriage vehicles).

These guides are issued during the licensing process and are also available from licensing pages of the City Council web site (www.coventry.gov.uk/taxilicensing)

- Guidance for Drivers entitled “Driver Information Document”
- Guidance for Vehicle Proprietors entitled “Vehicle Proprietors’ Information Document”
- Guidance for Private Hire Operators entitled “Operator Information Document”

STATEMENT OF LICENSING POLICY (TAXIS AND PRIVATE HIRE)

1. INTRODUCTION

- 1.1 Coventry City Council ('the Council') has a duty under the terms of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976 to carry out its functions as the Licensing Authority. The Department for Transport (DfT) has national responsibility for hackney carriage and private hire legislation in England & Wales. The Department has produced statutory standards for taxis and private hire vehicles which sets out standards which can be considered good practice in this area of licensing, although it also recognises that individual licensing authorities should produce their own policies in relation to specific licensing matters. The DfT has also set statutory standards for taxis and private hire vehicles. The DfT has also set statutory standards for private hire operators. These standards have been taken into consideration in preparing this statement of licensing policy.
- 1.2 There are no formal objectives, however the Council has a duty under these Acts to carry out the following functions:
- Ensure that drivers are "Fit and Proper";
 - That all licensed vehicles are roadworthy and fit for the carriage of fare-paying passengers; and
 - Protect public safety.
- 1.3 The promotion of these functions is the paramount consideration when determining an application and any conditions attached to an authorisation.
- 1.4 Coventry is a growing city situated in the West Midlands with a population of 371,500 inhabitants. It is mainly urban but includes significant areas that are semi-rural. A map of the city is shown on page two.
- 1.5 This Statement of Licensing Policy relates to all those licensing activities identified as falling within the provisions of the Act, namely:
- The licensing of Hackney Carriage Drivers & Private Hire Drivers;
 - The licensing of Hackney Carriage Vehicle Proprietors & Private Hire Vehicle Proprietors; and
 - The licensing of Private Hire Vehicle Operators.
- 1.6 The Council recognises that issuing licences are not the only means of promoting delivery of the above functions and therefore Taxi Licensing engages with neighbouring authorities, West Midlands Police (the "Police") and those involved in child protection (Coventry Safeguarding Children Board) to promote the common functions as outlined.
- 1.7 This Policy has been prepared in accordance with DfT Statutory Taxi & Private Hire Vehicle Standards guidance issued November 2023. The Policy is valid for a period of 5 years from 14th September 2022 1st January 2026. This Policy will be subject to review and further consultation prior to any substantial changes.

Responsible Authorities

- 1.8 A list of contact details for Responsible Authorities authorised under the Acts is attached to this policy statement as Appendix 1.
- 1.9 The Council has recognised the Coventry Safeguarding Children Board as the local body competent to advise it on the protection of children from harm and has designated it as a responsible authority where children may be at risk.

The Licensing Authority as a Responsible Authority

- 1.10 The Licensing Authority will, when acting as a responsible authority, act in accordance with the aforesaid Acts and the DfT Statutory Standards.

2 FUNDAMENTAL RIGHTS

- 2.1 Under the terms of the legislation any person may apply for a licence and each application will be considered on its individual merits.
- 2.2 Applicants in respect of applications to the Council for licensing have a right of appeal to Coventry Magistrates' Court against the decisions of the Council.

3. DECISION MAKING

- 3.1 Officers have been granted delegated powers in granting licences however, if an applicant has a single driving offence of four points or over or multiple driving offences for totting up purposes of over seven points then the applicant/renewal must be referred to the Licensing & Regulatory Committee (Committee) for consideration.
- 3.2 There are officers' guidelines for referrals to the Committee in the Driver Information Document, (which is available on the website: www.coventry.gov.uk/taxilicensing). Likewise, there are also guidelines for the Committee in making their decisions on applications or referrals.

4. DRIVERS

4.1 Fit and Proper

- 4.1.1 The Council will not grant a licence to a new applicant for a Hackney Carriage or Private Hire Driver's licence unless satisfied that the applicant is a fit and proper person.

4.2 Requirement for applying for a Driver's licence

- 4.1.2 There is no minimum or maximum age as such, but an applicant must have held a valid drivers licence) for a minimum of 12 months and must hold a valid UK driving licence. The Council issues three yearly driver licences to applicants for hackney or private hire licences. The Council does not issue joint licences although a driver holding one of these licences may apply for an additional licence so that they then hold both licences.

4.3 Licences

- 4.3.1 Once new applicant drivers are licensed, they are given a three-year licence and this is then renewed on a three yearly basis. Taxi Licensing does not issue licences on a probationary basis. The only exception to this is if a Right to Work has an expiry date, then the licence is only issued until the expiry date of the Right to Work.

4.4 Right to Work in the UK

- 4.4.1 The Council requires all applicants to provide documents to prove that they may legally work in the UK. The Council will also verify an applicants right to work in the UK by checking with the Home Office.
- 4.4.2 Unless an applicant or driver seeking a renewal has a valid UK or Eire passport they must supply an Immigration Code available from the Home Office website.

4.5 Medical Examination

- 4.5.1 Applicants must arrange for any Medical Practitioner to carry out a Group 2 Medical by giving their Medical Practitioner a medical form (in the Driver's Information Document). On request from the Taxi Licensing Office the applicant can ask for a form which shows whether the applicant is exempt from carrying out duties under the Equality Act 2010 (wheelchair passengers and assistance dogs).
- 4.5.2 Existing drivers are required then to undertake medicals five-yearly up to the age of 65 and annually thereafter.
- 4.5.3 The Council may also require any existing driver to undertake a medical if the Council has concerns concerning the driver's fitness.

4.6 Driving Assessment

- 4.6.1 The Council requires new applicants to undertake and pass a practical driving assessment with assessors based in fleet services.
- 4.6.2 If Officers deem it necessary, they may require an existing driver to undertake a wheelchair assessment.

4.7 Wheelchair Assessment (normally hackney carriage only)

- 4.7.1 The Council requires new applicants to undertake and pass a practical wheelchair assessment with assessors based in fleet services.
- 4.7.2 If Officers deem it necessary, they may require an existing driver to undertake a wheelchair assessment.

4.8 All day Driver Training Course

- 4.8.1 The Council requires new applicants to undertake and pass a Driver Training Course, that includes a written test, conducted by licensing officers, sometimes with assistance from Childrens Safeguarding. This course encompasses Customer Service, Disability Issues, Licensing Issues, Communication & Numeracy Skills, Child Sexual Abuse, County Lines exploitation and a knowledge of locations in Coventry.
- 4.8.2 Pedicab drivers, classified as Pedicab Private Hire Drivers, are only allowed to operate within the city inner ring road and therefore, are not required to undertake a driving assessment or a knowledge of locations in Coventry.

4.9 Half Day Driver Refresher Training Course

- 4.9.1 Existing drivers are required to undertake a half day driver refresher training course before they undertake their renewal of licence. This course encompasses Customer Service, Disability Issues, Child Sexual Abuse and County Lines exploitation.

4.10 Hackney Carriage Road Knowledge Test

4.10.1 The Council requires new hackney carriage applicants to undertake and pass a hackney carriage road knowledge written test.

4.11 Photographs

4.11.1 New applicants and renewals must supply Home Office (passport type) current photographs to confirm their identity and to produce badges for the driver once licensed.

4.12 Enhanced DBS check & DVLA check

4.12.1 New applicants and renewals must supply a code from the Disclosure and Barring Service (DBS) and the Driver and Vehicle Licensing Agency (DVLA) for the licensing office to carry out checks on convictions and any other relevant information on application

4.12.2 Current licensees undertake **an enhanced** DBS and DVLA check at their three-yearly renewal.

~~4.10.3 Registering with the DBS Update Service is currently voluntary but as of the 26 January 2023 it will be a mandatory requirement for drivers to subscribe to the Update Service. This will then enable Coventry City Council to check their DBS status on a six-monthly basis. This service is cheaper than the current DBS at the Taxi Licensing Office counter.~~

4.12.3 All drivers are expected to register with the DBS update service following the issue of their current DBS certificate. Subscribing to the DBS update service will allow the Licensing Authority to check their DBS status at any time (a minimum of 6 monthly intervals).

~~4.10.4 There will be some drivers who are unable to register with the DBS Update Service and in this case those drivers as of the 26 January 2023 will have to undertake a six-monthly DBS by providing a DBS Code and submitting their documentation and pay the fee to the Taxi Licensing Office.~~

4.12.4 A check of the children and adult Barred lists is undertaken with the enhanced DBS.

4.13 Common Law Police Disclosures

4.13.1 Officers maintain close links with the West Midlands Police. For any licensed drivers that are subject to criminal proceedings or investigations, the Police will notify the Taxi Licensing Office. The appropriate action will be taken against the licence holder, which may include revocation of the licence.

4.14 Licensee self-reporting

4.14.1 As a condition of licence, Private Hire drivers are required to declare any convictions and/or cautions within seven days of receiving them. Dependant on the severity of the conviction/caution the driver may be referred to Committee

4.14.2 All Licence holders must notify the Taxi Licensing Office within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence.

4.15 Referrals to the Disclosure and Barring Service (DBS) and the Police

4.15.1 Officers refer and have referred drivers to the DBS and the Police, when they suspect criminal

activities are taking place

4.16 Rehabilitation of Offenders Act

- 4.16.1 Cautions and convictions that are protected under Article 2A of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 do not need to be declared by new applicant drivers or existing drivers. However, offences not covered under the Act must be declared unless DBS classify them as protected/filtered.

4.17 Interview

- 4.17.1 New applicants are interviewed by Officers on submission of their application to confirm that they have declared all their names (current and previous), that they have declared their convictions (apart from convictions which are protected and filtered) and to confirm their right to work and status.

4.18 Overseas convictions

- 4.18.1 ~~Taxi Licensing requires new applications who have not lived in the United Kingdom for a minimum of five years to provide a Certificate of Good Conduct from their previous country(ies) of residence from the country's consulate, embassy or judiciary. Applications who have previously spent three or more continuous months outside the UK are also required to provide this.~~

- 4.18.1 Where documents are not in English, a notarised translation will need to be provided by the applicant at their own expense.

4.19 Conditionality - HMRC Taxi Tax Code

- 4.19.1 New applicants who have previously been licensed by another local authority as a hackney carriage or private hire driver and applicant renewals must have registered with HMRC under "Gateway" for tax purposes and obtain a HMRC Taxi Tax Code to obtain their licence or be renewed.
- 4.19.2 New applicants who have not been previously licensed by another local authority as a hackney carriage or private hire driver must by the time of their renewal have registered with HMRC under "Gateway" for tax purposes and obtain a HMRC Taxi Tax Code to obtain their licence or be renewed

5. VEHICLES

5.1 Limitation on Numbers

- 5.1.1 No powers exist for licensing authorities to limit the number of private hire vehicles they will licence.
- 5.1.2 Coventry has no limit on the numbers of hackney carriage vehicles that they will licence.

5.2 Specifications and Conditions

- 5.2.1 Local authorities have a wide range of discretion over the types of vehicles that they can license as hackney carriage or private hire vehicles.

~~5.2.2 The Council specifies that Hackney Carriage Vehicles must comply with London's Conditions of Fitness and therefore licenses the traditional London type black cab (currently LTC's TX4; LEVC's TX; Mercedes Vito Taxi 113, 114 (with the 180 degree turning circle); and the Nissan Dynamo).~~

5.2.2 The Council allows the following makes and models of vehicles to be licensed as Hackney Carriage vehicles (some of which are wheelchair accessible or will need to be modified). This list is not exhaustive and officers may remove or add to this as the availability of vehicles changes. However, the Council will only licence those vehicles which are or will be modified to be wheelchair accessible.

| Make | Model |
|--------------------|---|
| Citroen | Dispatch HDI 120 9-S Dispatch L2 H1 Level 2 Relay L3 H2 SVA Taxi |
| Clipper Automotive | Clipper Cab |
| Fiat | Scudo TW200 |
| Ford | Procab Tourneo Custom Voyager VTC8 |
| LEVC | LEVC TX |

| | |
|--------------------------|---------------------------------|
| <u>LTi</u> | TX1 TX2 TX4 |
| <u>Mercedes</u> | Vito |
| <u>Nissan</u> | Dynamos Primastar Voyager |
| <u>Peugeot</u> | Boxer 290 E7 E7 SE |
| <u>Volkswagen</u> | T5 Shuttle SE SWB 10 |

- 5.2.3 The Council specifies that Private Hire Vehicles must be as manufactured, unless adapted to carry wheelchair passengers, but must also comply with further Conditions (which are stated in the Vehicle Proprietors' Information document). The Council does not specify particular makes of vehicles to be licensed. Each case will be considered on its own merits.
- 5.2.4 The Council also specifies the criteria to be met by any vehicle presented for inspection which comprises:
- an MOT element dealing with vehicle safety;
 - a test of the taximeter (if fitted, mandatory in hackney carriage vehicles); and
 - as licensed Taxis and Private Hire Vehicles a supplementary test dealing with licensing issues such as wheelchair ramps, straps for securing wheelchairs, paintwork, advertising, stickers and minimum of 2mm tread depth (the statutory minimum of 1.6mm) etc.
- 5.2.5 Local authorities are able to designate external Driver and Vehicle Standards Agency (DVSA) testing stations. Coventry City Council has designated that all inspections are carried out by the Council's fleet services at Whitley Depot (DVSA authorised) as it is a central location in a compact city boundary therefore, vehicle proprietors are not required to travel long distances to undertake their inspections. Coventry City Council believes that having the vehicles undertake their inspections at the Council leads to a more robust testing regime for vehicles. The supplementary test requirements are dealt with by a Vehicle Inspection Manual which is available online.
- 5.2.6 Any vehicle licence issued by the Council may be subject to conditions as at Appendix 2.
- 5.2.7 The Council strongly recommends that anybody wishing to licence a private hire vehicle

brings the vehicle to the Taxi Licensing Office so that officers can ensure that the vehicle complies with the relevant conditions.

5.3 Accessibility

- 5.3.1 All the hackney carriage vehicles currently licensed to ply for hire are wheelchair accessible. Any private hire vehicles requiring wheelchair accessibility are required to comply with DVSA and European Whole Vehicle Type approval standards.
- 5.3.2 The Council maintains a list of accessible taxis and private hire vehicles in accordance with section 167 of the Equality Act 2010. The effect of this is to require the driver of any accessible vehicle contained in the list:
- to carry the passenger while in the wheelchair;
 - not to make any additional charge for doing so;
 - if the passenger chooses to sit in a passenger seat, to carry the wheelchair;
 - to take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort; and
 - to give the passenger such mobility assistance as is reasonably required.
- 5.3.3 Under the Equality Act 2010 and Taxis & Private Hire Vehicles (Disabled Persons) Act 2022 drivers on medical grounds are available to get their GP to designate that they are exempt from carrying wheelchair passengers and/or assistance dogs. The Council then issues them a sign to display in their front window to that effect.

5.4 Stretch Limousines, Novelty Vehicles and Pedicabs/Tuk Tuks

- 5.4.1 The Council will licence stretch limousines, novelty vehicles and Pedicabs/Tuk Tuks however, they are required to comply with different conditions from a normal private hire vehicle. These conditions are attached at Appendix 2. Pedicab Private Hire Vehicles also do not have to undertake an MOT inspection but must undertake a CYTEC inspection by an external tester which must specify their chassis number.

5.5 Taxi Ranks

- 5.5.1 **The** Council can designate ranks on the public highway under licensing legislation, the designation **and enforcement** of ranks in Coventry is undertaken by Traffic Management under Traffic Regulation Orders. These ranks are only to be used by Coventry licensed hackney carriage vehicles when they are plying for hire and cannot be used by other local authority vehicles or Coventry licensed private hire vehicles.

5.6 Area of Use

- 5.6.1 Vehicles will not be licensed if they are intended to be used primarily outside the city of Coventry. This is to ensure that vehicles are available for hire for residents of the city and to ensure that enforcement checks and inspections can be undertaken, which would not be

the case if they were working elsewhere.

5.6.2 Applicants for new licences and renewals need to demonstrate a real intention to ply for hire within the administrative area of Coventry City Council under the terms of the licence for which application is being made. All applicants are required to sign to confirm that they will predominantly work within the Coventry area.

5.6.3 Where a licence has been granted under these terms and subsequently found to be plying for hire to a material extent in another authority's area then the matter will be brought before the Licensing and Regulatory Committee for a review of the licence.

5.7` Transfer of Ownership when a licensed vehicle is transferred from one person to another

5.7.4 Section 49 of the Local Government (Miscellaneous Provisions) Act 1976 enables a licensed proprietor to transfer his licensed vehicle to a new proprietor. The same requirements for area of use are applicable to the new proprietor.

5.8 Age Policy of Vehicles

~~5.8.1 On the 27 August 2019 the full Cabinet of Coventry City Council required that as of the 1 January 2020 any vehicle that is 15 years of age or older at the expiry of the licence is not renewed or granted a licence.~~

5.8.1 The Council does not impose an age policy on vehicles.

5.9 Emissions Policy

~~5.9.1 On the 27 August 2019 the full cabinet of Coventry City Council put into place an Emissions Policy for replacement and new vehicles.~~

~~5.9.2 From 1 January 2020 any replacement vehicles were required to be Euro 4 Emission or above while any new vehicles were required to be Zero Emission Capable.~~

~~5.9.3 From 1 January 2022 any replacement vehicles are required to be Euro 5 Emission or above while any new vehicles are required to be Zero Emission Capable.~~

~~5.9.4 From 1 January 2024 any replacement vehicles and any new vehicles are required to be Zero Emission Capable.~~

~~5.9.5 An amended to the above has been made so that it is from 1 January 2025 any replacement vehicles are required to be Zero Emission Capable.~~

5.9.1 From 1st January 2030 any replacement vehicles and any new vehicles are required to be ultra low emission, zero emission or zero emission capable. (Ultra-low Emission Vehicles (ULEV's) produce less than 75g CO2/km.

5.10 Vehicle Inspection Frequency

5.10.4 Vehicle proprietors are required to have their vehicles tested at least once a year (at application or prior to the licence renewal).

~~5.10.2~~ Hackney Carriage Vehicles which are five years of age or older are required to have six-monthly inspections (i.e. twice per year), once on the application/renewal and six months later (i.e. mid-term of the annual licence).

~~5.10.3~~ Private Hire Vehicles and Pedicab Private Hire Vehicles which are three years of age or older are required to have six monthly inspections (i.e. twice per year), once on the application/renewal and six months later (i.e. mid-term of the annual licence). Pedicab Private Hire Vehicles undertake a CYTEC inspection by an external tester.

5.11 Advertising on Private Hire and Hackney Carriage Vehicles

~~5.11.1~~ Advertising is not allowed on Private Hire Vehicles apart from the approved Council stickers stating the vehicle operator and vehicle details

5.11.2 The Council has produced guidelines relating to advertising (also known as liveries) on Hackney Carriage Vehicles. These advertisements must be approved by Taxi Licensing prior to be placed on the vehicle. These Guidelines are attached at Appendix 3.

5.12 Roof Signs

~~5.12.1~~ All London Conditions of Fitness purpose built hackney carriage vehicles are already factory fitted with roof signs.

5.12.1 All Hackney Carriages must have a 'Taxi' roof sign. When the roof sign is illuminated, it tells the public the taxi is available for hire. When the roof sign is not illuminated, it means the taxi is occupied or not available for hire. The roof sign should be illuminated bearing the word 'Taxi' in black letters on a yellow background facing forwards and on a red background facing backwards.

5.12.2 It is a requirement of the Local Government (Miscellaneous Provisions) Act 1976 that a private hire vehicle shall not be of such design and appearance as to lead any person to believe that a vehicle is a hackney carriage. Therefore, private hire vehicles shall not carry roof signs.

5.13 Fares

5.13.1 The Council sets maximum fares for journeys within the boundary of the city of Coventry in hackney carriage vehicles, most private hire operators also adopt this tariff.

5.14 Vehicle Repair and Maintenance

5.14.1 Hackney Carriage and Private Hire vehicles must be kept at all times in an efficient, safe, tidy and clean condition. Compliance with the vehicle specifications and conditions is essential and will be enforced by periodic, random vehicle inspections by the Council, sometimes in conjunction with other agencies e.g. West Midlands Police, DVSA, Housing Benefit, Home Office. When it is found that any vehicle is not being properly maintained, a defect notice(s) will be served on the driver and/or proprietor setting out the defect(s) and where public safety is likely to be imperilled, suspending the further use of the vehicle for work purposes, until the defects have been remedied. The proprietor may be required to have the vehicle inspected at Whitley Depot fleet services and this may be at the proprietor's expense.

5.14.2 Where a vehicle is consistently being presented for routine inspections and is found to have significant safety defects then previous inspections will be reviewed and taken into

consideration. If previous reports reveal a history of poor maintenance, then officers may revoke the vehicle proprietor's licence.

5.15 Fees

- 5.15.1 Fees for Private Hire and Hackney Carriage licensing are levied on a cost recovery basis. These fees are reviewed yearly and operate on a three-year rolling basis to ensure that the service is cost neutral.

5.16 Tinted Windows

- 5.16.1 Vehicle tint must be as manufactured and comply with the law.

5.17 Licences

- 5.17.1 Licences are issued annually.

5.18 Basic DBS check

- 5.18.1 New applicant and annual renewals for vehicle proprietors are required to undertake a basic DBS check unless they already subscribe to the DBS Update Service.
- 5.18.2 A Revocation or Refusal of a Driver's licence does not preclude that person applying to become a licensed vehicle proprietor.

5.19 Common Law Police Disclosures

- 5.19.1 Officers maintain close links with the West Midlands Police.

5.20 Licensee self-reporting

- 5.20.1 Hackney Carriage and Private Hire Vehicle Proprietors are not required to declare any convictions and/or cautions until their annual renewal although are encouraged to report when they are convicted. Dependant on the severity of the conviction/caution the driver may be referred to Committee.
- 5.20.2 All Licence holders must notify the Taxi Licensing Office within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence. IA

5.21 Referrals to the Disclosure and Barring Service (DBS) and the Police

- 5.21.1 Officers refer and have referred drivers to the DBS and the Police.
- 5.21.2 Specifically, officers will refer to the DBS and the Police if;

- An individual has harmed or poses a risk of harm to a child or vulnerable adult;
- An individual has satisfied the 'harm test'; or
- received a caution or conviction for a relevant offence and;

- the person they are referring is, has or might in future be working in regulated activity;

5.22 CCTV and Accident Data Recording Devices /Dashcams in vehicles

- 5.22.1 Vehicle proprietors are permitted to install an **Accident Data Recording Devices (ADRD)** in their vehicle. This must not include any personal data (i.e. words or images either inside or outside the vehicle).
- 5.22.2 Vehicle proprietors are permitted to install CCTV in their vehicles. Audio recording of conversations is not permitted and any facility to use audio must be disabled.
- 5.22.3 The Information Commissioners Office (ICO) is the office responsible for regulating matters relating to CCTV. Responsibility for informing the ICO applies to a specified company, organisation or individual vehicle owner (data controller). The reason for this is that information captured on CCTV is regarded as personal data.
- 5.22.4 Further requirements for CCTV and ADRD systems are listed in detail on the Vehicle Proprietors' Information Document.

6 PRIVATE HIRE OPERATORS

6.1 Objective

- 6.1.1 The objective in licensing private hire operators is ensuring the safety of the public who will be using operators' premises, vehicles and drivers arranged by them.

6.2 Licences

- 6.2.1 Once new applicant drivers are licensed, they are given a five-year licence and this is then renewed on a five yearly basis. Taxi Licensing does not issue licences on a probationary basis.

6.3 Planning

- 6.3.1 Any person(s) wishing to apply for an Operator's licence within Coventry City Council must have sought the relevant planning permission or obtained an exemption from planning.

6.4 Bookings

- 6.4.1 A private hire operator must ensure that they only take bookings for, and dispatch private hire vehicles licensed by Coventry City Council and only driven by drivers who hold a private hire licence issued by Coventry City Council unless the work is contracted out in accordance with the Deregulation Act 2015 and Sections 55a and 55b of the Local Government (Miscellaneous Provisions) Act 1976.

6.5 Application Process

- 6.5.1 The application process is available in the Operators' Information Document.

6.6 Length of Licence

- 6.6.1 The licence lasts for five years.

6.7 Fit and Proper

- 6.7.1 The Council will not grant a licence for a Private Hire Operator unless satisfied that the applicant is a fit and proper person. Applicants/renewals are asked for their criminal record.

Their immigration/right to work is checked. Licensed operators must notify the taxi licensing office within 14 days of any convictions or cautions or if the operator is a company/partnership then any imposed on the company/partnership or any of the directors/partners.

6.8 Basic DBS check

- 6.8.1 New applicant and annual renewals for private hire operators are required to undertake a basic DBS check, unless they subscribe to the DBS Update Service and must declare their convictions. This must include all Directors (if a limited company) and all Partners (if a partnership).

6.9 Common Law Police Disclosures

- 6.9.1 Officers maintain close links with the West Midlands Police. For any operators that are subject to criminal proceedings or investigations, the Police will notify the Taxi Licensing Office. The appropriate action will be taken against the licence holder, which may include revocation of the licence.

6.10 Referrals to the DBS and the Police

- 6.10.1 Officers refer and have referred operators to the DBS and the Police especially if;

- An individual has harmed or poses a risk of harm to a child or vulnerable adult;
- An individual has satisfied the 'harm test'; or
- received a caution or conviction for a relevant offence; and
- the person they are referring is, has or might in future be working in regulated activity.

6.11 Training

- 6.11.1 Staff working for operators taking private hire bookings must undertake training in order to understand their duties to disabled persons, so that they understand the issues of communicating with disabled persons and so that they can arrange an appropriate vehicle for those with a particular requirement or need.

6.12 Booking and dispatch staff

- 6.12.1 Under the Private Hire Operators Conditions of Licence at Appendix 2, the Operator is required to keep records of:

Proprietor/vehicle records

- (a) vehicle registration number;
- (b) local authority licence plate number;
- (c) colour, make and model of each vehicle;
- (d) name and address of proprietor;
- (e) the date on which the vehicle became available to the operator;
- (f) the date on which the vehicle ceased to be available; and
- (g) current and continuous certificate of insurance or cover note relating to vehicle.

Driver records

- (a) name and address of driver;
- (b) driver's contact telephone number (if applicable);
- (c) driver's unique call signs; and
- (d) photocopy of the driver's badge showing a true likeness.

The driver and vehicle records referred to above shall be held and secured at the operator's business address and shall be immediately available at the request of an authorised council officer or police constable at all reasonable times.

6.12.2 In addition under the Operator's Conditions of Licence the following must be retained:

The operator shall, in the record referred to above, enter or cause to be entered therein, before the start of each journey, the following particulars of every booking received:

- (a) date on which the booking is made and, if different, the date of the proposed journey;
- (b) time of booking;
- (c) time job was allocated to driver;
- (d) time of passenger pick-up (POB);
- (e) name of hirer;
- (f) point of pick up and destination;
- (g) driver's unique call sign or name;
- (h) where requested, any fare agreed or estimated for the journey; and
- (i) details of any sub-contractor used.

6.13 Use of passenger carrying vehicles licensed drivers

6.13.1 The Conditions of Licence for Private Hire Operators do not specify anything concerning Passenger Carrying Vehicles (PCV) licensed drivers and therefore, members of the public are entitled to expect when booking with an operator that they receive a private hire vehicle licensed vehicle and driver.

6.14 HMRC Taxi Tax Code

6.14.1 New applicants who have previously been licensed by another local authority as a private hire operator and applicants for renewals must have registered with HMRC under "Gateway" for tax purposes to obtain a HMRC Taxi Tax Code for their licence or be renewed.

6.14.2 New applicants who have not been previously licensed by another local authority as a private hire operator must by the time of their renewal have registered with HMRC under "Gateway" for tax purposes and obtain a HMRC Taxi Tax Code to obtain their licence or be renewed.

6.15 Contractual Obligations with Passengers

6.15.1 Private Hire Operators will be required to demonstrate that their contractual obligations comply with section 55 of the Local Government (Miscellaneous Provisions) Act 1976 and the Divisional Court's decision in UTAG and Uber v TfL [2021] EWHC 3290 whereby a licensed operator who accepts a booking from a passenger is required to enter as principal into a contractual obligation with the passenger to provide the journey which is the subject of the booking.

7 WHISTLEBLOWING

- 7.1 Coventry City Council maintains a robust whistleblowing process by reporting to the Chief Internal Auditor or the Council's Monitoring Officer. This policy is available on the Council's website.

8. LICENSING CONDITIONS

- 8.1 Reasonable conditions can be imposed on Hackney Carriage Vehicle Proprietors, Private Hire Drivers, Private Hire Vehicle Proprietors and Private Hire Operators. Conditions cannot be imposed on Hackney Carriage Drivers, these conditions are listed at Appendix 2.

9 OTHER CONSIDERATIONS

9.1 Working with the Police

- 9.1.1 The Police under the notifiable occupations scheme have a duty to inform Taxi Licensing if they know that a licensed hackney carriage or private hire driver has been arrested or have information with concerns about the driver.
- 9.1.2 The Cabinet Member for City Services chairs a Taxi Forum meeting where representatives of the trade, Unite Union and the Police are invited to attend.

9.2 Sharing licensing information with other licensing authorities

- 9.2.1 Officers attend regular meetings with the other West Midlands authorities and Warwickshire Councils where information can be shared.
- 9.
- 9.2.3 Applicants and licensees are all required to inform Taxi Licensing if they hold/have held a licence with another local authority and to disclose if an application for a licence has been refused, revoked or suspended by another other local authority.
- 9.2.4 Coventry City Council uses the NAFN NR3 Register of Revocations, Refusals & Suspensions in order to assess whether a driver has previously been revoked, refused or suspended by another local authority who uses the register.

9.3 Multi-agency Safeguarding Hub (MASH)

- 9.3.1 Taxi Licensing shares information concerning safeguarding children from sexual abuse and exploitation with Childrens' Safeguarding.

9.4 Training decision makers

- 9.4.1 Training is provided to members annually of the licensing Committee; normally by a solicitor who is conversant in licensing legislation.

9.5 Complaints against licensees

- 9.5.1 Taxi Licensing have an online complaint form whereby complainants can report their concerns. The complainant can also be sent a hard-copy complaint form if required. When a complaint comes in the licensee is contacted and interviewed, then dependant on the nature of the complaint and a driver's complaint history the taxi licensing office takes action. This is normally on an escalating nature (e.g. None, Verbal Advice, Written Advice, Written Warning, Referral to the Licensing & Regulatory Committee). If the complaint warrants a prosecution under licensing legislation then Pace interviews are carried out.
- 9.5.2 Complaints are recorded on an excel spreadsheet with various classifications dependant on the complaint nature. The complaint details are recorded on the driver's file. These complaints are retained on the licensees file indefinitely.

9. ENFORCEMENT

9.1 Licensing & Regulatory Sub-Committee (Committee)

- 9.1.1 New applicant drivers may be referred to the Sub-Committee by Officers dependant on DBS, DVLA, Police or any other relevant authority information that may deemed to be relevant. Applicants or licensees may be also referred concerning complaints when previously licensed by Coventry or other local authorities or if they have ever been refused/revoked by another local authority.
- 9.1.2 Existing drivers may be referred to the Sub-Committee by Officers dependant on DBS, DVLA, Police or any other relevant authority information that may deemed to be relevant. Drivers may also be referred concerning their history of complaint (s).
- 9.1.3 Private Hire Drivers must notify any offences with 7 days of receiving them to the Taxi Licensing Office. Hackney Carriage Drivers are not required to notify the Taxi Licensing Office until their renewal; however the office advises them to declare the offences to us anyway.
- 9.1.4 If a new applicant/driver has multiple driving endorsed offences of 7 or more points or a single offence of 4 points then they will be referred to the Sub-Committee.
- 9.1.5 Licence holders must notify the issuing authority within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence. An arrest for any of the offences within this scope will result in a review by the issuing authority as to whether the licence holder is fit to continue to do so. It is for the licensing authority to consider what, if any, action in terms of the licence should be taken based on the balance of probabilities.
- 9.1.6 Guidelines to Officers for Sub-Committee referral and Guidelines to the Sub-Committee for any such referrals are in the Driver Information Document and attached at Appendix 4.

9.2 Joint authorisation of enforcement officers.

There are no current joint authorisations in place, however Wolverhampton licensing Officers come into Coventry on a regular basis to carry out checks on their licensed drivers operating in Coventry. This is something that has been discussed with the Taxi Harmonisation Group and Coventry City Council are in talks with Wolverhampton Council concerning joint authorisations of enforcement Officers.

10. ADMINISTRATION, EXERCISE AND DELEGATION OF FUNCTIONS

Licensing and Regulatory Committee / Sub-Committee

- a. The powers of the Council under the Act are carried out by the Licensing and Regulatory

Committee / **Sub-Committee**, or by the Senior Licensing & Enforcement Officer in conjunction with the Chair/Deputy Chair of the Licensing and Regulatory Committee acting under delegated authority.

- b. It is considered that many of the decisions and functions will be purely administrative in nature. In the interests of speed, efficiency and cost effectiveness the Council has delegated these functions to officers supporting the licensing function.
- c. A driver's licence can be revoked under delegated powers if;
 - i. A driver is disqualified from driving during the term of a licence issued by the City Council and where the driver's DVLA licence will not be restored during that term;
or
 - ii. In the opinion of the Senior Licensing and Enforcement Officer in consultation with the Chair of the Licensing Committee (or in his/her absence the Deputy Chair or in the absence of either, the City Solicitor) it is necessary that immediate steps be taken to revoke a licence in the interests of public safety.

11. COMMENTS ON THIS POLICY

- a. The Statement of Licensing Policy will be reviewed on a regular basis. Individuals and organisations that wish to comment on the policy are invited to send their comments in writing to Taxi Licensing, 259 Whitley Depot, London Road, Coventry, CV3 4AR.

Appendix 1

Authority Contacts

Licensing Authority

Coventry City Council
Taxi Licensing Office
Whitley Depot
259 London Road
Coventry
CV3 4AR
Telephone: 024 7683 2183
taxi.licensing@coventry.gov.uk

Disclosure & Baring Service

PO Box 110
Liverpool L3 6ZZ
Disclosure Tel: 0870 90 90 844
Dispute Tel: 0870 90 90 778

Hackney Carriage Vehicle Ranks

Coventry City Council
Traffic Management
Telephone: 024 7683 4324
e-mail: TrafficManagement@coventry.gov.uk

Unite Union

(Coventry Taxi Trade Representatives)
02476 227361)

Coventry City Council Planning Service

Place Directorate.
Tower Block Earl Street
Coventry CV1 4LF
Telephone: 024 7683 1212
e-mail: planning@coventry.gov.uk

Radio Communications Agency

New King's Beam House
22 Upper Ground
London SE1 9SA
24 hour enquiries: 0171 211 0211

Responsible Authority Contacts

Chief Officer of Police:

West Midlands Police
Little Park Street
Coventry CV1 2JX
Telephone: 024 7653 9097

cv_licensing@west-midlands.pnn.police.uk

Safeguarding Children Board

Social Services & Housing
Chairing and Reviewing Service
PO Box 15,
Earl Street
Coventry
CV1 5RR

safeguardingchildrenlicensing@coventry.gov.uk

Planning Authority

Coventry City Council
PO Box 15
Earl Street
Coventry
CV1 5RR

planning@coventry.gov.uk

Appendix 2

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 Stretched Limousine Vehicle Proprietors Conditions of Licence

1. All bookings for a licensed limousine must be on an 'exclusive hire' basis and be taken by a licensed Private Hire Operator.
2. Each vehicle will only be licensed by the Council if it is:
 - Suitable in type, size and design;
 - Not of a design and appearance whereby it could be confused with a hackney carriage;
 - In a suitable mechanical condition;
 - Safe and comfortable;
 - Insured for private hire use not just for weddings and funerals.
3. A stretched limousine for the purpose of licensing in Coventry shall be a vehicle modified as a stretched vehicle, such as a Ford Lincoln, Ford Excursion, Cadillac, Volvo or Mercedes, by a converter approved by the manufacturer.
4. The criteria for licensing these vehicles by Coventry City Council will be the same as for private hire vehicles subject to the following amended conditions
 - The vehicle will be licensed for a maximum of eight passengers;
 - Tinted windows must comply with the Road Vehicles (Construction & Use) Regulations 1986 in so far as the windscreen and front side windows are concerned;
 - The vehicle may be left hand drive provided it is fitted with a forward-facing camera on the offside of the vehicle (such as in the wing mirror) and a monitor displaying video from the camera and visible to the driver;
 - A seat belt must be fitted for each seat in accordance with the Construction and Use Regulations and must be used by passengers;
 - Each passenger must be able to exit the vehicle on both sides of the vehicle by either a door or an emergency window exit. Childproof locks which prevent egress from the rear of the vehicle shall not be fitted or if fitted, shall be permanently disabled;
 - The vehicle will be required to pass a vehicle inspection, before licensing and at four monthly intervals, to a standard set by the City Council at a City Council nominated garage/MOT testing station;
 - Where alcohol is supplied it must be authorised under the Licensing Act 2003 and no alcohol shall be supplied to any person below the age of 18.
 - A notice, authorized by the Taxi Licensing Office, must be displayed so that it is visible to all the passengers denoting that the vehicle is licensed as a private hire vehicle and that any complaints should be addressed to the Taxi Licensing Office. An additional notice, authorized by the Taxi Licensing Office, must be displayed on the front windscreen (but not in the swept area) advising pedestrians that the vehicle is licensed by Coventry City Council.
5. As with Executive Hire Private Hire Vehicles, the plate identifying the vehicle as a Private Hire Vehicle, in accordance with section 48 of the Local Government (Miscellaneous Provisions) Act 1976, will not have to be displayed on the rear but may alternatively be fitted in a conspicuous position on the inside of the vehicle. The vehicle will also not be required to display yellow/black window stickers apart from the notice on the windscreen.
6. The correct type of tyres of both the appropriate size and the correct weight loading must be fitted.

Private Hire Novelty Vehicles (including fire engines) Proprietors Conditions of Licence

1. That whenever passengers are entering or leaving the vehicle, physical assistance is provided to ensure their safety
2. Suitable signage is to be clearly displayed within the passenger cab advising passengers not to embark or disembark the vehicle without assistance from the operators/crew.
3. That the restrictions on access to disabled persons be advised to passengers at the time of booking and in any promotional literature.
4. That seatbelts be provided for all passengers.
5. That if there is a blue light and siren on the vehicle it is permanently disabled. (must comply with regulation 16 of the Road Vehicles Lighting Regulations. 1989)
6. That all external lockers on the vehicle be secured to prevent access by passengers or the public.
7. That the floor area in the passenger compartment of the vehicle be kept clear and unobstructed at all time.
8. That additional steps be carried and used on the vehicle to facilitate access to and egress from the vehicle.
9. That no person involved in operating the vehicle shall wear any clothing that might lead a member of the public to believe that the person is an officer of the fire service.
10. A full risk assessment relating to the operation of the vehicle for private hire purposes shall be forwarded to the Council prior to the issue of the licence.

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. be over 21 years of age
- b. 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 Hackney Carriage Vehicles.

Conditions attached to the grant of a Private Hire Operator's Licence

1. Journey Records

- (i) The records required to be kept by the operator under section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976, shall be kept in a bound book with consecutively numbered pages, or any other approved system (e.g. but not limited to computers and other automated systems such as computers or "Apps").
- (ii) Approval to use a system other than a bound book shall be obtained from the Licensing Office, in writing and prior to installation taking place.
- (iii) The operator shall, in the record referred to above, enter or cause to be entered therein, before the start of each journey, the following particulars of every booking received:
 - (a) date on which the booking is made and, if different, the date of the proposed journey;
 - (b) time of booking;
 - (c) time job was allocated to driver;
 - (d) time of passenger pick-up (POB);
 - (e) name of hirer;
 - (f) point of pick up and destination;
 - (g) driver's unique call sign or name;
 - (h) where requested, any fare agreed or estimated for the journey;
 - (i) details of any sub-contractor used.
- (iv) All entries shall be made and maintained in a coherent and legible way using clear written English.
- (v) Paper records

All records shall be retained in their original state with any alterations made clearly identifiable.
- (vi) Computer records and automated systems

Where Data is inputted into a computer or stored within an automated system alterations or deletions are not permitted. Provisions should be in place to allow officers access to information immediately by producing a clear print out of all bookings received and / or via remote access. Where solely automated (web based) systems are used remote access must be provided to the Council for provision of all information which would otherwise be available through a manual or other system,
- (vii) Journey bookings may only be accepted from the business address stipulated on the operator's licence.
- (viii) All types of journey records shall be held and secured at the operator's business address and on their computer or automated system where used and shall be made immediately accessible at all reasonable times to an authorised council officer or police constable at that address.

2. Call Signs

The operator shall allocate one call sign only to each driver operated by him/her. The call sign shall be unique to the driver.

3. Records

- (i) The operator shall hold and retain a copy of the current local authority licence relating to any vehicle that is being operated and of any driver who is driving such a vehicle.
- (ii) In addition to the above, records shall be kept of the particulars of all proprietors, their vehicles and of drivers being operated. These particulars shall include the following:
 - (a) vehicle registration number;
 - (b) local authority licence plate number;
 - (c) colour, make and model of each vehicle;
 - (d) name and address of proprietor;
 - (e) the date on which the vehicle became available to the operator;
 - (f) the date on which the vehicle ceased to be available;
 - (g) current and continuous certificate of insurance or cover note relating to vehicle.
- (iii) Proprietor/vehicle records
 - (a) vehicle registration number;
 - (b) local authority licence plate number;
 - (c) colour, make and model of each vehicle;
 - (d) name and address of proprietor;
 - (e) the date on which the vehicle became available to the operator;
 - (f) the date on which the vehicle ceased to be available;
 - (g) current and continuous certificate of insurance or cover note relating to vehicle.
- (iv) Driver records
 - (a) name and address of driver;
 - (b) driver's contact telephone number (if applicable);
 - (c) driver's unique call signs;
 - (d) photocopy of the driver's badge showing a true likeness.
- (v) The driver and vehicle records referred to above shall be held and secured at the operator's business address and shall be immediately available at the request of an authorised council officer or police constable at all reasonable times.

4. Complaints Record

- (i) The operator, on receipt of a complaint, shall document in a suitably bound book or on any other approved system the following information:
 - (a) name of driver(s) implicated in the complaint;
 - (b) badge number of driver;
 - (c) vehicle registration number;
 - (d) facts of allegation including complaints of dissatisfaction with service delivery or any alleged breach of contract with the operator;
 - (e) date complaint made;
 - (f) date investigation was completed;
 - (g) action taken;
 - (h) contact details of complainant.
- (ii) Prior to obtaining the above mentioned complaint details, the operator shall inform the complainant that on the request of an authorised council officer, or police constable, all relevant information may be made available for inspection in person and/ or on their computer or automated system where used and may be used as evidence at a later date.
- (iii) The complaint records referred to above shall be held and secured at the operator's business address and shall be immediately available at the request of an authorised council officer or police constable at all reasonable times

5. Storage/Accessibility of all Records

- (i) The operator shall keep all driver, vehicle, journey and complaint records for a period of not less than 12 months following the last date of entry. At the request of an authorised

officer, or police constable, these records shall be made immediately available for inspection at all reasonable times.

- (ii) The operator shall provide to the Licensing Office, on the first day of each month, a current list of all licensed vehicles and drivers operated by him or her in the format required by the Licensing Office.

6. Managers

- (i) Operators shall be required to inform the Licensing Office, in writing, of the name, home address and contact telephone number of a manager prior to him or her commencing duties or as soon as is practicable thereafter. This person shall be available to be contacted at all reasonable times.
- (ii) A manager shall be over the age of 18 years and be fully conversant with the conditions attached to this operator's licence.

7. Premises

- (i) Public waiting areas and booking rooms shall be clean, adequately heated and ventilated during the hours of business and at all times shall comply with relevant health and safety requirements.
- (ii) The operator shall ensure, where a waiting area is provided for the use of prospective passengers, that adequate seating is available.
- (iii) The operator shall only operate from that business address disclosed on his or her current operator's licence application form or as disclosed under paragraph (v) below.
- (iv) The operator shall act within the terms of any deemed or express planning permission relating to the address he or she operates from.
- (v) Any change to an operator's current operating or home address must be disclosed in writing to the Licensing Office no later than 7 days before the change takes place.
- (vi) Appropriate public liability Insurance is required for premises which are open to the public.
- (vii) Operator's premises located outside of Coventry must have their offices within a reasonable distance to ensure that officers can access records quickly and efficiently

8. Convictions

Within 14 days of an operator being convicted or receiving a police caution for an offence he/she shall disclose to the council in writing details of the conviction or caution imposed on him/her (or if the operator is a company or partnership, any imposed on the company or on any of the directors or partners), during the period of the licence.

9. Notifying the Council of Material Changes

Any material change to your business must be communicated to the Licensing Office in writing prior to the change taking place. A material change may be defined as a change in any of the particulars disclosed on your current operator's licence application form.

10. Standard of Service

- (i) The operator shall ensure that when a licensed vehicle has been hired to be in attendance at an appointed date, time and place the hirer shall be informed, prior to

acceptance of the booking, of any likelihood of delay in fulfilling the contractual terms.

- (ii) Where there is likely to be any delay in fulfilling a contract with a hirer the operator shall communicate to the hirer an accurate estimate of the time when a vehicle will be provided.

11. Lost Property

- (i) The operator shall deal with lost property in one of three ways:
 - (a) make every effort to return lost property which is found at either the operating premises or in any vehicle used to carry out a booking accepted by him/her or;
 - (b) hand lost property to the nearest police station as soon as is practicable thereafter or;
 - (c) after completing (a) above, dispose of lost property if perishable.

12. Transferring a Licence

This licence may not be transferred to another named individual, partnership or company. In the event of the death or bankruptcy of a personal licence holder or the insolvency, winding up or dissolution of a company or partnership licence holder this licence shall immediately become null and void. Any change in a named operator may only be effected by an application for a fresh operator's licence.

13. Appropriate Training of Staff on their Duties & Responsibilities to the Disabled Community

Staff working for operators taking private hire bookings must undertake training in order to understand their duties to disabled persons, so that they understand the issues of communicating with disabled persons and so that they can arrange an appropriate vehicle for those with a particular requirement or need.

INSPECTION OF PREMISES

An inspection will be conducted of the business premises named on your application form. This inspection will be carried out when you apply for a 'First Grant' or a 'Re-Grant' licence.

Officers will expect the premises to be clean and in good order. If members of the public are to be allowed to wait on the premises it must be in a satisfactory condition for their comfort and safety.

The 'Health and Safety Executive', a Government Department, not part of your Local Authority, has certain powers to enforce health and safety regulations and may also visit premises in order to enforce their regulations.

Public Liability Insurance is a core requirement for businesses. It protects you for your actions whilst at work. It covers any damages that a member of the public may be awarded as a result of injury or damage to them or their property caused by your business. It also covers legal fees and other expenses to do with defending any claim. It is the responsibility of the licence holder to take out insurance cover adequate for the size of the operating premises named on the private hire operating licence. It is advisable that a risk assessment is undertaken to establish what would constitute adequate cover.

Criteria for Private Hire Operators own stickers on doors

If any PHO wishes to advertise their services using their own sticker they will be allowed to do this subject to a maximum width of 450mm and a maximum height of 300mm. This will be limited to a maximum of two PHOs. If one PHO's own sign this must be displayed externally on the nearside and offside rear doors (with the traditional current sign being externally displayed on the nearside and offside front doors).^{*} If two PHO's own sign one PHO must be displayed externally on the nearside and offside rear doors and the other PHO own sign must be displayed externally on the nearside and offside front doors.

These signs would display;

- 1) Coventry City Council's Coat of Arms
- 2) PHO's name
- 3) PHO telephone number and/or email, if required
- 4) PHO's logo Digital Distribution Service(s) logos (e.g. Google Play or the App Store), if required
- 5) "Pre-Bookings Only"

This will be in addition to Coventry City Council's normal

If there are two PHOs with their own stickers, then the current signage will be dispensed with. It should be noted that the PHV also displays external & internal smaller window stickers (with the licence plate number and registration number of the vehicle) and also displays a plate on the rear so that members of the public outside and inside can identify the vehicle. These signs will still be required, however if there is only 1 PHO advertising with their own sticker then the sign will not be advertising the PHO's Digital Distribution Service logo.

Coventry City Council does not allow magnetic signage on their vehicles.

^{*} The traditional sign will display:

- 1) Coventry City Council's Coat of Arms;
- 2) Vehicle Licence Plate Number (e.g. PV0001) and the vehicle registration plate number (e.g. B999WMP);
- 3) Name of the PHO and their landline telephone number;
- 4) "Pre-Bookings Only"; and
- 5) "Private Hire".

Appendix 3



ADVERTISING GUIDELINES FOR PRIVATE HIRE & HACKNEY CARRIAGE VEHICLES

FORM 110

Data Protection: We will use the information provided to process your request for a licence, for updating or to take enforcement action. The information is used to ensure the safety of the public and to protect public may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 7 years with our retention and disposal schedule. More information on how we handle personal information and your under the data protection legislation can be found on our Privacy Notice at; http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_notice

Private Hire Vehicles

No advertising is allowed outside or inside private hire vehicles licensed in Coventry other than stickers/notices approved/required by the Taxi Licensing Office.

Hackney Carriage Vehicles

The following are the conditions for advertising on the outside or inside of hackney carriage vehicles licensed in Coventry.

1. GENERAL

- a) Suitable advertisements may be displayed on or in hackney carriages, subject to written approval from the Taxi Licensing Office being obtained before advertisements are applied to vehicles.
- b) Advertisements must be of a form and quality that cannot become easily soiled, defaced or detached.
- c) Advertisements must be affixed directly onto the body of the hackney carriage or initially attached to an approved magnetic panel, which is then attached to the vehicle.

2. EXTERIOR ADVERTISING

- a) Exterior advertising may be displayed on the bodywork of the vehicle.
- b) Where full livery advertising is proposed, or where an advertisement runs across more than one panel, provision must be made for the immediate replacement of any damaged panel(s). Hackney carriages will not be permitted to work with damaged or unmatched panels, nor will they be accepted for re-licensing in this condition.
- c) Advertising involving the fixing of a structure, board, roof or other type of fixture, which significantly alters the original shape of the vehicle, shall not be allowed.
- d) Advertising on the boot lid, which in any way obscures the hackney carriage licence plate shall not be allowed.
- e) An external advertisement containing the name and company for which

vehicle is working may be displayed on either side of the vehicle on the area along the roof edges/along the top of the doors.

3. INTERIOR ADVERTISING

- a) Advertisements may only be displayed within the passenger compartment on the base of the occasional (flip up) seats and along the bulkhead above the passenger/driver partition.
- b) Occasional seat advertisements must be encapsulated in clear, non-flammable plastic.
- c) No material may be placed on the driver/passenger partition other than notices approved by the Taxi Licensing Office or that set out in section d) below.
- d) A flat multimedia screen (e.g. LCD TV) will be permitted, no larger than 11"/280mm across the diagonal, on the partition screen behind and above the driver's head, facing the passenger, displaying advertising and images from CCTV installed in the vehicle. The advertising content must conform to the requirements in section 5 below and no audio/sound will be allowed. A technical assessment by a recognised organisation in vehicle safety, or certification by the equipment manufacturer/installer or the vehicle manufacturer must be supplied, covering the safety implications of the multimedia screen and accompanying equipment.

4. WINDOW ADVERTISING

- a) One advertisement, no larger than 450mm wide and 80mm deep, may be displayed at the top of the rear window containing the company name and telephone number supplying journey bookings.
- b) Additionally, an advertisement no larger than 1200mm wide and 200mm deep may be displayed in the rear window. The advertisement must be of an approved material (e.g. dot matrix style), visible only from outside the vehicle and must not obstruct vision.
- c) Advertising material must be maintained in a good condition at all times. Advertisements should be correctly fitted and sealed to prevent the egress of water on to the advertising materials. Any advertisement that retains water or obscures rear vision should be removed from the vehicle.

5. ADVERTISEMENT CONTENT

- a) All advertisements must comply with the UK's Advertising Standards Authority's Advertising Codes and it is the responsibility of the hackney carriage proprietor to make sure that they do so.
- b) Each proposal shall be considered upon its own merits but the following advertisements WILL NOT BE APPROVED:
 - i) those of a political, racial, religious, sexist or controversial nature;
 - ii) those for escort agencies, gaming establishments (with the exception of bingo halls), sex shops or massage parlours;
 - iii) those displaying nude or semi-nude human figures;
 - iv) those promoting the use of drugs or consumption of alcoholic drinks;
 - v) those promoting the use of tobacco or other smoking related products;
 - vi) those likely to offend public taste;
 - vii) those depicting men, women or children as sex objects;
 - viii) those depicting direct and immediate violence;
 - ix) those which may be regarded as promoting any racist individual, group or organisation, or any racist message or activity.

COMMITTEE

TLO OFFICER GUIDANCE FOR REFERRAL TO THE COMMITTEE

The Licensing and Regulatory Committee has the authority to delegate some licensing decisions directly to the officers of the Taxi Licensing Office (TLO). When officers make decisions resulting in refusal, revocation or suspension of a licence you will be notified in writing of the decision, the reason for it and any rights of appeal.

In some situations the staff of the TLO are not authorised to make a decision in connection with an application or a current licence. In these situations the application or licence will be referred to the Licensing and Regulatory Committee. As a general guide the following charts indicate if your application or licence will be referred to the Committee. However, there may be circumstances where an application for a licence or a current licence will be referred to the Committee even where the guidance below indicates otherwise.

Convictions & Cautions (Except driving convictions and fixed penalty endorsements - see below)

| Conviction/Caution/Sentence | Interval | Refer to Committee? |
|--|---|----------------------------|
| Convicted of crime resulting in death or was intended to cause the death or serious injury of another person | Always referred | Yes |
| Convicted of crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual (includes slavery, child sexual abuse, exploitation, grooming, psychological, emotional or financial abuse) | Always referred | Yes |
| Convicted of any offence involving or connected with illegal sexual activity or who is currently on the Sex Offenders Register or any barred list. | Always referred | Yes |
| Imprisonment for a term exceeding 48 months | Always referred | Yes |
| Offences involving violence against the person. | Less than 10 years since sentence completed | Yes |
| Conviction for, or related to, supply or drugs, or possession with intent to supply or connected with possess with intent to supply. | “ “ | Yes |

| | | |
|---|--|-----|
| Possession of a weapon, or any other weapon offence | Less than 7 years since sentence completed | Yes |
| Dishonesty an element of an offence | “ “ | Yes |
| Conviction involving or connected with discrimination in any form | “ “ | Yes |
| Conviction for driving or driving under the influence of drugs | “ “ | Yes |
| Conviction for possession of drugs or related to the possession of drugs | Less than 5 years since sentence completed | Yes |
| Using a hand-held mobile telephone or hand-held device whilst driving | “ “ | Yes |
| Imprisonment for a term exceeding 30 months but not exceeding 48 months | Less than 7 years since sentence completed (or 42 months if aged under 18 at time of conviction) | Yes |
| Imprisonment for a term exceeding 6 months but not exceeding 30 months | Less than 4 years since sentence completed (or 2 years if aged under 18 at time of conviction) | |
| Removal from HM Service | Less than 12 months since conviction (or 6 months if aged under 18 at time of conviction) | |
| Imprisonment for a term not exceeding 6 months | Less than 2 years since sentence completed (or 18 months if aged under 18 at time of conviction) | Yes |
| Conditional Caution | Less than 3 months since caution given or terms discharged | Yes |
| Simple Caution | Never referred | No |
| Fine | Less than 1 year since conviction (or 6 months if aged under 18 at time of conviction) | Yes |
| Community Order | | |
| Conditional Discharge or Bound Over (When imposed as a sentence for an offence for which they have been convicted) | Where order still in effect | Yes |

Driving Convictions and Fixed Penalty Endorsements

| Conviction/Sentence/Endorsement | Interval | Refer to Committee? |
|---|---|---------------------|
| A conviction/endorsement resulting in 4 or more penalty points. | If endorsed on licence. (See 'Endorsements Information' below) | Yes |
| A total of 7 or more penalty points. | If endorsed on licence. (See 'Endorsements Information' below) | Yes |
| Offences involving Drink or Drugs. | Less than 5 years since conviction | Yes |
| A disqualification from driving for a single offence. | Less than 4 years since conviction | Yes |
| A disqualification from driving under totting-up. | Less than 4 years since conviction | Yes |
| A Fine without any penalty points. (e.g. non-endorsable offence) | Less than 4 years from the date of offence | Possibly |

All Convictions & Cautions

| Conviction/Caution/Sentence | Interval | Refer to Committee? |
|---|----------|---------------------|
| Any conviction or caution that casts doubt on your suitability to hold a licence. | N/A | Yes |

| | | |
|--|-----|----------|
| Where there is a history of convictions and/or cautions. | N/A | Probably |
|--|-----|----------|

| Other Reasons | Refer to Committee? |
|---|---------------------|
| If you have been living in the United Kingdom for less than 5 years. | Possibly |
| If you have made a false declaration (given incorrect information). | Yes |
| If you have had a number of taxi related complaints made against you. | Probably |
| If you have had a serious taxi related complaint made against you. | Yes |

Endorsements Information

Endorsements remain on a licence for 11 years from date of conviction if the offence is:

- drinking/drugs and driving (shown on the licence as **DR10, DR20, DR30** and **DR80**).
- causing death by careless driving whilst under the influence of drink/drugs (shown on the licence as **CD40, CD50** and **CD60**).
- causing death by careless driving, then failing to provide a specimen for analysis (shown on the licence as **CD70**).

or 4 years from date of conviction if the offence is as listed below:

- reckless/dangerous driving (shown on the licence as **DD40, DD60** and **DD80**),
- offences resulting in disqualification.
- disqualified from holding a full licence until a driving test has been passed.

or 4 years from the date of offence in all other cases.

Do not fail to declare a conviction or caution to avoid your application or licence being referred to the Committee. Unfortunately, if your application is referred to Committee, it will be delayed. The Committee can also be asked to review the licence held by a driver if a driver has been convicted for an offence, been cautioned or had complaints made against him/her. If your application or licence is referred to the Committee then you will be told in writing and the procedures will be explained to you. When an application or an existing licence holder is referred to the committee, the Committee members take the 'Relevance of Convictions' guidelines into consideration when making their decision to grant, refuse to grant, suspend, or revoke a licence.

GUIDANCE FOR THE COMMITTEE WHEN MAKING DECISIONS ON A SUBMITTED REPORT

GUIDELINES ON THE RELEVANCE OF CONVICTIONS ETC

The following are the guidelines adopted by the City Council on 26 January 2022, regarding the relevance of criminal convictions, cautions, fixed penalty endorsements, complaints and false declarations to becoming or remaining licensed as a Hackney Carriage or Private Hire driver in Coventry. The Licensing Committee of the City Council consider these guidelines when making their decision to grant, refuse to grant, renew, refuse to renew, suspend, or revoke a licence.

General Principles

1. Each case will be decided on its own merits.
2. The overriding consideration shall be the protection of the public and all other matters, including unemployment, shall be secondary to the public safety factor.
3. An individual with a conviction for one or more criminal offences need not be permanently barred from obtaining a licence, but should be expected to remain free of further convictions for the periods indicated in these guidelines before an application is favourably entertained. In making a decision, the licensing authority shall take into consideration the number of convictions/cautions, the nature and circumstances of each offence, the age of each conviction/caution, the age of the individual at that time and whether the individual's circumstances have since changed, any mitigating circumstances, any aggravating factors and any other relevant factors.
4. Offences which took place many years in the past may often have less relevance than recent offences. Similarly, a series of offences over a period of time is more likely to give cause for concern than an isolated minor conviction. Offences where the victim was a passenger will be regarded with particular concern.
5. The authority generally considers that offences committed by licensees should be regarded more seriously than offences committed by individuals when not licensed. This is because current licensees have previously been judged as fit and proper and are aware of the standards required of them and are expected to maintain those high standards of personal conduct.
6. Convictions/cautions are considered equally relevant to both hackney carriage and private hire drivers. Cautions are treated in a similar way to convictions since an individual must have admitted the offence in question in order to have received a caution.
7. Where the following specific guidelines indicate that the authority may suspend a licence it may do so in circumstances where, despite being satisfied as to an individual's basic suitability to be licensed, the authority still feels it has reasonable cause to strongly register its disapproval of an individual's conduct and to discourage any future repetition of such conduct.
8. These guidelines may be referred to when considering complaints against individuals, or additional information included in the DBS disclosure by the police, where the nature of that complaint or additional information is of a similar nature to the matters covered by these guidelines.

- 9 The guideline at F6 may be referred to when considering cases of false declaration where the individual has not been prosecuted.

Specific Guidelines

- 10 The following specific guidelines afford an indication of how particular cases involving the consideration of convictions or cautions are likely to be dealt with. Where an individual has more than one conviction/caution recorded against them, the authority will consider the number and nature of convictions and may not necessarily regard the period of time that has elapsed since the last conviction as being sufficient to demonstrate the individual's fitness to be licensed. The following guidelines are not binding on the authority and it is free to depart from them where the particular circumstances of an individual case make it appropriate to do so:-

A Traffic Offences

Hackney Carriage and Private Hire Vehicle Drivers are professional drivers. In addition to their duty of care to other road users, they have responsibility for the safe transport of their passengers, and traffic offences should be considered carefully.

| OFFENCES | | COMMITTED WHILST NOT LICENSED BY COVENTRY CITY COUNCIL | | COMMITTED WHILST LICENSED BY COVENTRY CITY COUNCIL | | |
|----------|---|---|---|---|---|---|
| | | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (First Grant/Re-Grant) | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (Renewal/First Grant/Re-Grant) | Guideline for Licensee (Current licence holder) |
| A.1 | Minor speeding offences up to 3 points. Minor motorway offences. Pedestrian crossings. Traffic direction & signs. | 3 years. | Grant with verbal warning. (Normally delegated to officers) | 3 years. | Grant with verbal warning. (Normally delegated to officers) | Verbal warning. (Normally delegated to officers) |
| A.2 | Major speeding offences 4 to 6 points. Major motorway offences. Construction and Use offences. Licence offences. Leaving a vehicle in a dangerous position. Defective eyesight. | 3 years. | Grant with written warning. | 4 years. | Grant with written warning or grant and suspend for up to 3 months*. | Written warning or suspend for up to 3 months. |
| A.3 | Insurance offences. Disqualified Driver offences. Aggravated taking of a vehicle. | 3 years. | Grant with written warning or grant and suspend for up to 3 months*. | 4 Years. | Grant with written warning or grant and suspend for up to 4 months*. | Written warning or suspend for up to 4 months. |

| | | | | | | |
|-----|---|--|--|--|--|--|
| A.4 | Careless driving offence. Failing to report/stop after an accident. | 3 years. | Grant with written warning or grant and suspend for up to 4 months*. | 4 Years. | Grant with written warning or grant and suspend for up to 6 months*. | Written warning or suspend for up to 6 months. |
| A.5 | Disqualification due to totting up. | 2 years from end of disqualification period. | Refuse. | 3 years from end of disqualification period. | Refuse. | Revoke. |
| A.6 | Reckless/Dangerous Driving offences. | 3 years. | Refuse. | 4 Years. | Refuse. | Revoke. |
| A.7 | Using a handheld mobile telephone or handheld device when driving. | 5 years. | Refuse. | 5 years. | Refuse. | Revoke. |
| A.8 | Drink or Drugs driving offences. | 7 years. | Refuse. ** | 7 years. | Refuse. ** | Revoke. ** |

* Subject to any right of appeal, a period of suspension shall run from the date of the Licensing Committee hearing or the date by which all application requirements have been met, whichever is the later.

** Any applicant may also have to undergo drugs testing, at their own expense, to demonstrate that they are not using controlled drugs.

B Drug Offences

Drug related offences should be carefully considered as Hackney Carriage and Private Hire Vehicle Drivers are professional drivers and are expected to be fully in control of themselves and their vehicles whilst working or they may have close contact with vulnerable members of the public, e.g. children, young adults and addicts.

| OFFENCES | | COMMITTED WHILST NOT LICENSED BY COVENTRY CITY COUNCIL | | COMMITTED WHILST LICENSED BY COVENTRY CITY COUNCIL | | |
|----------|--|--|---|--|---|--|
| | | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (First Grant/Re-Grant) | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (Renewal/First Grant/Re-Grant) | Guideline for Licensee (Current licence holder) |
| B.1 | Drug conviction/caution for possession of drugs or related to the possession of drugs | 5 years. | Refuse. * | 5 years. | Refuse. * | Revoke. * |
| B.2 | Drug conviction/caution for the supply of drugs, or possession with intent to supply or connected with possession with intent to supply. | 10 years. | Refuse. * | 10 years. | Refuse. * | Revoke. * |

- * Any applicant may also have to undergo drugs testing, at their own expense, to demonstrate that they are not using controlled drugs.

C Sexual Offences

As Hackney Carriage and Private Hire Vehicle Drivers often carry unaccompanied or vulnerable passengers, applicants with convictions/cautions for sexual offences should be refused a licence until they can show a substantial period free of such conviction/caution. Licensees should have their licence revoked and not be re-granted a licence until a similar substantial period has elapsed.

| OFFENCES | | COMMITTED WHILST NOT LICENSED BY COVENTRY CITY COUNCIL | | COMMITTED WHILST LICENSED | | |
|----------|---|--|---|--|---|--|
| | | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (First Grant/Re-Grant) | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (Renewal/First Grant/Re-Grant) | Guideline for Licensee (Current licence holder) |
| C.1 | Any sexual offence or currently on the Sex Offenders Register or any barred list. | No time limit. | Refuse. | No time limit. | Refuse. | Revoke. |

D Violence Offences

As Hackney Carriage and Private Hire Vehicle Drivers have close contact with the public, applicants with convictions/cautions for violence offences should be refused a licence until they can show a substantial period free of such behaviour. Licensees should have their licence revoked and not be re-granted a licence until a similar substantial period has elapsed.

| OFFENCES | | COMMITTED WHILST NOT LICENSED BY COVENTRY CITY COUNCIL | | COMMITTED WHILST LICENSED BY COVENTRY CITY COUNCIL | | |
|----------|-----------------------|--|---|--|---|--|
| | | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (First Grant/Re-Grant) | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (Renewal/First Grant/Re-Grant) | Guideline for Licensee (Current licence holder) |
| D.1 | Assault/Battery. | 3 years. | Grant and suspend for up to 4 months* or Refuse. | 4 years. | Grant and suspend for up to 6 months* or Refuse. | Suspend for up to 6 months or Revoke. |
| D.2 | Grievous bodily harm. | 4 years. | Refuse. | 5 years. | Refuse. | Revoke. |
| D.3 | Wounding. | 5 years. | Refuse. | 6 years. | Refuse. | Revoke. |
| D.4 | Threats to kill. | 7 years. | Refuse. | 8 years. | Refuse. | Revoke. |
| D.5 | Manslaughter/Murder. | 10 years | Refuse. | 15 years | Refuse. | Revoke. |

- * Subject to any right of appeal, a period of suspension shall run from the date of the Licensing Committee hearing or the date by which all application requirements have been met, whichever is the later.

E Dishonesty Offences

Hackney Carriage and Private Hire Drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for a driver to defraud the public by demanding more than the legal fare etc. Overseas visitors can be confused by the change in currency and be considered “fair game” for an unscrupulous driver. For these reasons, a serious view should be taken of any conviction involving dishonesty.

| OFFENCES E.g. Theft, Burglary, Handling, Fraud, Forgery, Deception, Making a false statement, Using a conveyance without authority, etc. | | COMMITTED WHILST NOT LICENSED BY COVENTRY CITY COUNCIL | | COMMITTED WHILST LICENSED BY COVENTRY CITY COUNCIL | | |
|--|--|---|--|---|--|---|
| | | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (First Grant/Re-Grant) | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (Renewal/First Grant/Re-Grant) | Guideline for Licensee (Current licence holder) |
| E.1 | Any dishonesty offence or where dishonesty is an element of the offence. | 7 years. | Refuse. | 7 years. | Refuse. | Revoke. |

- * Subject to any right of appeal, a period of suspension shall run from the date of the Licensing Committee hearing or the date by which all application requirements have been met, whichever is the later.

F Hackney Carriage/Private Hire Offences

Hackney Carriage and Private Hire Drivers are expected to operate within the laws governing their trade and comply with the requirements and policies of Coventry City Council.

| OFFENCES Covered by the:- Local Government (Miscellaneous Provisions) Act 1976. Town Police Clauses Act 1847 Any relevant Coventry Local Byelaws. | | COMMITTED WHILST NOT LICENSED BY COVENTRY CITY COUNCIL | | COMMITTED WHILST LICENSED BY COVENTRY CITY COUNCIL | | |
|--|--|---|--|---|--|---|
| | | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (First Grant/Re-Grant) | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (Renewal/First Grant/Re-Grant) | Guideline for Licensee (Current licence holder) |
| F.1 | Any other contravention not mentioned below. | 3 years. | Grant with written warning or grant and suspend for up to 3 months*. | 3 years. | Grant with written warning or grant and suspend for up to 3 months*. | Written warning or suspend for up to 3 months. |
| F.2 | Plying for hire when | N/A. | N/A. | 3 years. | Grant with | Written |

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|-----|--|----------|--|----------|--|--|
| | licensed as a Coventry private hire driver. | | | | written warning or grant and suspend for up to 3 months*. | warning or suspend for up to 3 months. |
| F.3 | Not wearing ID. | 3 years. | Grant with written warning or grant and suspend for up to 6 months*. | 3 years. | Grant with written warning or grant and suspend for up to 6 months*. | Written warning or suspend for up to 6 months. |
| F.4 | Plying for hire whilst licensed in another district. | 3 years. | Refuse. | N/A. | N/A. | N/A. |
| F.5 | Obstructing an officer. | 3 Years. | Refuse. | 3 years. | Refuse. | Revoke. |
| F.6 | False Declaration. | 3 Years. | Grant and suspend for up to 6 months* or Refuse. | 3 years. | Grant and suspend for up to 6 months* or Refuse. | Suspend for up to 6 months or Revoke. |
| F.7 | Driving without any private hire or hackney carriage driver's licence. | 5 Years. | Refuse. | N/A. | N/A. | N/A. |
| F.8 | Wheelchair not secured safely/correctly and/or loading procedures not carried out safely/correctly | N/A | N/A | 2 years. | Grant and suspend for up to 6 months* or Refuse. | Suspend for up to 6 months or Revoke. |
| F.9 | Refusal to take card payments | N/A | N/A | 2 years. | Grant and suspend for up to 6 months* or Refuse. | Suspend for up to 6 months or Revoke. |

* Subject to any right of appeal, a period of suspension shall run from the date of the Licensing Committee hearing or the date by which all application requirements have been met, whichever is the later.

G Other Offences

This section includes offences which do not easily fit within one of the above categories but are considered relevant to the suitability of an individual to hold a Hackney Carriage and/or Private Hire Drivers licence.

| OFFENCES | | COMMITTED WHILST NOT LICENSED BY COVENTRY CITY COUNCIL | | COMMITTED WHILST LICENSED BY COVENTRY CITY COUNCIL | | |
|----------|---|---|---|---|---|--|
| | | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (First Grant/Re-Grant) | Period since Conviction, Caution or completion of Custodial Sentence during which the guideline will apply | Guideline for Applicant (Renewal/First Grant/Re-Grant) | Guideline for Licensee (Current licence holder) |
| G.1 | Perverting the course of justice. | 4 years. | Refuse. | 5 years. | Refuse. | Revoke. |
| G.2 | Arson. | 4 years. | Refuse. | 5 years. | Refuse. | Revoke. |
| G.3 | Possession of a weapon or any other weapon offence. | 7 years | Refuse. | 7 years | Refuse. | Revoke. |
| G.4 | Public order offences including Riot, Violent Disorder, Affray, Harassment, Threatening abusive insulting words or behaviour etc, Drunk and Disorderly, Breach of the Peace, Obstruct police. | 3 years. | Grant and suspend for up to 3 months* or Refuse. | 4 years. | Grant and suspend for up to 6 months* or Refuse. | Suspend for up to 6 months or Revoke. |
| G.5 | Criminal damage. | 2 years. | Grant and suspend for up to 2 months*. | 3 years. | Grant and suspend for up to 4 months*. | Suspend for up to 4 months. |
| G.6 | Refusal to take an Assistance Dog. | 4 years. | Grant and suspend for up to 6 months* or Refuse. | 3 years. | Grant and suspend for up to 6 months* or Refuse. | Suspend for up to 6 months or Revoke. |
| G.7 | Refusal to take passenger. | 4 years. | Grant and suspend for up to 6 months* or Refuse. | 3 years. | Grant and suspend for up to 6 months* or Refuse. | Suspend for up to 6 months or Revoke. |
| G.8 | Crimes resulting in Death of another person or serious injury. | No time limit. | Refuse. | No time limit. | Refuse. | Revoke. |
| G.9 | Exploitation or any connection with abuse, exploitation, use of treatment of another individual irrespective of whether victim(s) were | No time limit. | Refuse. | No time limit. | Refuse. | Revoke. |

| | | | | | | |
|------|---|----------|---------|----------|---------|---------|
| | adults or children. This includes slavery, child sexual abuse, exploitation, grooming, psychological, emotional or financial abuse etc. | | | | | |
| G.10 | Discrimination in any form. | 7 years. | Refuse. | 7 years. | Refuse. | Revoke. |

- * Subject to any right of appeal, a period of suspension shall run from the date of the Licensing Committee hearing or the date by which all application requirements have been met, whichever is the later.

If you need this information in another format please contact:

Telephone: 024 7683 2183

e-mail:

taxi.licensing@coventry.gov.uk

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Public report Cabinet

Cabinet Member for City Services

23 July 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director approving submission of the report:

Director of Regeneration and Economy

Wards affected:

Lower Stoke, Cheylesmore, Binley and Willenhall

Title:

Designating Cycle Routes for Coventry South Transport Package – B4110 London Road, B4110 Humber Road and Terry Road.

Is this a key decision?

No

Executive summary:

The Coventry South Transport Package is improving connectivity between the city centre and the area by Coventry Airport, where the West Midlands Green Power Park is located. These improvements will encourage more walking, wheeling and cycling, whilst also encouraging through traffic on to roads like the A45 and A444 rather than residential roads.

Improvements are being delivered in phases. Work was completed at the Abbey Road junction in 2024 and earlier this year a section of segregated cycle track was constructed along London Road, between Abbey Road and ASDA roundabout.

The remaining sections of the package: London Road South (Tollbar End to its junction with Abbey Road), the roundabout junction between London Road, Humber Road and Allard Way (commonly known as ASDA Roundabout), and Humber Road and Terry Road (ASDA roundabout to Binley Road) include the construction of new segregated cycle tracks and, where there are constraints, shared use facilities.

Recommendations:

The Cabinet Member for City Services is recommended to:

- 1) Approve the removal of footways and construction of new footways and cycle tracks on London Road, from Tollbar End to Abbey Road, around the ASDA Roundabout, and along Humber Road and Terry Road to join onto Binley Cycleway, under Sections 65 and 66 of the Highways Act 1980 which for the purposes of identification are shown in Appendices A, B and C attached to the report.

List of Appendices included:

Appendix A: ASDA Roundabout Location Plan

Appendix B: Humber Road and Terry Road Location Plan

Appendix C: London Road South Location Plan

Appendix D: Equality Impact Assessments:

- ASDA Roundabout and London Road South – Abbey Road to Tollbar End
- Humber Road

Background papers:

None

Other useful documents:

None

Has it or will it be considered by Scrutiny?

No

Has it 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: Designating Cycle Routes for Coventry South Transport Package – B4110 London Road, B4110 Humber Road and Terry Road.

1. Context (or background)

1.1. As part of the Coventry South Transport Package, it is proposed to construct a segregated cycle track and footway along London Road between Tollbar End and the ASDA Roundabout (London Road South), around ASDA roundabout, before continuing north on Humber Road and Terry Road and connecting to the established Binley Cycle track. The works are funded through the Coventry South Sustainable Transport Package, which forms part of the Council's CRSTS (City Region Sustainable Transport Settlement) programme as approved by Cabinet in August 2022.

2. Options considered and recommended proposal

- 2.1. The recommended option for the London Road South and Humber Road and Terry Road sections include a new predominantly segregated cycle track, improved footways and signalised crossings for all road users.
- 2.2. The recommended option for the ASDA Roundabout section includes a new segregated cycleway around the roundabout with new traffic signals to allow safe crossing for pedestrians and cyclists.
- 2.3. A link road is also proposed from A4082 London Road into the ASDA development.

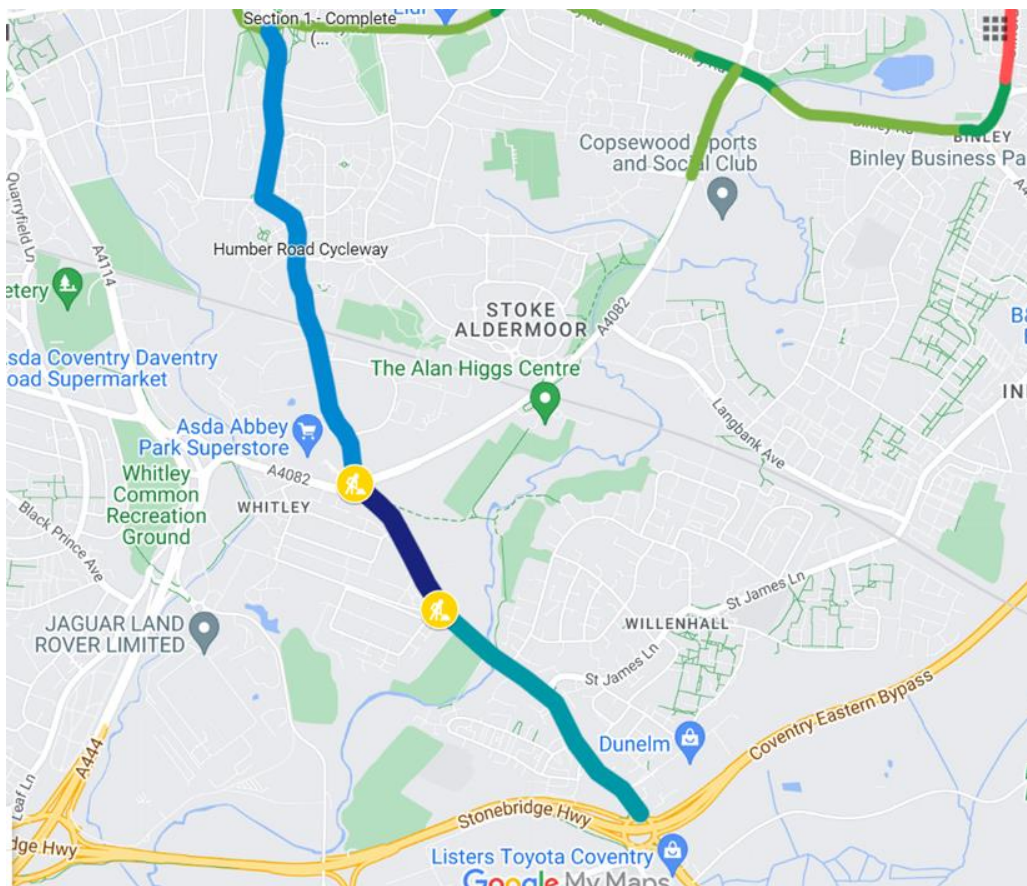


Image 1: Proposed new Cycle Tracks

- 2.4. A Stage 1 Road Safety Audit (RSA1) of the recommended proposals has been undertaken for all remaining sections. Audit recommendations have been reviewed and responded to by the designers and any necessary design changes have been implemented.

3. Results of consultation undertaken

- 3.1 The scheme has been developed as a permanent measure. The Cabinet Member for City Services, the Cabinet Member for Jobs, Regeneration and Climate Change and Cheylesmore, Binley and Willenhall and Lower Stoke Ward Members have all been briefed.
- 3.2 The sections shown in Image 1 have been scrutinised by the Disability Equality Action Partnership, comments made were responded to and where appropriate were included in the proposals.
- 3.3 A wide reaching Street newsletter drop of c.9,659 properties was undertaken in April 2025 in advance of drop-in sessions in each of the impacted ward areas. The project team also have regular meetings with the Whitley Stakeholder Group. Results of the consultation were:

Street News – Several respondents were supportive of the plans, recognising the fact that it is a very busy roundabout, and measures were being put in place to make it safer to walk, wheel and cycle around the roundabout and will link towards the Airport retail park. Concerns were that that new crossings may make crossing the ASDA roundabout a longer process and the worry of congestion build up.

Public Drop-in sessions – There were some concerns on the impact of traffic from the new signalled crossings and the reduction in lanes. Other concerns were about the time it would take pedestrians to travel around the roundabout to the crossings. Other respondents recognised this was a positive approach and that it is convenient to have the crossing at the entrance at ASDA. Along with the link road into ASDA, that will help the flow of traffic.

Let's talk online survey – the survey received 23 responses. Those in support of the plans were pleased that the plans were making it safer for both cars and cyclists as well as pedestrians. Those against felt that there is a reduction in road width and a possible increase in congestion. Others feel that there is a concern on parking and if there will be spaces taken away near Humber Road housing estate.

4. Timetable for implementing this decision

- 4.1 If approval is given for the designation, the approved schemes will be constructed in the 2025/2026 and 2026/2027 financial years.

5. Comments from the Director of Finance and Resources and the Director of Law and Governance

5.1. Financial Implications

The scheme is funded through the City Region Sustainable Transport Settlement (CRSTS) capital grant allocation of £21m for the Coventry South Sustainable Transport Package, as approved by Cabinet on 30th August 2022.

As part of the approval WMCA approval process, a series of business justification cases (BJC) have and will continue to be submitted to the West Midlands Combined Authority (WMCA). The Council are awaiting final approval for ASDA Roundabout and Humber Road sections and London Road South will be submitted this financial year.

These elements of the wider Coventry South Transport package will cost £13.4m. Any cost over-runs will be managed within the approved allocated budget.

5.2. Legal Implications

5.2.1 Pursuant to Section 66 of the Highways Act 1980 the Council has powers to remove the footway and under Section 65 of the said Act to construct a cycle track, although this may involve little actual physical work.

5.2.2 Under Section 66 the Highway Authority is under a duty to provide proper and sufficient footways by the made-up carriageways where it is considered necessary or desirable for the safety or accommodation of pedestrians. Here where we propose a shared space, the area is wide enough for cyclists and pedestrians to safely share.

5.2.3. The Council has powers pursuant to S.23 Road Traffic Regulation Act 1984 to install, vary or remove pedestrian crossings in the highway and will adopt the legal procedure for the installation of the crossing(s) referred to in this report and the adoption of land for the new Link Road into ASDA Supermarket. In this case there will be more light controlled crossings.

5.2.3 Under the Council's Constitution, these powers are delegated to the Cabinet Member for City Services.

6. Other implications

None

6.1. How will this contribute to the One Coventry Plan?

<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>

These proposals support the Council's core aim, as set out in the Council Plan, by improving health and wellbeing by helping residents lead healthier lifestyles by increasing the opportunities for cycling. In addition, the scheme will make the city more accessible for businesses, visitors, and local people through increasing mode choice. By facilitating a segregated cycleway and pedestrian footpath, this will encourage more

people to walk, wheel and cycle. It will also create a link to Binley Cycleway which is the start of the City's segregated cycleways beginning to join up.

6.2. How is risk being managed?

There are no significant risks associated with the proposal.

6.3. What is the impact on the organisation?

None

6.4. Equalities / EIA (Equalities Impact Assessment)?

The Equality Impact Assessment (EIA) has been completed and approved (Appendix D). The new cycle track and footway layout will encourage cyclists to use the cycle track safely and allow them to join onto other cycling network routes to the city centre. Safely enabling people to cross ASDA Roundabout, London Road and Humber Road will help to promote the use of active travel around the city to the supermarket and retail park with easy access down Humber Road to businesses and residential areas linking onto Binley Cycleway.

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

The works will have a positive impact on the environment by improving the cycle network, making cycling a more attractive travel option for local journeys, and encouraging modal shift from car to cycling for some journeys.

6.6. Implications for partner organisations?

None

Report author:

John Seddon
Strategic Lead: Transport and Innovation

Directorate:

Regeneration and Economy

Tel and email contact:

Tel: 02476 977282

Email: john.seddon@coventry.gov.uk

Enquiries should be directed to the above person.

| Contributor/approver name | Title | Directorate | Date doc sent out | Date response received or approved |
|---|--------------------------------------|-----------------------|--------------------------|---|
| Contributors: | | | | |
| Michelle Salmon/ Caroline Taylor | Governance Services Officer | Law and Governance | 17/06/2025 | 17/06/2025 |
| Sunny Heer | Lead Accountant | Finance and Resources | 11/06/2025 | 11/06/2025 |
| Names of approvers for submission: (officers and members) | | | | |
| Tina Pinks | Corporate Finance Manager | Finance and Resources | 12/06/2025 | 12/06/2025 |
| Rob Parkes | Team Leader, Legal Services | Law and Governance | 11/06/2025 | 16/06/2025 |
| Andy Williams | Director of Regeneration and Economy | - | 17/06/2025 | 7/07/2025 |
| Councillor P Hetherton | Cabinet Member for City Services | - | 17/06/2025 | 26/06/2025 |
| Carl Holloway | Director of Communication and Policy | | 25/06/2025 | 01/07/2025 |
| Julie Fairbrother | Communications Manager | | 30/06/2025 | 01/07/2025 |

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LEGEND:
— EXTENT OF PROPOSED DEVELOPMENT

OS X (Eastings) 435331
OS Y (Northings) 277052
Nat Grid SP353770 / SP3533177052
Nearest Post Code CV3 4BW

| | | | | | |
|------|----------|-------------|-------|---------|----------|
| — | 18/07/24 | ORIGINAL | LC | RF | IL |
| Rev. | Date | Description | Drawn | Checked | Approved |

Project Title:
A444 – ASDA ROUNDABOUT

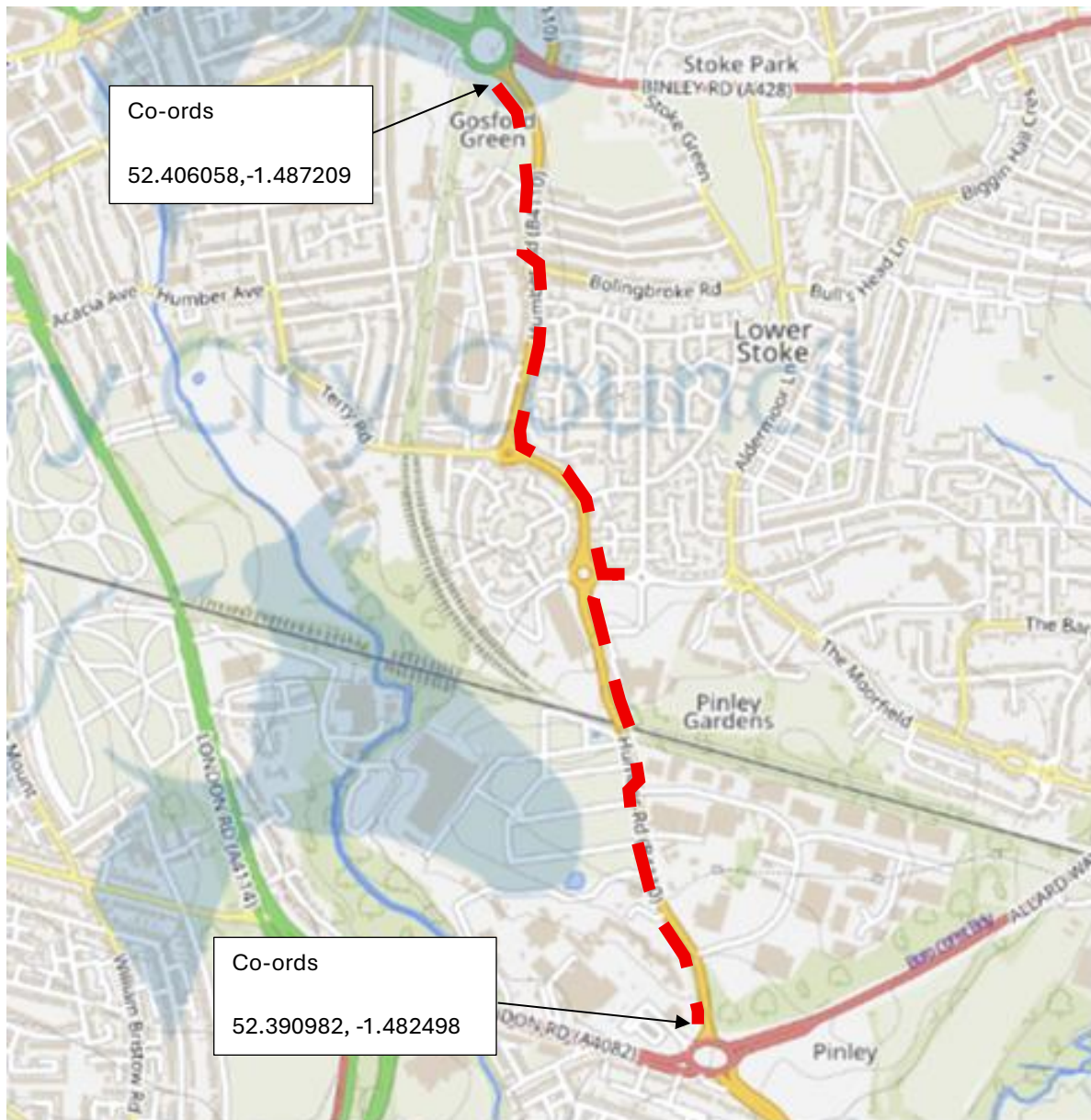
Drawing Title:
PROPOSED EXTENT OF DEVELOPMENT



PLACE DIRECTORATE, TRANSPORTATION AND HIGHWAYS,
ENGINEERING DESIGN TEAM, FLOOR 8, ONE FRIARGATE, COVENTRY, CV1 2GN

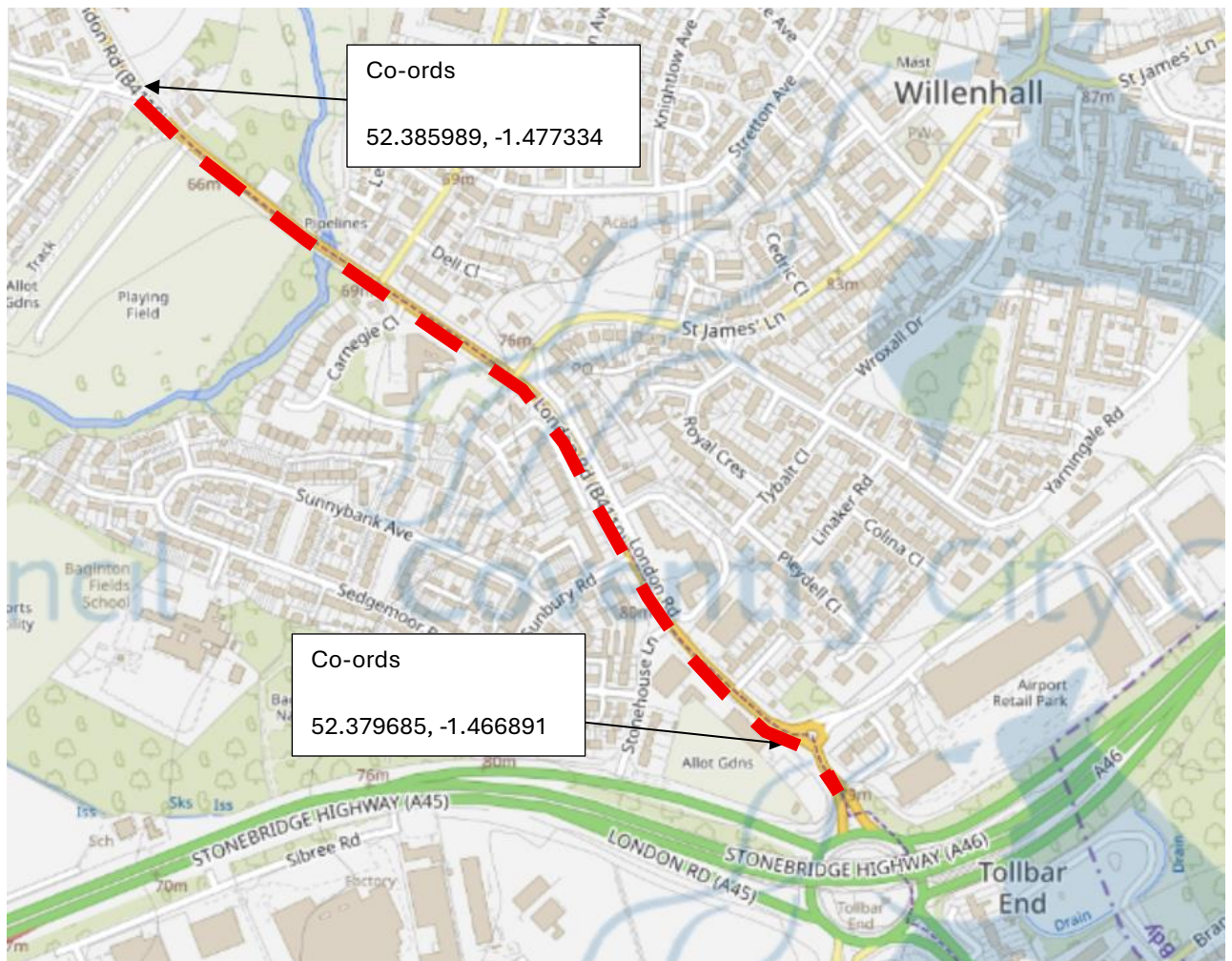
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| Scale at A1: 1:500 | Status: INFORMATION | | |
| Drawn: LC 18/07/24 | Checked: RF 18/07/24 | Approved: IL 18/07/24 | |
| Drawing Number: A444/0010 | | | Rev — |

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Humber Road Cycleway Route Location Plan, Coventry.

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London Road South Cycleway Route Location Plan, Coventry.

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Equality Impact Assessment

EIA-671181529 - ASDA Roundabout and London Road South - Abbey Road to Tollbar End

Details

| | |
|------------------------|---|
| Title | ASDA Roundabout and London Road South - Abbey Road to Tollbar End |
| Author | Serina Dhillon (Project Manager) |
| Head of Service | Mark OConnell (Head of Public Realm) |
| Cabinet Member | Councillor Patricia Hetherton (City Services) |

Context and background

| | |
|---------------------------|--------------|
| EIA carried out on | New services |
|---------------------------|--------------|

Background

This EIA will cover 2 schemes that make up London Road South and ASDA Roundabout. The London Road North Cycleway Scheme is currently being completed and covers the areas of ASDA Roundabout to Abbey Road junction with London Road in a previous EIA. These improvements include new pavement surfacing, bus improvements and one signalised crossing.

This EIA form will cover the ASDA roundabout scheme and London Road South Cycleway which runs from Abbey road to Tollbar End.

ASDA roundabout includes the installation of a new segregated cycleway around the roundabout, new traffic signals, dual cyclist and pedestrian signal-controlled crossings, dual cyclist and pedestrian Zebra Crossing and new pedestrian only Zebra Crossings and a new link road into ASDA Supermarket from A4082 London Road. The improvements will promote and encourage more cycling and walking around the area and easy access into the supermarket and links to the new cycleway on London Road between Abbey Road and ASDA. Both schemes have been allocated funding which equals to £8,700,000.

The London Road South scheme runs between the junction with Abbey road to Tollbar End section and includes a new segregated cycleway and new footway, along crossing improvements, bus stop enhancements and junction and signal improvements to St James Lane and Chace Avenue.

Stakeholders

CCC Comms and Engagement
CCC Public Health
CCC Transport Planning
CVLife
Cycling organisations
Disability Groups
Disability Equality Action Partnership
Elected Members
Local Environmental Groups
Local People
Local Businesses and Organisations
Resident Groups
Transport for West Midlands
Active Travel England
Warwick University
West Midlands Combined Authority
Whitley Abbey Primary School
Meadow Park School
Tiverton School
Taylor Wimpey Housing Development

Responsibility

Businesses, residents and school users can safely use the cycleway when travelling to their destinations. The findings will be monitored, and surveys have been and will continue to be undertaken to understand the needs and wants of local users. Findings will be monitored using VivaCity Cameras and the data dashboard to track the usage of cyclists and how often cyclists are using the facilities. These crossings will also be used to help the elderly and disabled users crossroads safely and easily with new segregated cycleways and crossings to encourage the use and make users feel confident travelling to and from the City. Coventry City Council will be responsible for the installation and maintenance of this cycleway

Consideration of impact

We have completed resident consultations which enables us to understand and improve the area for health and wellbeing and the use of active travel. Local users have provided feedback that this will better the health and wellbeing of children and women using footways and cycleways. Alongside, create a safer and easier route to bring people together as spoken about in our One Coventry plan. These surveys and consultations created positive feedback allowing people to use their community freely and develop physical health going forward.

Cycling is a clean air form of transportation. It does not create air pollution. Every time you cycle just one mile instead of driving, you save over 300 grams of toxic CO2 greenhouse emissions. The use of vehicles will be able to reduce air quality and also prevent accidents and traffic build up by giving people the freedom to cycle to destinations quicker and safer.

Baseline data and information

Sustrans developed a model with Eunomia which is the first of its kind to quantify the contribution of walking and cycling to improving air quality. It found savings to the economy of £5.67 billion over 10 years would be realised from improved air quality, by delivering and meeting the targets to double cycling and increase walking set out in the UK Government's Cycling and Walking Investment Strategy in England. It would also mean more than 8300 premature deaths from air pollution would be prevented over this time.

Public Health England has also recently published a report on interventions to improve outdoor air quality which recommends a targeted reduction in traffic emissions with investment in, and promotion of active transport such as walking and cycling. This will allow us to monitor air quality going forward and improve the amount of people on the road cycling and walking.

Further data will be introduced at later date following the extension of the Cycleway.

Protected groups

| | |
|----------------------------|--|
| Age 0-18 | Positive impact - Positive impact - Younger people generally feel safer cycling on segregated cycleways than roads. The designation of the cycleways should support reduction in road traffic accidents involving young cyclists. Increased independence for both younger people as there is a safer, more efficient and reliable transport service that doesn't rely on the ability to drive. Easy access to links supermarkets and around the community. |
| Age 19-64 | Positive impact - Positive impact - People aged 19-64 can be encouraged to cycle or walk using the segregated cycleway and footpaths which can make them feel safer and less vulnerable to vehicles. This can also influence them to be more confident and independent when it comes to travelling to the nearest supermarket or round the community. Also the use of a signalised roundabout will give people safer access to crossing the roads. |
| Age 65+ | Positive impact - Positive impact - Older people may be more adversely affected than the general population. Older people may be less mobile or have hearing or visual impairments and consequently feel more vulnerable/less safe sharing the footway with cyclists. However, we know that this age group may be more susceptible to the impact of COVID-19 and poor air quality and this extra transport option offers an alternative to public transport and reduces car use in the city. |
| Disability | Positive impact - Positive impact - Safe, high-quality cycle and pedestrian routes could offer increased independence for many people with disabilities, who may potentially be able to walk or cycle, but might feel unsafe cycling on or crossing the road. The opportunity for increased physical activity through active commuting could have benefits in preventing and mitigating chronic illnesses that can exacerbate disabilities. Shared pathways may increase conflict between cyclists and in particular more vulnerable pedestrians such as the mobility or visually impaired, hence a segregated facility is proposed. |
| Gender reassignment | No impact - |

Pregnancy and maternity

Positive impact - Positive impact - Evidence suggests that air pollution can affect the growth of the unborn baby and may be linked to premature birth. Encouraging greater use of sustainable modes will help lower levels of air pollutants in the local area, benefitting health. Pregnant women may feel vulnerable on a shared use path, hence a segregated facility is proposed. Providing protected cycle lanes can increase the propensity of pregnant women or women with very young children to cycle, thereby improving their mental and physical health. Wider cycle lanes can also more easily be used by parents who use cargo cycles. The lanes have been designed to accommodate larger cycles such as cargo cycles.

Race No impact -

Religion and belief No impact -

Sex

Positive impact - Positive impact - In a national survey, 69% of women surveyed stated that it is too dangerous for them to cycle on the road compared to 53% of men. Improved cycling facilities will reduce this barrier to cycling for some women. This will also allow them to feel more confident that there is a linkage between the cycleways and that they are able to safely travel around the city to their destination.

Sexual orientation No impact -

Care experienced

Positive impact - People who have care experienced will benefit from cycleways as it gives them the freedom and independence to safely use a segregated cycleway to get to supermarkets and City Centre. This allows them to confidently travel and directs them into a healthy lifestyle to impact fitness and health in a positive way. This can also have a positive impact on mental health and encourage the use of walking and cycling to support that. Cycleways will become more accessible and footpaths will also be segregated for pedestrians to allow them the safety of walking reducing any cyclist impact.

Health inequalities (HI)

This proposal will help reduce inequalities and contributes to the Marmot Principles below as part of the idea to influence cycling and walking and creating a safer transport system with environmental benefits stated below:

How HI will be reduced

- Give every child the best start in life
- Enable all children, young people and adults to maximise their capabilities and have control over their lives
- Ensure a healthy standard of living for all
- Create and develop healthy and sustainable places and communities
- Strengthen the role and impact of ill health prevention

Evidence showing how HI will be reduced

The information we have to show this proposal will reduce health inequalities is by using the Coventry City Council Transport Strategy working to offer a safe, sustainable and resilient transport system which allows residents and visitors to get round the city easy and safely. We are improving air quality with more sustainable cars as well as influencing walking and cycling as a safe option to tackle local challenges with improving the regional and national connections. The national government schemes will be expected to generate up to 16million more walking and cycling trips a year across the country. This creates a healthier lifestyle and independence to safely travel around the city.

Groups of people who face HI

The groups of people who will face the biggest benefit to health in regard to the new cycleway and footway are people with no access to cars as public transport and cycling can help them get round the city. Elderly people can also find it easier and safer to move around the area with cycling and signalised junctions which can encourage them to visit the supermarket and local parks.

Pedestrians and school children will also be positively impacted as using the footpaths and cycleways can reduce anxiety and mental health and give school children the confidence of independence. A safer form of transport can boost children to use cycleways and footways on their journey, allowing them to have the freedom and improve physical health. The cycleways will link ASDA Roundabout to the sections of London Road North and Abbey road to Tollbar End (London Road South) that will allow linkage into the City Centre and Binley Cycleway making it easier for cyclists to travel around the city and meet their destination.

**How to improve HI
for groups
identified**

Health Equity will be improved by this a safer facility, as pedestrians have their own footpath and cyclists are not riding on the carriageway. The wider strategy linking into the One Coventry plan contributes by reducing traffic and allowing a safe and efficient way to get round the city. This brings people to become more active and boosts travel options.

identified Air pollution can also be improved which relates to the One Coventry plans to make a greener environment and bringing communities together. This overall will improve road safety, congestion and wellbeing in people who will choose active travel. One Coventry can also be promoted as this will link a number of cycleways to other cycleways into the City Centre.

Digital inequalities (DI)

| | |
|-----------------------------------|-----|
| Impact to DI | N/A |
| Opportunities to reduce DI | N/A |

Next steps

| Inequality | Action | Owner | Timescale |
|------------|--------|-------|-----------|
| | | | |

**Monitor and
evaluation**

Footfall and cycling surveys to monitor changes to pedestrian and cyclist use
Feedback from local people
Any recorded accident data

Impact on Council staff

| | |
|-------------------------------------|----|
| Will there be an impact? | No |
|-------------------------------------|----|

Completion statement

**Potential equality
impact**

No impact has been identified for one or more protected groups

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Details

| | |
|------------------------|--------------------------------------|
| Title | Humber Road |
| Author | Serina Dhillon (Project Manager) |
| Head of Service | Mark OConnell (Head of Public Realm) |
| Cabinet Member | Patricia Hetheron (City Services) |
| Director | Andrew Walster (Digital Services) |

Context and background

| | |
|---------------------------|--|
| EIA carried out on | New service |
| Background | <p>This EIA covers the area from Humber Road which connects onto Binley Road cycleway. The works include an improved pedestrian crossing, signalised junction improvements and connection to Binley Island. The cycleway will also link to the ASDA Roundabout cycleway covered in a previous EIA</p> <p>The improvements seek to encourage active travel and improve road safety and air quality, all of which reflect the needs and requirements of different groups. This can help to create a area that is more accessible and pleasant for all, building upon community spirit, good relations, and cohesion.</p> <p>The London Road South scheme highlighted in a previous EIA covers the Abbey road to Tollbar section and includes a new segregated cycleway and new footway, along with junction and signal improvements to St James Lane and Chase Avenue.</p> |

Stakeholders

CCC Comms and Engagement CCC Public Health
CCC Transport and Planning CVLife
Disability Groups
Elected Members
Local Environmental Groups
Local Businesses and Organisations
Resident Groups
Transport for West Midlands West Midlands Combined Authority
Blue Coat School

Responsibility

Coventry City Council, Public Realm team will be responsible for the installation of this cycleway.

Consideration of impact

We are completing resident consultations which allows us to understand and improve the area for health and wellbeing and the use of active travel. Feedback will be reviewed, alongside, creating a safer and easier route to bring people together as spoken about in our One Coventry plan. Upon this, a consultation report will be created to include all feedback received.

Cycling is a clean air form of transportation. It does not create air pollution. Every time you cycle just one mile instead of driving, you save over 300 grams of toxic CO2 greenhouse emissions. The use of vehicles will be able to reduce air quality and also prevent accidents and traffic build up by giving people the freedom to cycle to destinations quicker and safer.

Sustrans developed a model with Eunomia which is the first of its kind to quantify the contribution of walking and cycling to improving air quality. It found: Savings to the economy of £5.67 billion over 10 years would be realised from improved air quality, by delivering and meeting the targets to double cycling and increase walking set out in the UK Government's Cycling and Walking Investment Strategy in England. It would also mean more than 8300 premature deaths from air pollution would be prevented over this time.

Baseline data and information

Public Health England has also recently published a report on interventions to improve outdoor air quality which recommends a targeted reduction in traffic emissions with investment in, and promotion of active transport such as walking and cycling. This will allow us to monitor air quality going forward and improve the amount of people on the road cycling and walking. Further data will be introduced at later date following the extension of the Cycleway and the linkage to other cycleways in the area.

Businesses, residents and school users can safely use the cycleway when travelling to their destinations. The findings will be monitored and surveys will be done to understand the activity of the cycleways and crossings. These findings will be monitored using the data dashboard to see the usage of cyclists on the roads. These crossings will also be used to help the elderly and disabled cross roads safely and easily with new segregated cycleways and crossings. This will encourage the use and make users feel confident travelling to and from the City Centre as well as traveling to and from the nearest school.

The improvements seek to encourage active travel and improve road safety and air quality, all of which reflect the needs and requirements of different groups. This can help to create a borough that is more accessible and pleasant for all, building upon community spirit, good relations, and cohesion.

Marmot Principles

1. Give every child the best start in life
2. Enable all children, young people and adults to maximise their capabilities and have control over their lives
3. Ensure a healthy standard of living for all
4. Create fair employment and good work
5. Create and develop healthy and sustainable places and communities
6. Strengthen the role and impact of ill health provision
7. Tackle racism, discrimination and their outcomes
8. Pursue environmental sustainability and health equity

Protected groups

Age 0-18

Positive impact - Younger people generally feel safer cycling on shared use cycleways than roads and the designation of the cycleways should support reduction in road traffic accidents involving young cyclists. Increased independence for both younger people as there is a safer, more efficient and reliable transport service that doesn't rely on the ability to drive. Easy access to links supermarkets and around the community.

Age 19-64

Positive impact - People aged 19-64 can be encouraged to cycle or walk using the segregated cycleway and footpaths which can make them feel safer and less vulnerable to vehicles. This can also influence them to be more confident and independent when it comes to travelling to the nearest supermarket or round the community to reach the other cycleway to connect to city centre links. Also the use of a signalisation roundabout will give people safer access to crossing the roads.

| | |
|--------------------------------|---|
| Age 65+ | <p>No impact - Older people may be more adversely affected than the general population. Older people may be less mobile or have hearing or visual impairments and consequently feel more vulnerable/less safe sharing the footway with cyclists. However, we know that this age group may be more susceptible to the impact of COVID-19 and poor air quality and this extra transport option offers an alternative to public transport and reduces car use in the city.</p> <p>Shared use is proposed to improve crossings for cyclists. Pavements have been extended to provide more space and tactile paving in line with national design guidance. Signage is used to emphasise shared use areas.</p> |
| Disability | <p>Positive impact - Safe, high-quality cycle and pedestrian routes could offer increased independence for many people with disabilities, who may potentially be able to walk or cycle, but might feel unsafe cycling on or crossing the road. The opportunity for increased physical activity through active commuting could have benefits in preventing and mitigating chronic illnesses that can exacerbate disabilities. Shared pathways may increase conflict between cyclists and in particular more vulnerable pedestrians such as the mobility or visually impaired.</p> <p>Shared use is proposed to improve crossings for cyclists. Pavements have been extended to provide more space and tactile paving in line with national design guidance. Signage is used to emphasise shared use areas.</p> |
| Gender reassignment | No impact - |
| Pregnancy and maternity | <p>Negative impact - Positive impact - Evidence suggests that air pollution can affect the growth of the unborn baby and may be linked to premature birth. Encouraging greater use of sustainable modes will help lower levels of air pollutants in the local area, benefitting health. Pregnant women may feel vulnerable on a shared use path. Shared use is proposed to improve crossings for cyclists. Pavements have been extended to provide more space and tactile paving in line with national design guidance. Signage is used to emphasise shared use areas.</p> |
| Race | No impact - |
| Religion and belief | No impact - |

| | |
|------------|--|
| Sex | Positive impact - Positive impact - In a national survey, 69% of women surveyed stated that it is too dangerous for them to cycle on the road compared to 53% of men. Improved cycling facilities will reduce this barrier to cycling for some women. This will also allow them to feel more confident that there is a linkage between the cycleways and that they are able to safely travel around the city to their destination. |
|------------|--|

| | |
|---------------------------|-------------|
| Sexual orientation | No impact - |
|---------------------------|-------------|

Adopted groups

| | |
|-------------------------|-------------|
| Care experienced | No impact - |
|-------------------------|-------------|

| | |
|---------------------|-------------|
| Armed forces | No impact - |
|---------------------|-------------|

Socio economic groups

Positive impact - The groups of people who will face the biggest health inequalities in regards to the new cycleway and footway are people with no access to cars, public transport and cycling can help them get round the city. Elderly people can also find it easier and safer to move around the area with cycling and signalised junctions which can encourage them to visit the supermarket and local parks. Pedestrians and school children will also be affected as using the footpaths and cycleways can reduce anxiety and mental health and give school children the confidence of independent. A safer form of transport can boost children to use cyclepaths and footways on their journey, allowing them to have the freedom and improve physical health without worrying about not having a segregated footpath and cycleway to travel around. The cycleways will link Asda Roundabout to Humber Road which will connect onto Binley Cycleway. This also allows easy access into businesses and industrial estates to encourage the use of cycling for work purposes. The recently completed London Road North cycleway and proposed extension to Tollbar End will for a link from the Investment Zone into the City Centre, making it easier for cyclists to travel around the city.

The improvements seek to encourage active travel and improve road safety and air quality, all of which reflect the needs and requirements of different groups. This can help to create a borough that is more accessible and pleasant for all, building upon community spirit, good relations, and cohesion.

| Inequality | Action | Owner | Timescale |
|------------|--------|-------|-----------|
| | | | |

Monitor and evaluation

Footfall and cycling surveys to monitor changes to pedestrians and cyclist use (Vivacity Cameras)
Feedback from local people
Any recorded accident data

Impact on Council staff

Will there be an impact?

No

Completion statement

Potential equality impact

Positive impact has been identified for one or more protected groups

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Cabinet Member for City Services

23 July 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Regeneration and Economy

Ward(s) affected:

Woodlands, Sherbourne, Westwood, Foleshill and Longford

Title:

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Is this a key decision?

No.

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 Cabinet Member for City Services), where appropriate, for monitoring and transparency purposes.

Appendix A to the report 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 to 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: edmocracy.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 to the 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 to 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 to the report will be sent out by the end of August 2025.

5. Comments from the Director of Finance and Resources 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 One Coventry Plan?

(<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>)

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**Name and job title:**

Dan O'Neill

Traffic Engineer – Traffic and Road Safety Team

Service:

Regeneration and Economy

Tel and email contact:

Tel: 024 7697 2486

Email: dan.o'neill@coventry.gov.uk

Enquiries should be directed to the above person.

| Contributor/ approver name | Title | Service Area | Date doc sent out | Date response received or approved |
|---|--|-----------------------------|------------------------------|---|
| Contributors: | | | | |
| John Seddon | Strategy Lead – Policy and Innovation | Regeneration and Economy | 10/07/2025 | 10/07/2025 |
| David Keaney | Head of Network Management | Regeneration and Economy | 10/07/2025 | 10/07/2025 |
| Mark O' Connell | Head of Public Realm | Regeneration and Economy | 10/07/2025 | 10/07/2025 |
| Michelle Salmon / Caroline Taylor | Governance Services Officer | Law and Governance | 10/07/2025 | 10/07/2025 |
| Names of approvers for submission: | | | | |
| Helen Williamson | Finance Manager | Finance and Resources | 10/07/2025 | 10/07/2025 |
| Rob Parkes | Team Leader, Legal Services | Law and Governance | 10/07/2025 | 10/07/2025 |
| Andy Williams | Director of Regeneration and Economy | | 10/07/2025 | 10/07/2025 |
| Councillor Patricia Hetherton | Cabinet Member for City Services | - | 10/07/2025 | 14/07/2025 |
| | | | | |

This report is published on the council's website:

<https://www.coventry.gov.uk/council-meetings>

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 |
|---------------|------------------------------------|-------------------|---------------------|--|--|
| e57/ 24-25 | Alderminster Road – Crossing Point | 278 | Councillor G Ridley | Holding | The desire line for the crossing in question will need to be identified before a pedestrian and vehicle survey is arranged. This survey can be carried out this financial year and will be used to determine need and the type of crossing facility most suitable to aid pedestrian at this location. The positioning of a crossing point will be challenging due to forward visibility, the presence of junctions, turning traffic and that pedestrians cross either side of Aynho Close. Officers will discuss further with Ward Members as there are other schemes in the vicinity which are scheduled for 2025-26. If a suitable scheme is identified, it will be put forward for consideration as part of the 2026/27 Local Network Improvement Programme, with the current years programme (2025/26), being fully committed. |

| | | | | | |
|---------------|--|-----|-----------------------|---------------|--|
| e63/ 24-25 | Butts Road Spon End – residential parking provision | 201 | Councillor J Gardiner | Determination | <p>The buildings at the Godiva Carpets site have been demolished, and the site cleared. Designs are being drawn up for car parking for residents and businesses at Spon End. Varying options are being considered in discussion with Ward Members and will be brought forward for final decision by Cabinet Member.</p> <p>Long-term future of the site will be subject to further discussion involving relevant service areas including Property Services, taking account of Council statutory responsibilities for asset management and achieving value for money. Consultation on future options will take place at the appropriate time.</p> |
| e66/24-25 | Broadmere Rise – add double yellow lines on the corner | xx | Councillor G Lewis | Determination | <p>Officers have undertaken visits to the location and the request will be considered for inclusion in the next citywide review of waiting restrictions. Any new waiting restrictions or changes to existing restrictions are subject to a legal process; this includes a 21-day period during which interested parties may object. Any objections received must then be considered by the Council's Cabinet Member for City Services.</p> |

| | | | | | |
|-------------|---|----|---------------------|---------|---|
| 1/ 25-26 | Broad Street – Residents Parking Permit | 65 | Councillor Nazir | Holding | <p>For a residents' parking request to be considered, it must have the support of at least 60% of affected households. There are between 105 – 110 residential properties on Broad Street, three quarters of which are on the northern side of the road. The southern side is a mixture of commercial units, residential properties and places of worship and contains a medical centre and Library, whilst the northern side of the road also has several commercial buildings and also features the Broad Street Centre which is an adult learning centre having regular classes for learners. This combination of use types within the road, create significant trip generators which would likely be displaced into neighbouring streets should a scheme be introduced. As part of the factors to be considered when determining if a residents parking scheme should come forward, there must also be less than 40% of parking spaces available during the daytime on the road(s) in question. Having now received the petition, a parking survey will be undertaken to ascertain whether this is the case. A survey can not be undertaken during school holidays and as such will now be organised for Autumn 2025. Initial observations suggest there is approximately enough available kerbside space to accommodate 75 cars (including 5 EV spaces). This is significantly below the current number of properties on the road. As such, even with the introduction of a resident parking scheme, demand is likely to exceed available capacity and would likely result in displacement of non-residential parking into neighbouring streets. The</p> |
|-------------|---|----|---------------------|---------|---|

| | | | | | |
|--------------|--|---|-----------------------|---------------|---|
| | | | | | impact on Broad Street Centre, commercial premises and neighbouring roads will need further consideration prior to a decision being taken as to whether this scheme should come forward. |
| 02/ 25-26 | Armfield Street – Traffic Calming Measures | 5 | Councillor Duggins | Determination | There have been no recorded Personal Injury Collisions (PICs) in the previous three years. As such this road has not been identified as a priority site within the current 2025/26 Local Network Improvement Programme, which is now fully committed. To assess its feasibility for future measures, a speed survey and traffic volume count is to be undertaken to assess adherence to the current speed limit. Information collated through the speed survey will be shared with West Midlands Police as appropriate and be use to determine if any further interventions should be put forward for consideration as part of the 2026/27 Local Network Improvement Programme. In doing so officers are to liaise with Ward Members to determine if there are any local issues that may contribute to speeding overnight that could be addressed in the interim. |

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